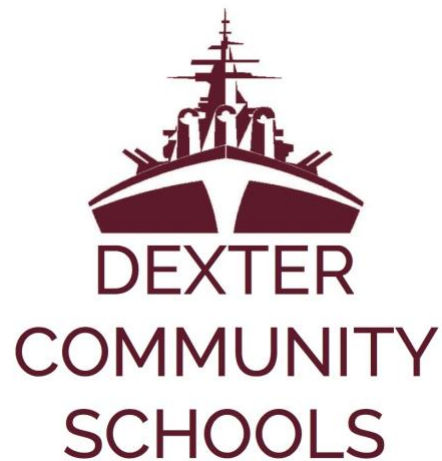


# **BOARD OF EDUCATION MEETING PACKET**

**August 8, 2022**

**7:00pm**

**Bates Boardroom**



*Our Vision:*

*Champion Learning –*

*Develop, Educate, and Inspire!*



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## **BOARD OF EDUCATION OATH OF OFFICE**

I do solemnly swear, (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of School Trustee of the Dexter Community School District to the best of my ability.

*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
2. Oath of Office - Student Representative

### B. MEETING MINUTES (7/18/2022, 7/28/2022))

### C. APPROVAL OF AGENDA

### D. SCHOOL PRESENTATIONS - none

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

### F. ADMINISTRATIVE & BOARD UPDATES

1. Superintendent
  - a. MAM Update
2. Board President
  - a. MAM Update
3. Student Representatives

### G. CONSENT ITEMS

1. Personnel - Resignations
2. Personnel - New Hires

### H. ACTION ITEMS

1. Approve 2022-2023 School Calendar
2. Administrator Hiring Recommendation
3. Pajoma Courses
4. School Meals Price Increase
5. MASB Training Approval

### I. DISCUSSION ITEMS

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

### K. BOARD COMMENTS

### L. INFORMATION ITEMS

1. Board Bulletin (July 18, 2022)
2. MDE Food & Nutrition Grant
3. Finance Committee Draft Minutes (7-25-2022)

### M. CLOSED SESSION – MCL 15.268c

1. Negotiations

### N. ADJOURNMENT

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## CALENDAR

- \*August 22 – 7:00pm Board Meeting
  - \*September 6 – First Day of School (half day)
  - \*September 12 – 7:00pm Board Meeting
  - \*September 26 – 7:00pm Board Meeting
- 

*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 MEETING NOTES**  
**AUGUST 8, 2022**

**A. CALL TO ORDER**

1. Roll Call
2. Oath of Office - Student Representative

**B. MEETING MINUTES**

Your packet includes meeting minutes from 7/18/2022 and 7/28/2022.

- \* An appropriate motion might be, "I move that the Board of Education approve the minutes from 7/18/2022 and 7/28/2022 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. PUBLIC PARTICIPATION** (full guidelines at link)

Each speaker is allotted a maximum of 5 minutes for a total of 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 so the time may be divided equally. Each speaker will be asked to announce his/her name and district of residence 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 nor yield their time to another speaker. The Board does not respond to comments during the meeting. Those wishing to receive a personal response from the Board or Superintendent must complete a [public comment form](#) available at the meeting entrance and on our website.

**F. ADMINISTRATIVE & BOARD UPDATES**

1. Superintendent
  - a. MAM Update
2. Board President
  - a. MAM Update
3. Student Representatives

**G. CONSENT ITEMS**

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."

**BOARD MEETING NOTES**  
**AUGUST 8, 2022**

1. Personnel - Resignations.  
Your packet includes a resignation letter from Anchor Social Worker Sarah Fisk.
- \* [If separated] An appropriate motion might be, "I move that the Board of Education accept Sarah Fisk's resignation."
1. Personnel - New Hires.  
Your packet includes resumes and recommendations for hire for open teaching positions at the Dexter Early Elementary Complex, Creekside, and Dexter High School from principals Brooke Stidham, Tammy Reich, and Melanie Nowak.
- \* [If separated] An appropriate motion might be, "I move that the Board of Education offer probationary teaching contracts for the 2022-2023 school year to Timothy Bernhardt, Amanda Parker, Courtney Petrie, and Jeffrey Totten."
- H. ACTION ITEMS**
1. Approve 2022-2023 School Calendar. On July 26, 2022, DEA ratified a 2022-2023 school calendar. A copy is included in your packet for review. There's a small change in the time school lets out.
- \* An appropriate motion might be, "I move that the Board of Education approve the attached 2022-2023 school calendar as attached."
2. Administrator Hiring Recommendation.  
Your packet includes a letter of recommendation to hire Abby Holland for the open Creekside Assistant Principal position.
- \* An appropriate motion might be, "I move that the Board of Education offer a probationary administrative account for the 2022-2023 to Abby Holland."
3. Pajoma Courses.  
Your packet includes an executive summary regarding the recommendation to add Pamoja Courses to the district course catalog. Due to the credentialing criteria for International Baccalaureate (IB), Dexter High School has been limited with some of its course offerings. These courses are available through a credentialed, trusted online vendor, Pamoja. By offering virtual IB courses through Pamoja, we will be able to provide additional learning opportunities for our students.
- \* An appropriate motion might be, "I move that the Board of Education approve the addition of Pamoja courses to the District Course Catalog."
4. Student Meal Price Adjustment and Breakfast Program Recommendation.  
Your packet includes a summary memo from Food and Nutrition Director Jennifer Mattison regarding a proposed increase to school meal prices. This item was previously discussed at the July 18, 2022 meeting. This item is presented for action.

## BOARD MEETING NOTES

AUGUST 8, 2022

- \* An appropriate motion might be, "I move that the Board of Education approve meal price increases to \$3.50 for Y5-6 and \$3.75 7-12 and increase breakfast prices to \$1.75 for Y5-6 and \$2.00 for grades 7-12 for the 2022-23 school year."
- 5. MASB Training Approval.  
Your packet contains information about two upcoming MASB training opportunities: The Summer Institute, taking place August 19-21 in Muskegon, and the Annual Leadership Conference, scheduled for October 20-23 in Traverse City. In addition to approving funds to attend conferences, the Board typically pre-approves trustees to attend up to six MASB board certification classes twice a year. Funding for attendance include registration, travel, meals and lodging.
- \* An appropriate motion might be, "I move that the board approve funding for attendance at the Summer Institute and Annual Leadership Conference for any interested trustees, as well as funds to take up to six CBA courses between now and December 31, 2022 for any interested trustees and student representatives."

### I. DISCUSSION – none

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

Each speaker is allotted a maximum of 3 minutes for a total of 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 district of residence 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 nor yield their time to another speaker.. The Board does not respond to comments during the meeting. Those wishing to receive a personal response from the Board or Superintendent must complete a [public comment form](#) available at the meeting entrance and on our website.

### K. BOARD COMMENTS

### L. INFORMATION ITEMS

1. Board Bulletin (July 18, 2022)
2. MDE Food & Nutrition Grant
3. Finance Committee Draft Minutes (7-25-2022)

The Superintendent has scheduled a closed session for the purpose of discussing negotiations.

- \* An appropriate motion might be, "I move that the Board of Education move into closed session for the purpose of discussing the Superintendent's Quarterly Evaluation following a five-minute break."

**BOARD MEETING NOTES**  
**AUGUST 8, 2022**

- M.    CLOSED SESSION - *per MCL 15.268c***
  - 1.     Negotiations
  
- N.    ADJOURNMENT**

**DEXTER COMMUNITY SCHOOLS  
BOARD OF EDUCATION MEETING MINUTES  
JULY 18, 2022**

**A. CALL TO ORDER – 7:06pm**

Dr. Timmis opened the meeting pending election of officers per board bylaw 0152.

**1. Roll Call**

**Members Present:** Daniel Alabré, Elise Bruderly, Mara Greatorex, Jennifer Kangas, Dick Lundy, Melanie Szawara, Student Representative Griffin Patel

**Members Absent:** Brian Arnold, Student Representative Will O'Haver

**Administrative & Supervisory Staff:** Ryan Bruder, Craig McCalla, Sharon Raschke, Barb Santo, Christopher Timmis

**WWBDAMA:** none

**DCS Staff:** Melanie McIntyre

**Guests:** Christy Vander Haagen, Kevin Creech, Kevin Vrsek, Barbar Read

**B. MEETING MINUTES**

Melanie Szawara made a motion to approve the meeting minutes from 6/20/2022 as presented. Mara Greatorex seconded the motion. **Motion Carried (unanimous).**

**C. ELECTION OF OFFICERS**

1. Elise Bruderly made a motion that Mara Greatorex be nominated for the office of President. Melanie Szawara seconded the motion. **Motion Carried (unanimous).**
2. Melanie Szawara made a motion that Elise Bruderly be nominated for the office of Vice President. Daniel Alabré seconded the motion. **Motion Carried (unanimous).**
3. Mara Greatorex made a motion that Jennifer Kangas be nominated for the office of Secretary. Melanie Szawara seconded the motion. **Motion Carried (unanimous).**
4. Melanie Szawara made a motion that Dick Lundy be nominated for the office of Treasurer. Elise Bruderly seconded the motion. **Motion Carried (unanimous).**

**D. APPROVAL OF AGENDA**

The agenda was amended to remove the student representative oath of office and add additional new hires. Melanie Szawara made a motion to approve the agenda as amended. Elise Bruderly seconded the motion. **Motion Carried (unanimous).**

**E. SCHOOL PRESENTATIONS – none**

**F. PUBLIC PARTICIPATION**

1. Kevin Creech commented on the millage and financial reporting.

**G. ADMINISTRATIVE & BOARD UPDATES**

**1. Superintendent Update.**

a. Dr. Timmis shared that:

- Sports and band camps are in progress. Over 1500 DCS students have participated in our summer camps. These camps are examples of what could be continued with a recreation millage. Between Camp Dexter, the



**DEXTER COMMUNITY SCHOOLS  
BOARD OF EDUCATION MEETING MINUTES  
JULY 18, 2022**

Summer Learning Institute (SLI), and Community Ed camps, students are active across our campus and engaged in activities that add to their educational experiences.

- The District finished the school year down several Building & Grounds staff and are actively recruiting for all positions with job postings, radio ads, banners, etc. Our new contracts align with the market and acknowledge the value we have for our current employees who are dedicated to DCS.
- Executive Director of Instruction Ryan Bruder shared that 90-100 students per session are participating in the Summer Learning Institute. This was the first of two sessions. By the end of the summer, DCS will have worked with over 200 students to support their growth in reading and mathematics.
- Asphalt projects are being completed all over the District, thanks to the support of the 2017 bond;
- Staff will receive A.L.I.C.E. training at the end of the summer and prior to school starting;
- NHS is holding blood drives at the high school.

2. Board President - none

3. Student Representatives Update. Griffin Patel noted that the National Honor Society is holding blood drives at DHS throughout the summer. He also shared that a group of DHS students participated in teacher interviews.

**H. CONSENT ITEMS**

Elise Bruderly made a motion that the Board of Education approve the consent items in bulk. Melanie Szawara seconded the motion. **Motion Carried (unanimous).**

1. The Board of Education offered probationary teaching contracts for the 2022-2023 school year to Kelly Bauer, Sarah Bernhardt, Jacqueline Connor, Morgan Griffis, Megan Hinkle, Mira Preston, Elizabeth Smith, Janelle Smith, Catherine Huffman and Andrew Foerster
2. Banking - Depositories, Accounts Payable, Internal Agency Account, Payroll Account, Wires/Transfers, Contracts/Agreements/Purchase Orders, Safe Deposit Box, Notice of Meeting Fees, Designate Treasurer/Secretary Responsibilities, Designate Electronic Transfer Officer, Designate Board Legal Counsel, Designate Investment Officer, Designate Publications of Record.  
The Board of Education designated Chelsea State Bank, Flagstar Bank, and Michigan Liquid Asset Fund Plus (MILAF+) as depositories of record for school funds; designated signatories for the Accounts Payable account and the payroll account to be any two of the Board President, Board Treasurer, Superintendent and/or the Chief Financial Officer; authorized any two of the Board President, Board Treasurer, Superintendent and/or the Chief Financial Officer to transfer or wire funds between accounts for legal obligations and investments; authorized

**DEXTER COMMUNITY SCHOOLS  
BOARD OF EDUCATION MEETING MINUTES  
JULY 18, 2022**

- the Superintendent, the Executive Director of Human Resources, and the Chief Financial Officer to sign contracts, agreements, and purchase orders in conducting District business; authorized the Superintendent, the Executive Director of Human Resources, and the Chief Financial Officer to sign contracts, agreements and purchase orders in conducting District business; authorized the Board President and Treasurer to sign promissory notes; authorized the Superintendent and the Chief Financial Officer have access to the safety deposit box at Chelsea State bank, if needed; set the yearly fee charged to individuals who request notice of Board meetings at \$50; designated the Chief Financial Officer to assume specified responsibilities of the Treasurer; designated Director of Office Management and Communications to assume specified responsibilities of the Secretary; designated the chief financial officer as Electronic Transfer Officer (ETO) for the Dexter Community School District; named the firms of Miller, Canfield, Paddock & Stone, PLC, Thrun Law Firm PC, and Delaporte Law, PLLC, as the legal firms of record for the Dexter Community School District; designated the Chief Financial Officer as the investment officer for the Dexter Community School District; designated The Sun Times News and the Dexter Community School District newsletter as the legal publications of record.
3. Board Memberships - MASB & MASB Legal Trust Fund. The Board of Education renewed its membership in the Michigan Association of School Boards (MASB) at an annual cost of \$6,290 and the Michigan Association of School Boards Legal Trust Fund at an annual cost of \$238.
  4. MHSAA Membership Resolution. The Board rejoined the Michigan High School Athletic Association and agreed to participate according to its rules and regulations.

**I. ACTION ITEMS**

1. 2022-2023 School Loan Revolving Fund Annual Loan Activity Application. Elise Bruderly made a motion that the Board of Education authorize the attached resolution to reflect the anticipated activity with the School Loan Revolving Fund. Dick Lundy seconded the motion. **Motion Carried (unanimous).**

**J. DISCUSSION ITEMS**

1. Multigenerational Activity Millage Committee Policy Draft.  
The board reviewed and discussed a second draft of the recreation millage policy. The original draft (discussed 6/6/2022 by the full Board) was revised by the policy committee 6/22/2022 to incorporate Board feedback. Dick Lundy made a motion to move the draft to an action item and approve it for first reading. Elise Bruderly seconded the motion. **Motion Carried (unanimous).**
2. Declaration of Commitment, Conflict of Interest, Board Norms, and Social Media Guidelines Forms.  
Board members signed these annual declarations.

**DEXTER COMMUNITY SCHOOLS  
BOARD OF EDUCATION MEETING MINUTES  
JULY 18, 2022**

3. Committee Membership.  
Trustees will forward any requests for 2022-2023 committee membership to President Mara Greatorex for consideration. Committee assignments will be shared at a future board meeting.
4. Student Meal Price Adjustment and Breakfast Program Recommendation.  
The Board reviewed a memorandum from Food & Nutrition Director Jennifer Mattison outlining her recommendations to increase school meal prices for the 2022-2023 school year. This item will return for action at the August 8, 2022 meeting.
5. Pledge of Allegiance.  
The Board discussed a community member's request to say the pledge of allegiance prior to every board meeting.

**K. PUBLIC PARTICIPATION**

1. Kevin Creech commented on the millage.
2. Christy Vander Haagen commented on the pledge of allegiance.
3. Barbara Read commented on the meeting audio and financial reporting.
4. Craig McCalla commented on the millage.

**L. BOARD COMMENTS**

1. Dick Lundy noted that District auditors have said DCS publishes the most thorough financials of any school they audit.
2. Mara Greatorex reminded attendees of two upcoming Multigenerational Activities Millage forums, scheduled for July 20 at 9:00 a.m. and 7:00 p.m. in the Bates Boardroom.
3. Dan Alabré noted that the millage wording is dictated by law, and that all discussion about the potential spending has included funding for the seniors.

**M. INFORMATION ITEMS**

1. Draft Facilities Minutes (June 17, 2022)
2. Draft Policy minutes (June 22, 2022)
3. Board Bulletin (June 20, 2022)

At approximately 8:14pm, Elise Bruderly made a motion that the Board of Education move into closed session for the purpose of discussing negotiations following a five-minute break. Melanie Szawara seconded the motion. **Motion Carried (unanimous).**

**N. CLOSED SESSION**

At approximately 9:01pm, the Board returned to open session.

**DEXTER COMMUNITY SCHOOLS  
BOARD OF EDUCATION MEETING MINUTES  
JULY 18, 2022**

**O. ADJOURNMENT**

At approximately 9:02pm, President Mara Greateorex adjourned the meeting.

MINUTES/hlv

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Jennifer Kangas  
Secretary, Board of Education

**DEXTER COMMUNITY SCHOOLS  
BOARD OF EDUCATION MEETING MINUTES  
JULY 28, 2022**

**A. CALL TO ORDER – 9:49am**

1. Roll Call

**Members Present:** Daniel Alabré, **Brian Arnold**, Elise Bruderly, Mara Greateorex, Dick Lundy, Student Representative Griffin Patel

**Members Absent:** Jennifer Kangas, Melanie Szawara

**Administrative & Supervisory Staff:** Barb Santo, Christopher Timmis, Hope Vestergaard

**Guest:** Barbar Read

**B. APPROVAL OF AGENDA**

The agenda was amended to include a closed session to discuss material exempt from disclosure. Elise Bruderly made a motion to approve the agenda as amended. Brian Arnold seconded the motion. **Motion Carried (unanimous).**

**C. PUBLIC PARTICIPATION – none**

At approximately 9:52am, Brian Arnold Made a motion that the Board of Education move into closed session for the purpose of discussing material exempt from disclosure [per MCL 15.268(h).] Dan Alabré seconded the motion. **Motion Carried (unanimous).**

**D. CLOSED SESSION**

At approximately 9:59, the Board of Education returned to open session.

**E. ACTION ITEMS**

1. Separation Agreement.

Brian Arnold made a motion that the Board of Education approve a separation agreement with a high school employee. Dick Lundy seconded the motion.

**Motion Carried (unanimous).**

**F. PUBLIC PARTICIPATION – none**

**G. ADJOURNMENT**

At approximately 10:00am, President Mara Greateorex adjourned the meeting.

MINUTES/hlv

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Jennifer Kangas  
Secretary, Board of Education



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## Fwd: Letter of resignation

1 message

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Mon, Aug 1, 2022 at 3:08 PM

----- Forwarded message -----

From: **Sarah Fisk** <[fisks@dexterschools.org](mailto:fisks@dexterschools.org)>

Date: Mon, Aug 1, 2022 at 3:05 PM

Subject: Re: Letter of resignation

To whom it may concern,

I am writing to let you know that I am not planning to renew my contract this fall. My last day at DCS will be Friday, August 12th. I wish I could have taken a year leave of absence, but I did not know what life circumstances would be back in April when I would have needed to make the request. I need more flexibility with my schedule this year to be able to take care of my family. I have had a wonderful tenure at Cornerstone/Anchor and feel very grateful to have worked in such an amazing school district.

Thank you,  
Sarah Fisk

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## CREEKSIDE INTERMEDIATE SCHOOL

Tammy Reich, Principal ♦ Lauren Snider Thompson, Asst. Principal  
2615 Baker Road, Dexter, Michigan 48130  
(734) 424-4160 fax (734) 424-4169  
reicht@dexterschools.org ♦ thompsonl@dexterschools.org

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July 25, 2022

Dear Dr. Timmis and School Board:

Creekside Intermediate School would like to recommend Timothy Bernhardt for the open special education teaching position at Creekside. Tim comes to us with experience as a special education teacher and a classroom teacher. He has taught in Latvia, Japan, Oman, China and North Carolina. We are very excited to have Tim join the special education team at Creekside Intermediate School.

Sincerely,  
Tammy Reich

# Timothy Bernhardt

Phone:

Mobile:

## TEACHING EXPERIENCE:

### International School of Latvia

Pinki, Latvia

**4th Grade Teacher:** 2020 - present

- Collaborated with team teachers, PYP coordinator, and consultant to revise Teachers College Units of Study around concepts and integrate them with our units of inquiry.
- Developed an inquiry-based and responsive word study program, utilizing components of Words Their Way, Spelling by Pattern, and Real Spelling to meet the needs of a population with a high percentage of English language learners.
- Created a math unit, “Fractoria,” where students engaged in challenges from six guides to construct theories on how fractions behaved differently than base-10 numbers.
- Designed a government-based simulation where students integrated firsthand experiences with research skills to inquire into the way governments organize decision-making.
- Piloted learning logs as a way for students to reflect on their learning after each lesson, set goals for improvement, and organize data collection strategies to evaluate their progress.

### The American School in Japan

Tokyo, Japan

**4th Grade Teacher:** 2016-2020

**3rd Grade Teacher:** 2014-2016 (*Team Lead:* 2015-2016)

- Researched and presented on different philosophies of student learning attributes as a member of the ASIJ Portrait of a Learner Task Force. Collaborated with team members to make a final recommendation to administration.
- Created human-centered design projects based on building empathy for the user. Students designed solutions to meet user’s needs pertaining to parent conferences, classroom layout, cafeteria seating arrangements, and helping people process visual and auditory information.
- Developed a highly engaging mini-unit, “Information Island,” where students analyzed text and wrote summaries in order to apply for “visas” to an island based on information text structures. Students maintained strong retention of these concepts into 5th grade.



- Collaborated with team teachers to develop new writing rubrics that were better aligned to standards and could be used by students to improve their writing.
- Piloted individualized math plans where students self-assessed their level of understanding, then developed a plan based on what and how they wanted to learn, practice, and explore.
- Facilitated student-led problem-solving initiatives through the ES Student Council. Teams tackled issues including composting containers at lunchtime, raising money for Hurricane Irma victims, and selling friendship bracelets to help children in Cambodia.
- Collaborated with Innovation Technology Coach to help students produce TED Talks to engage the school community in a world issue they were passionate about.

## **The American International School of Muscat Muscat, Oman**

- **4th Grade Teacher:** 2009-2014
  - Implemented Teachers College Units of Study for reading and writing. Served as resource in grades 3-5 for other teachers wanting to implement the program.
  - Founded the TAISM Elementary School Literary Journal, publishing exceptional writing from students in grades K-5. Taught fourth- and fifth-grade editors how to assess the quality of writing for different grades.

## **Shekou International School Shenzhen, China**

- **1st Grade Teacher:** 2006-2009
  - Implemented a differentiated balanced literacy program for a student population with a high percentage of English language learners. Organized parent literacy nights where students could learn how to talk to their child about literacy.
  - Collaborated with team teachers to develop a weekly learning exchange where first-grade students chose a content-specific learning experience based on their interests.

## **Estes Hills Elementary School Chapel Hill, NC**

- **Exceptional Education Teacher:** 2004-2006
  - Designed and implemented interventions for fourth- and fifth-grade students with disabilities (autism, specific learning disability, other health impaired) in collaborative and resource settings.

## **CERTIFICATION:**

Washington State K-8 License with endorsements in Elementary Education and Special Education

## **EDUCATION:**

**University of Washington:** Seattle, WA, 2002-2004

Master in Teaching with Elementary Education and Special Education endorsements

**Miami University:** Oxford, OH, 1992-1997

Bachelor of Science in Management Information Systems

## **PROFESSIONAL DEVELOPMENT HIGHLIGHTS:**

**IB: Approaches to Learning**, Riga, Latvia, August 2021 (Bianca Duceppe)

**Concept-Driven Literacy**, Riga, Latvia, October 2020, April 2021 (Erin Kent Consulting)

**IB: Concept-Driven Learners**, Riga, Latvia, August 2020

**IB: Making the PYP Happen: Implementing Agency**, Online, May-June 2020

**Nurturing Agency in the Inquiry Classroom**, Tokyo, Japan, September 2018 (Katherine Murdoch)

**ASIJ Portrait of a Learner Task Force**, Tokyo, Japan, 2018-2019

**Book Clubs and Reader's Workshop**, Tokyo, Japan, April 2016 (Kathy Collins)

**Projecting Units of Study in Writing and Conferring with Writers**, Tokyo, Japan, October 2014 and February 2016 (Matt Glover)

**Nueva School Innovative Learning Conference**, Hillsborough, CA, October 2015

**NESA Winter Training Institute**, Muscat, Oman, January 2014: Writing Assessment (Amanda Hartman)

**Teachers College Summer Institute, Reading and Writing**, New York City, August 2011

**Iowa Summer Writing Festival**, Iowa City, IA, June 2011: The First Three Pages

**NESA Spring Educators Conference**, Bangkok, March 2010: Assessing and Conferring with Writers (Carl Anderson)

**Transformative Teachers: Interventions to Reach Problematic Students**, Seattle, WA, July 2007 (William Nicoll)

**North Carolina Extend2 Writing Assessment Advisory Committee**, Raleigh, NC April 2006

## **TECHNOLOGY:**

- Experience teaching in classroom with one-to-one iPads and Chromebooks
- Taught virtual education programs at two schools. Modified teaching to engage students using a virtual education platform, each time achieving 100% participation. Adapted teaching approaches to give more support to students who needed it and incorporate student choice to promote engagement.
- Piloted one-to-one iPads at The American International School of Muscat. Collected data on how they impacted student learning and served as a resource for other teachers to implement them in their classrooms.
- Created over a hundred videos of my teaching to share with students using a modified flipped classroom model, so that students and families can receive instruction in a just-in-time format.
- Applications I use extensively: Google Apps, Google Classroom, Seesaw, Zoom, iMovie, Loom, Screencast, Jamboard, Nearpod, Flipgrid, IXL, Lexia, Quizlet, Socrative, Kahoot, Doodlecast

## **CURRICULUM AND STANDARDS:**

**Literacy:** I have taught using a readers and writers workshop model, using Teachers College Units of Study. I have attended trainings at Teachers College, along with literacy workshops with Kathy Collins, Matt Glover, Carl Anderson, Amanda Hartman, and Erin Kent Consulting. I have extensive experience using the Common Core State Standards.

**Math:** For the past thirteen years, I have taught math using multiple resources, using Everyday Math, Eureka Math, Illustrative Math, Scotts Foresman/Addison Wesley, Terc Investigations, and Cognitively Guided Instruction (CGI), as well as resources and guidance from Jo Boaler, Marilyn Burns, Tracy Zager, Elham Kazemi, Graham Fletcher, Andrew Stadel, and Dan Meyer. I have extensive experience using the Common Core State Standards.

**Science:** I have taught in schools using the Next Generation Science Standards as well as individual North American state- and province-based standards.

**Social Studies:** I have taught in schools using C3 Framework for Social Studies Standards, as well as individual North American state- and province-based standards.

## **OUTSIDE ACTIVITIES:**

**Coach:** Baseball for ages 7-14

**Writer:** Published "[Tokyo by Ambulance](#)"; Metropolis Magazine, September 2017

**Writer:** Presented piece "Defcon One" at Teachers College Summer Institute

**Artist:** Exhibited in solo show and group shows

**Actor:** Studied long-form improvisation at ImprovOlympic, Chicago, IL

## REFERENCES:

### **Steve Vis**

Elementary School Principal  
International School of Latvia  
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+371 6755-5146 (GMT +3)

### **Nel Capadona**

Head of School  
International School of Latvia  
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### **Marc L'Heureux**

Elementary School Principal  
The American School in Japan  
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### **Genta Branstetter**

Associate Elementary School Principal  
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### **Jim Hardin**

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The American School in Japan  
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+81 0422-34-5300 x201 (GMT +9)



# CREEKSIDE INTERMEDIATE SCHOOL

Tammy Reich, Principal ♦ Lauren Snider Thompson, Asst. Principal  
2615 Baker Road, Dexter, Michigan 48130  
(734) 424-4160 fax (734) 424-4169  
[reicht@dexterschools.org](mailto:reicht@dexterschools.org) ♦ [thompsonl@dexterschools.org](mailto:thompsonl@dexterschools.org)

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August 3, 2022

Dear Dr. Timmis and School Board:

Creekside Intermediate School would like to recommend Amanda Parker for the open fifth grade teaching position at Creekside. Amanda most recently served as a Creekside premier substitute as well as a long-term substitute at Creekside. We are excited for Amanda to be a permanent part of the Creekside Crew!

Sincerely,

Tammy Reich

# Amanda Parker

## Teacher

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Amanda Parker

Michigan Interim Teaching Certificate: Elementary with Language Arts, Social Studies, Science, and Math Endorsements

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## Experience

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### Creekside Intermediate / Long-term Substitute

April 2022 - end of school year

Sixth grade SUMMIT Humanities: ELA and History

Responsibilities include teaching, grading, planning, calendaring, report cards, communicating with parents, and engaging with students

Utilizing SUMMIT platform from assigning through grading, giving feedback on student work, handling content assessments

Proctoring M-STEP and NWEA standardized tests

### Creekside Intermediate / Premier Substitute Teacher

2021/2022 school year

Managing classes and subject matter throughout fifth and sixth grade, including special and general education

Accessing curriculum through SUMMIT and Canvas platforms

### Dexter Community Schools / Substitute Teacher

2018/2019 school year - PRESENT

Teaching according to plans, from Young Fives through High School

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## Education

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### University of California, Davis

2001-2004

BS in Human Development, minor in English

### University of Michigan

2022

Michigan-Alternate Route to Certification Program

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## References

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Tammy Reich - Principal, Creekside Intermediate

[reich@dexterschools.org](mailto:reich@dexterschools.org) 734.424.4160

Jane Webby - Sixth Grade Teacher, Creekside Intermediate

[webbyj@dexterschools.org](mailto:webbyj@dexterschools.org) 734.424.4160

# Courtney Petrie

## Education

**Purdue University** - West Lafayette, IN  
Bachelor of Arts in Elementary and Special Education

May 2017  
GPA: 3.99/4.0

## Professional Experience

**Noble Crossing Elementary School** - Noblesville, IN

2019-Present

- Kindergarten Teacher

**Ridge View Elementary School** - Hobart, IN

2017-2019

- Third Grade Teacher

**Mayflower Mill Elementary School** - Lafayette, IN

Spring 2017

- Fourth and Fifth Grade Multi-Age Student Teacher

## Key Qualifications and Responsibilities

- Organized grade level materials and facilitated team meetings to identify essential standards and create assessments and unit plans as the Kindergarten Professional Learning Community (PLC) Team Lead
- Planned and instructed students in rigorous and engaging standards-based Reading, Writing, Phonics, Math, Social Studies, Science, and Social-Emotional lessons both in person and virtually
- Implemented Orton-Gillingham systematic, multi-sensory approach to phonics and Heggerty Phonemic Awareness lessons in both whole group and small group settings
- Regularly progress monitored student growth using Fountas and Pinnell running records, NWEA assessments, and common formative assessments to identify areas of strength and support to differentiate lessons
- Contributed to school teams including PLC Guiding Coalition, MTSS Team, Equity and Inclusion Team, STEM Leadership Team, IREAD Bootcamp Club Facilitator, and Social Committee
- Created and assessed project-based learning and problem-solving activities to allow students to practice 21<sup>st</sup> century skills such as collaboration, communication, presentation, and critical thinking
- Regularly utilized technology to increase student learning and engagement and track progress including ESGI, Seesaw, Canvas, Clever, RAZ Kids, Google Applications, Zoom, Pivot, Quizizz, and EPIC
- Analyzed data to create reading, writing, and math guided groups to move students towards mastery
- Maintained whole class positive behavioral intervention and supports systems and individual behavior plans

## Certifications

**Racial Equity and Inclusion Training**

Spring 2022

- Trained in recognizing systemic injustices and racism that exists in our culture and institutions

**CPR Certified**

Summer 2021

- Trained in infant through adult CPR, AED, and Heimlich procedures

**Orton-Gillingham Certified**

Fall 2020

- Trained in the multisensory approach to teaching letters, sounds, and their relationship

**ALICE Certified**

Fall 2019

- Trained in school safety and crisis situation measures

**Youth in Crisis Suicide Prevention Training**

Fall 2018

- Learned identification signs and plan of action for suicide prevention

**EdTPA Certified**

Summer 2018

- Passed reading and math EdTPA assessments

## References

- Pat Haney- Principal at Noble Crossing Elementary
  - Email: pat\_haney@nobl.k12.in.us Phone: [REDACTED]
- Renee Cook- Assistant Principal at Noble Crossing Elementary
  - Email: renee\_cook@nobl.k12.in.us Phone: [REDACTED]
- Lori Anderson- Principal at Ridge View Elementary
  - Email: landerson@hobart.k12.in.us Phone: [REDACTED]

# JEFFREY TOTTEN






Address [REDACTED]

Phone [REDACTED]

E-mail [REDACTED]

Enthusiastic Special education teacher offering 10 years of experience supporting students with disabilities. Motivated to improve and advance to an Assistant Principal career, to continue to improve relationships with all students and faculty. Personable and outgoing with skills in building rapport with diverse cultural and socioeconomic backgrounds.

## Skills

- Interpersonal Communication  Very Good
- Relationship building and networking  Very Good
- Safety and security procedures  Very Good
- Special education  Excellent
- Motivational leadership style  Excellent

## Work History

2021-10 - Current

### Special Education Teacher

*Grand Blanc High School, Grand Blanc, MI*

- Delivered effective and differentiated classroom instruction.
- Modified general education curriculum for special-needs students using various instructional techniques and technologies.
- Created learning and content strategies to meet needs of mentally and physically disabled students.
- Cultivated connections and strong student rapport to foster classroom engagement, in addition to recording student progress to inform parents and school administration.
- Taught students across multiple classifications and degrees of special needs.
- Collaborated with other special education teachers to improve our IEP writing process.

2020-08 - 2021-10

### Special Education Teacher

*Children's Village School, Waterford, MI*



- Delivered effective and differentiated classroom instruction to range of neurodiverse students.
- Cultivated connections and strong student rapport to foster classroom engagement, in addition to recording student progress to inform parents and school administration.
- Redirected students using Positive Behavior Support (PBS).
- Modified general education curriculum for special-needs students using various instructional techniques and technologies.

**2020-08 - 2021-10**

## **Teacher Consultant**

*Children's Village School, Waterford, MI*

- Assigned caseload teachers IEP's.
- Mentored special education teachers with creating goals for students.
- Scheduled all IEP's for incoming students.
- Finalized all IEP's once meeting was held.

**2019-11 - 2020-08**

## **Emotional Impaired Teacher**

*Beaumont Elementary School , Waterford, MI*

- Designed individual education plans to encourage student growth according to different learning abilities and needs.
- Helped students with special needs integrate into general classroom environments by advocating for individual requirements and helping teachers solve problems.
- Conferred with parents about student progress to boost family involvement and enhance student support.
- Maintained patience and level-headedness in diverse situations to support student development and personal growth.
- Redirected students using Positive Behavior Support (PBS).
- Taught multiple subjects to students with intellectual or emotional disabilities.
- Established trusting and friendly relationships with parents and colleagues
- Prepared accurate case history reports.

**2016-08 - 2019-08**

## **Special Education Teacher**

*Wood County ESC Juvenile Detention Center, Bowling Green, OH*

- Delivered effective and differentiated classroom instruction to range of neurodiverse students.
- Improved behavior by modeling positive choices and teaching socially-acceptable options.
- Contacted schools to let them know their student was in juvenile detention center.

**2015-08 - 2016-08**

## **Graduate Assistant**

*University Of Toledo, Toledo, OH*

- Completed administrative duties per Student Union request.
- Completed interview process for students looking for employment.

- Lead training for new employees, and staff meetings.
- Directed students in performing and completing assigned tasks.

**2014-08 - 2015-07**

### **Special Education Teacher**

*Danbury Middle School, Lakeside-Marblehead, OH*

**2013-08 - 2014-07**

### **Special Education Teacher**

*Summerville High School, Summerville, SC*

**2012-08 - 2013-07**

### **Special Education Teacher**

*Liberty Benton Local School, Findlay, OH*

### **Coach**

*Multiple Employers*

- Volleyball and Softball coaching experience, 8th grade to Division 1 Collegiate
- Conference Coach of the Year 2015 (Softball)
- Conferred with assistant coaches to determine weaknesses within current team roster and develop recruitment plans.
- Taught players how to run specific game plays in order to build cohesive, structured team.
- Evaluated individual knowledge, skills and strengths and assigned team positions to maximize talent areas.
- Supervised academic progress of student-athletes and scheduled tutoring services when needed.
- Enforced discipline both on and off-field to lead team with highest personal standards.
- Developed game plans and adjusted to meet various game situations.

## **Education**

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**2022-01 - Current**

### **Education Specialist: Administration And Supervision**

*Wayne State University - Detroit, MI*

- Special Education Administration concentration
- Central Office certification

**2015-08 - 2017-05**

### **Master of Arts: Parks, Recreation, And Leisure Administration**

*University of Toledo - Toledo, OH*

**2007-08 - 2011-12**

### **Bachelor of Science: Special Education**

*Bowling Green State University - Bowling Green, OH*

## **Certifications**

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Michigan Professional Teaching PF0000000998321 SA, SE, SM, SC (K-12)

Teacher Consultant SA, SE, SM, SC



# DEXTER HIGH SCHOOL

Melanie Nowak, Principal

200 N. Parker Road, Dexter, Michigan 48130

(734) 424-4240 fax (734) 424-4214

nowakm@dexterschools.org

To: Dexter Board of Education  
From: Melanie Nowak  
Subject: High School Special Education Recommendation  
Date: July 26, 2022

As a result of our most recent interview process, we would like to recommend Mr. Jeffery Totten for our Dexter High School Special Education Teacher Consultant position. Mr. Totten comes to us with vast experience in special education and servicing at-risk youth. He has a passion for working with students who may not follow a traditional schooling path. With his patient and caring nature, Jeff is able to connect with students and help them successfully reach the finish line.

It is without reservation that we recommend Mr. Jeffery Totten to the Dexter Community Schools Board of Education to fulfill the role of Special Education Teacher Consultant at the high school.

Interview committee: Christopher Timmis, Barb Santo, Tammy Reich, Erica Ehringer, Katie Heikkela, Melanie Nowak

# 2022-2023 Draft A-2 (adjusted)

## August/September

S	M	T	W	T	F	S
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Smstr Days

1 89

2 91

Total 180

PD (Pre-Students): 3

PD (Partial Days): 6

Teacher Days (not PD): 2

Total Teacher Days: 185

## Dexter Community Schools

### August/September

### PD hours

#### Aug 30 - Teacher Report/Work Day

Aug 30 - Half Day DPPD

3

Aug 31 - All Day DPPD

6

Sep. 1 - All Day DPPD

6

Sep. 5 - Labor Day

Sep. 6 - AM classes only

### October

Oct 31 - AM classes/PM DPPD

2.5

### November

Nov. 1 - Fall conference window begins

Nov. 10 - AM classes; PM conferences

Nov. 11 - AM classes only

Nov. 23 - No school

Nov. 24-25 - Thanksgiving Break

### December

Dec. 7 - AM Classes; PM DPPD

2.5

Dec. 23-31 - Winter Break

### January

Jan. 1-7 - Winter Break

Jan. 16 - MLK Jr. Day

Jan. 26 - AM Classes; PM DPPD

2.5

Jan. 27 - AM classes (S1 ends), PM records day

### February

Feb. 17 - AM Classes, PM DPPD

2.5

Feb. 20 - President's Day

### March

Mar. 25-31 - Spring Break

### April

Apr. 1 - Spring Break

Apr. 7 - AM classes; PM DPPD

2.5

### May

May 12 - AM Classes; PM DPPD

2.5

May 29 - Memorial Day

### June

June 14 - AM Classes (S2 ends), PM records day

June 15 - Optional Teacher Checkout

## February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

## March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## June

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Non-school Days

Early Release Days

Half day PD

Full day PD/Teacher Days

Total PD hours

30



# DEXTER COMMUNITY SCHOOLS

Christopher Timmis, Ed.D., Superintendent  
Bates School 2704 Baker Road, Dexter, Michigan 48130  
(734) 424-4100 ext.1001 fax (734) 424-4112  
[timmisc@dexterschools.org](mailto:timmisc@dexterschools.org)

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It is my recommendation to hire Abby Holland as Assistant Principal of Creekside Intermediate School, Dexter Early Middle College and Dexter Alternative Education School. After an extensive search that yielded 77 applicants and multiple interview rounds involving teachers and administrators, Ms. Holland is the right leader to support Creekside Intermediate School, Dexter Early Middle College and Dexter Alternative Education School.

Abby Holland has a B.A. from Michigan State University in Psychology and a B.A. from Eastern Michigan University in Education. She also holds a Master of Arts in Special Education and a Specialist of Arts in Special Education Administration from Eastern Michigan University. Ms. Holland brings with her an outstanding educational leadership background and a passion for students. Ms. Holland served as a Teacher Consultant and Special Education Department Chair, College Board Services for Students with Disabilities Coordinator and Instructional Support Team Member at Dexter High School. Ms. Holland brings a wealth of experience and skills to support Creekside Intermediate School, Dexter Early Middle College and Dexter Alternative Education School to continue implementing the DCS Vision of Champion Learning: Develop, Educate, and Inspire!

I am recommending the approval to hire Abby Holland as the Assistant Principal of Creekside Intermediate School, Dexter Early Middle College and Dexter Alternative Education School on Level A of the DAA agreement.

Christopher Timmis, EdD  
Superintendent

<p>Dexter Community Schools Board of Education Executive Summary and Recommendation</p>
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**Purpose:**

Expand International Baccalaureate (IB) course opportunities for DHS students.

**Explanation:**

Due to the credentialing criteria for International Baccalaureate (IB), Dexter High School has been limited with some of its course offerings. These courses are available through a credentialed, trusted online vendor, Pamoja. By offering virtual IB courses through Pamoja, we will be able to provide additional learning opportunities for our students they otherwise would not have access to.

**Recommendation:**

The Dexter High School staff and administration are requesting the addition of any course offered through Pamoja Education to be added to the Dexter Community Schools approved course catalogue.



DEXTER COMMUNITY SCHOOLS  
Food and Nutrition  
7714 ANN ARBOR ST.  
Dexter, MI 48130  
(734) 424-4100 ext. 1501  
email: [mattisonj@dexterschools.org](mailto:mattisonj@dexterschools.org)

**Jennifer Mattison**  
Director of Food and  
Nutrition

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July 18, 2022

RE: Breakfast Program and Student Meal Prices

Due to the discontinuation of the USDA waivers from Congress that have allowed F&N to offer healthful meals to all students free of charge, we are required to resume charging students for meals based on their meal benefit status.

F&N recently completed the USDA's Paid Lunch Equity Tool that determines the threshold of what student meal prices should be. Based on the results of the tool, the minimum average meal price is \$3.30. **My recommendation would be to increase student lunch prices to \$3.50 for Y5-6 and \$3.75 7-12 and increase breakfast prices to \$1.75 for Y5-6 and \$2.00 for grades 7-12 for the 2022-23 school year.** Our last charged lunch prices (school year 2019-2020) were \$3.00 and \$3.25, and our last charged breakfast price was \$1.65 and \$1.90, respectively.

Inflation in food and supplies has been tremendous this past year. Unfortunately, the supply chain issues look as though they are not likely to abate any time soon. Labor costs have also increased substantially in order to be competitive in the market. These challenges further underscore the necessity to adjust our meal prices.

The DCS breakfast program is a small but valuable program available to any student prior to the start of the school day. Research has continued to show the benefits of students eating breakfast through attention span, test scores, etc. It is my recommendation that although we are not required to provide a breakfast program, we should continue to offer this service to the DCS students.

Please let me know if you have any questions as I would be happy to offer additional information.

Thank you,

Jennifer Mattison



# Summer Institute

**Join us for this summer's in-person learning opportunity!**

**Aug. 19 – 21, 2022**

**[VanDyk Mortgage Convention Center](#)**

460 W Western Ave

Muskegon, MI 49440

## The Weekend Features:

- Summer Institute
- CBA Classes
- Board Presidents Workshop
- Advanced Board Presidents Workshop

**[Register Online Here](#)**

## Friday Learning Opportunities

**Summer Institute**

**9 a.m. – 4 p.m.**

**Cost: \$99 each session**

**SCECHs:** Administrators and educators receive SCECH certification credits for attendance. [Required forms to receive credits are available here.](#)

### Schedule

8 – 9 a.m.

**Registration Open and Continental Breakfast** (for morning/all-day registered participants)

9 a.m. – noon

**AM Session: Building Trust: Leading the Way Through Conflict**

*Presenter: Leander Rabe, Executive Leadership Coach, Hulings and Associates*

Once trust is gone or eroded, it is hard to rebuild. It takes cooperation from all parties. Those who created the offense and those who were injured by the offense all have a role to play in the restoration process. In our session, we will look at six unique catalysts in conflicts, plus the language that gives us a pathway back to trust. We will apply these ideas to real-life conflict situations to learn when/where trust can be rebuilt.

Noon – 1 p.m.

**Networking Lunch** (for afternoon/all-day registered participants)

1 – 4 p.m.

**PM Session: Leadership Lab**

In this rapid-fire session, participants will engage in structured conversations around some of today's hottest topics for school boards. With the help of a facilitator to navigate the process, small groups will share experiences, successful strategies and insights with colleagues.



Finish the day watching a mock board meeting in session followed by a dive into an exploration of what you saw and heard. You'll work with colleagues to examine the meeting and consider how the findings may apply to your own governance practices.

4 – 6 p.m.

### **Dinner on Your Own**

6 – 9 p.m.

### **Board Member Certification (CBA) Classes**

Cost: \$99 each

#### ***Your Takeaways***

Board member certification classes offer you a way to develop new skills, stay up-to-date on education issues and earn credits toward your school board member certification. Each class has its own description and learning objectives that can be [viewed here](#).

CBA 102: Governing Through Policy

CBA 251: District Strategic Planning and Goal Setting

CBA 345: Data Dashboards

CBA 365: Collaborative Conversations for Effective Decisionmaking

CBA 380: Effective Committee Structure

## **Saturday Learning Opportunities**

### **Board Member Certification Classes**

**Cost: \$99 each, except CBA 101 is \$198**

#### ***Your Takeaways***

Board member certification classes offer you a way to develop new skills, stay up-to-date on education issues and earn credits toward your school board member certification. Each class has its own description and learning objectives that can be [viewed here](#).

7:30 – 8:30 a.m.

Registration Open and Continental Breakfast (for morning/all-day registered participants)

8:30 – 11:30 a.m.

CBA 109: Data-Informed Decisionmaking

CBA 227: Ethical Challenges

CBA 234: Using Persuasive Skills to Reach Consensus

8:30 a.m. – 3:30 p.m.

CBA 101: Fundamentals of School Board Service

11:30 a.m. – 12:30 p.m.

Networking Lunch (for all-day registered participants)

12:30 – 3:30 p.m.

CBA 103: Basic School Finance

CBA 224: Succession Planning

CBA 381: Focus on Student Achievement

3:30 – 6 p.m.

Dinner on Your Own

6 – 9 p.m.

CBA 104: Basic School Law

CBA 260: Public Speaking

CBA 302: Understanding Assessments

CBA 303: Overseeing the Superintendency

CBA 343: Teacher Effectiveness and Student Achievement

## **Board Presidents Workshop**

**8:30 a.m. – 3:30 p.m.**

**Cost: \$198**

### ***Your Takeaways***

You will walk away from this workshop with a much better understanding of the unique role and responsibilities of the board president position. This role is so much more than presiding over meetings.

The information provided by the instructor, coupled with the interaction with other board presidents from across the state, provides a framework for learning that you can take home and immediately put into practice. From the unique relationship with the superintendent to acting as the board spokesperson—the awareness gained as a result of attending is priceless!

## **Sunday Learning Opportunities**

### **Board Member Certification (CBA) Classes**

**Cost: \$99 each**

### ***Your Takeaways***

Board member certification classes offer you a way to develop new skills, stay up-to-date on education issues and earn credits toward your school board member certification. Each class has its own description and learning objectives that can be [viewed here](#).

7:30 – 8:30 a.m.

Registration Open and Continental Breakfast (for morning/all-day registered participants)

8:30 – 11:30 a.m.

CBA 108: Navigating the Legislative Process

CBA 229: Reporting and Monitoring Organizational Performance

CBA 242: Experience-Based Interviewing

CBA 255: Culturally Competent Leaders

11:30 a.m. – 12:30 p.m.

Networking Lunch (for all-day registered participants)

12:30 – 3:30 p.m.

CBA 246: Advanced Community Relations

CBA 258: Conflict Resolution—Techniques for School Boards

CBA 315: Anatomy of an Audit Report

CBA 358: Customer Service, If Not Now, When?

## **Advanced Board Presidents Workshop**

**8:30 a.m. – 3:30 p.m.**

**Cost: \$198**

### ***Your Takeaways***

This interactive, advanced workshop features best practices and real-life strategies that address some of the specific challenges board presidents face as they lead their teams forward during turbulent times. In addition to providing top-notch content from experts in the field, this session includes opportunities for participants to role-play solutions and try out tools that will prepare them for the curveballs that inevitably come from the community and fellow board members.

**SCECHs:** Administrators and educators receive SCECH certification credits for attendance. Required forms to receive credits will be at the MASB registration desk.

## **Hotel Accommodations**

Delta Hotels Muskegon Convention Center  
939 Third St  
Muskegon, MI 49440

Room Rate: \$189 (*before applicable taxes and fees; proof of sales tax exemption must be received by hotel; call 231.722.0100 for more information*)

[Make reservations online](#) or call 833.999.0181 and mention MASB Summer Institute 2022 (code MAS).

Cut-off Date: July 28, 2022

## **Accessibility**

MASB strives to hold meetings, conferences and other professional events with no barriers of any type that would exclude people from attending or participating. If you require additional accommodations, special dietary needs or have questions regarding accessibility, please contact Whitney Haughey, CMP, Conference and Events Planner, at [events@masb.org](mailto:events@masb.org) or 517.327.5900.

## **Disclaimer**

MASB reserves the right at any time and in its sole discretion to cancel this event or limit capacity due to actual or threatened acts of god, fires, floods, epidemics, quarantine restrictions, government regulation, strikes, failure of public utilities, unusually severe weather, or other similar cause beyond the control of MASB making it illegal, impossible or inadvisable to hold the event as advertised and presented. If capacity is limited, MASB will process in-person registrations in the order they are received until reaching the capacity limit.

Registration and attendance at, or participation in MASB's conferences, CBAs and other activities constitutes an agreement by the registrant to MASB's use and distribution of the attendee's image or voice in photographs, videos, electronic reproductions and audio recordings of such events.

***Generously Sponsored by:***



<https://www.masb.org/summerinstitute>

# Annual Leadership Conference

**Oct. 20 – 23, 2022**

**[Grand Traverse Resort and Spa, Acme](#)**

**Conference Price:** \$369 until Sept. 2, 2022; \$399 for registrations submitted after Sept. 2, 2022

**[Register Online Here](#)**



The weekend includes:

- Preconference Sessions on Thursday\*
- ALC on Friday and Saturday
- Board Member Certification Classes (CBAs) all Weekend\*
- Exhibit Show
- Delegate Assembly\*
- Networking Opportunities

. . .and so much more!

*\*Separate registration required; in person only.*

- [Download the Program](#)
- [View the Schedule at-a-Glance](#)
- [Fun Run](#)

If you have any questions, [please contact Cindy Holmes](#).

**SCECHs:** Administrators and educators receive SCECH certification credits for attendance. Required forms to receive credits will be available online or from the MASB registration desk.

## Thursday Preconference Workshop Options

### **Guiding Public Schools for Increasing Academic Achievement\***

How do some school boards create higher student achievement than others? Evidence shows that high- and low-achieving districts have distinct differences in both their knowledge and beliefs. Join the MASB team for a deep dive into those differences and an exploration of just how the governance team can build their capacity with a focus on student outcomes.

### **Michigan Council of School Attorneys Fall Conference\***

The 2022 edition of the Michigan Council of School Attorneys Fall Conference includes sessions for school board members and other school officials that focus on trending legal issues impacting school districts. The MCSA Board of Directors invites you to attend this unique conference to learn about the latest updates and

details on complying with school-related laws and court decisions from school law attorneys who work directly with boards of education and their superintendents.

*\*Separate registration required; in person only.*

## Featured General Sessions

***Friday, Oct. 21, 8:30 – 10 a.m.***

### **7 Lenses of Ethical Leadership**



*Linda Fisher Thornton, CEO of Leading in Context, Author of "7 Lenses: Learning the Principles and Practices of Ethical Leadership" and Adjunct Associate Professor, University of Richmond School of Professional and Continuing Studies*

The challenges school leaders face are increasing in complexity. With these challenges, there is a critical need for a broader, higher-level process for ethical thinking, decisionmaking and leadership. In this session, Linda Fisher Thornton shares seven perspectives for seeing ethical choices that provide a multidimensional view and guide our thinking as we work together to build positive schools and communities.

***Saturday, Oct. 22, 8:30 – 10 a.m.***

### **because I said I would: The Importance of a Promise**



*Alex Sheen, Founder, because I said I would*

We live in a society that often does not respect the importance of a promise. It is too easy to say, "I'll get to it" or "tomorrow." In many ways, we have become numb to disappointment and broken commitments. This expectation starts to fade into our character as individuals. Alex Sheen believes that every individual has the strength to become a person of their word. As the Founder of an international social movement, Alex shares his insights and actionable ways to become better at fulfilling commitments. He inspires others to become more accountable to their promises through compelling and real-life examples from the because I said I would movement. Alex convincingly illustrates how integrity and keeping your promises are forever interwoven. He discusses how holding ourselves and each other accountable truly changes humanity for the better.

***Saturday, Oct. 22, 2:30 – 3:45 p.m.***

### **Creating a Culture of Dignity**

*Rosalind Wiseman, Cofounder, Cultures of Dignity*



Treating people with dignity matters. But creating a culture of dignity must go beyond slogans, posters and programs that don't have real-life applications or only exist briefly and then disappear. What is needed is a principle-based approach that gives people structure and flexibility to turn common social challenges that often exacerbate tensions between us into teachable moments where everyone's dignity is affirmed. Moments that create a sense of belonging for everyone. With this as a foundation, adults and young people can learn skills to understand emotions, manage conflicts, create appropriate boundaries and effectively advocate for themselves. This environment creates strong, supportive relationships where adults, children and communities thrive.

## Hotel Accommodations

Grand Traverse Resort and Spa  
100 Grand Traverse Village Blvd  
Acme, MI 49610

[Make reservations online](#), by scanning the QR code or call 800.236.1577 and mention "Michigan Association of School Boards" or group code MASB22.

### *Room Rates:*

\$159\* Hotel Guestroom  
\$189\* Tower Guestroom

*\*Before applicable taxes/fees and \$16.95 daily resort fee. Proof of sales tax exemption must be received by the hotel.*

Reservation Deadline: Sept. 19, 2022

## Overflow Hotel Accommodations

Sleep Inn & Suites  
5520 US 31 North, Building A  
Acme, MI 49610

[Make reservations online](#) or call 231.938.7000 and mention "Michigan Association of School Boards" or group number JB41X0.

Room rate: \$179\*

*\*Before applicable taxes/fees. Proof of sales tax exemption must be received by the hotel.*

Reservation Deadline: Sept. 19, 2022

## Arriving Wednesday

Conference registration will be open for early arrivals on Wednesday from 6 – 8 p.m. The MASB Registration Desk will be located at the Tower Registration Desk on the lower level of the Grand Traverse Resort.

## About Traverse City

In the heart of the Great Lakes lies Traverse City—the cultural and social center of a four-season recreational paradise. For over a century, visitors have come here to enjoy its unique mixture of relaxation, adventure and unrivaled natural splendor. With the perfect mix of charm and sophistication, Traverse City has something for everyone.

Explore what Traverse City has to offer at [traversecity.com](http://traversecity.com).

<https://www.masb.org/annual-conference.aspx>



Superintendent Dr. Christopher Timmis opened the meeting prior to the election of 2022-2023 officers. The evening's agenda was amended to include additional new hires and postpone the induction of Will O'Haver as the new student representative.

#### **ELECTION OF OFFICERS**

The unanimously elected 2022-2023 Board of Education officers are as follows: Mara Greatorex, President; Elise Bruderly, Vice President; Jennifer Kangas, Secretary; Dick Lundy, Treasurer.

#### **FIRST OPPORTUNITY FOR PUBLIC PARTICIPATION**

A DCS parent commented that the District website's expenditures page needs updating, and asked to see monthly financial transactions. Treasurer Lundy noted that District financial reports are prepared and posted monthly in the BOE packet.

#### **ADMINISTRATIVE & BOARD UPDATES**

##### **Superintendent Update**

The District is hard at work hiring staff over the summer, and a banner has been installed in the Baker Rd. roundabout featuring the new pay rates. Dr. Timmis reported that the District finished the school year down several Building & Grounds staff and are actively recruiting for all positions with job postings, radio ads, banners, etc.

Summer programming has Dexter students all over campus participating in athletics and enrichment camps, Summer Learning Institute and Camp Dexter. Ryan Bruder, Executive Director of Instruction, shared that 90-100 students on average are participating in the Summer Learning Institute and having a great time. The group sizes are deliberately kept small, so students have frequent and targeted instruction.

Dr. Timmis shared that the parking lot asphalt projects are underway, and ALICE training will be scheduled as soon as the District finalizes the calendar.

##### **Board President Update**

No report at this time.

##### **Student Representative Update**

Student representative Griffin Patel reported that summer blood drives are being held by DHS National Honor Society at the high school throughout the summer. NHS students who participate earn service hours. Also, Patel and a small group of fellow students recently participated in teacher interviews by providing feedback after candidates taught a short lesson.



**CONSENT ITEMS**

The evening's consent items were unanimously approved in bulk, and included the following:

**Personnel - New Hires**

Trustees offered probationary teaching contracts for the 2022-2023 school year to Kelly Bauer (Mill Creek, Physical Education), Sarah Bernhardt (Dexter Early Education Complex), Jacqueline (JJ) Connor (DEEC, Y5's), Morgan Griffis (Creekside, Special Education), Megan Hinkle (Beacon, Kindergarten), Mira Preston (Anchor, Kindergarten), Elizabeth Smith (Mill Creek, Science), and Janelle Smith (Anchor, Kindergarten), Andrew Forester (Dexter High School, Social Studies), and Catherine Huffman (DHS, Math).

**Business Meeting Tasks:** Board bylaw 0154 requires that each year at the July Business meeting, the Board must designate individuals to act on its behalf in the following capacities: Banking – Depositories, Accounts Payable, Internal Agency Account, Payroll Account, Wires/Transfers, Contracts/Agreements/Purchase Orders, Safe Deposit Box, Designate Treasurer/Secretary Responsibilities, Designate Electronic Transfer Officer, Designate Board Legal Counsel, Designate Investment Officer; they also Designate Publications of Record.

**Board Memberships - MASB & MASB Legal Trust Fund**

The Board renewed its membership in the Michigan Association of School Boards (MASB).

**MHSAA Membership Resolution**

Trustees voted for Dexter Community Schools to rejoin the Michigan High School Athletic Association and agree to participate according to its rules and regulations.

**ACTION ITEMS****2022-2023 School Loan Revolving Fund Annual Loan Activity Application**

The Board packet contained a resolution and a memorandum from Dexter CFO Dr. Sharon Raschke explaining the School Loan Revolving Fund Annual Loan Activity Application for 2022-2023. Trustees unanimously authorized the attached resolution to reflect the anticipated activity with the School Loan Revolving Fund.

**DISCUSSION ITEMS****Multigenerational Activity Millage Committee Policy Draft**

At its June 6, 2022 meeting, the Board of Education discussed a draft millage policy presented by the policy committee. Board feedback was discussed and incorporated into the draft by the policy committee at their meeting on June 22, 2022. Dr. Timmis explained that the draft has been updated to clarify ex-officio members, student representatives, member terms, voting, and quorum requirements. The draft was unanimously approved for first reading.

**Declaration of Commitment, Conflict of Interest, Board Norms, Social Media Guidelines forms**

Trustees received and signed these annual forms which are signed annually to affirm their commitments to the Board of Education and the District.

**Committee Membership**

Trustees are annually appointed to committees by the Board President, and may indicate interest in particular committees, if desired. Trustees will communicate their requests for committee membership to the Board President prior to the next meeting.

**Student Meal Price Adjustment and Breakfast Program Recommendation**

The evening's packet includes a summary memo from Food and Nutrition Director Jennifer Mattison regarding a proposed increase to school meal prices. This item is presented for discussion only this evening, and will return for action at the August 8, 2022 meeting.

Due to rising costs of food, supplies and labor, Mattison recommends increasing student lunch prices to \$3.50 for Y5-6 and \$3.75 7-12, and increasing breakfast prices to \$1.75 for Y5-6 and \$2.00 for grades 7-12 for the 2022-23 school year. The District's last charged lunch prices (school year 2019-2020) were \$3.00 and \$3.25, and the last charged breakfast price was \$1.65 and \$1.90, respectively.

**Pledge of Allegiance**

A community member has requested that the Board of Education discuss requiring the pledge of allegiance before every meeting. Dexter BOE recorded minutes date back to 1952, and there is no record of the pledge of allegiance on any agendas or minutes in the archive to date. Trustees discussed the pros and cons of this topic, noting that there is no precedent and that Board members swear an oath to uphold the United States Constitution, the Michigan State Constitution, and Michigan laws. Discussion also included the appropriateness of saying the pledge during a business meeting, modeling behavior for DCS students, and whether saying the pledge (or not) would distract or create controversy at meetings.

**SECOND OPPORTUNITY FOR PUBLIC PARTICIPATION**

The DCS parent who spoke during the first public participation shared that he couldn't find District financial reports, to which Treasurer Lundy offered his business card in order to discuss the topic further. The parent also commented on the Multigenerational Activities Millage, specifically the ballot language.

Another DCS parent thanked the Board for discussing the pledge of allegiance and offered her thoughts on the subject.

A community member shared that it is sometimes hard to hear Trustees speak, asking that they be miked. She also commented on the Multigenerational Activities Millage.

A DCS parent stated that the Multigenerational Activities Millage website ([dexterrecmillage2022.com](https://dexterrecmillage2022.com)) explains the plan for the funds.

**BOARD COMMENTS**

Treasurer Lundy shared that District auditors have said DCS publishes the most thorough financials of any school they audit.

President Greateorex reminded attendees of two upcoming Multigenerational Activities Millage forums, scheduled for July 20 at 9:00 a.m. and 7:00 p.m. in the Bates Boardroom.

Trustee Dan Alabré responded to comments made during public participation about the ballot language of the Multigenerational Activities Millage, saying the wording is dictated by law, and that all discussion about the potential spending has included funding for the seniors.

**INFORMATION ITEMS**

1. [Draft Facilities Minutes](#) (June 17, 2022) - pg. 72
2. [Draft Policy Minutes](#) (June 22, 2022) - pg. 73
3. [Board Bulletin](#) (June 20, 2022) - pp. 74-78

**CLOSED SESSION**

The Board moved into closed session to discuss negotiations at approximately 8:15 p.m.



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

July 21, 2022

**GRANT AWARD NOTIFICATION**

Dr. Chris Timmis  
Dexter Community School District Agreement #: 81050  
[2704 Baker Rd](#)  
Dexter, MI 48130

Dear Dr. Chris Timmis:

The Michigan Department of Education (MDE) has officially awarded Dexter Community School District with \$12,500 for the Section 31j- Michigan 10 Cents A Meal for Michigan's Kids and Farms grant.

The Section 31j-Michigan 10 Cents a Meal grant is a matching grant. Your district must purchase locally grown fruits, vegetables, and/or dry beans for the approved amount times two. The department will be collecting invoices throughout the year to verify purchases. The enclosed grant award notification form provides details regarding your grant award.

If you have any questions regarding this grant program, contact Wendy Crowley at [crowleyw@michigan.gov](mailto:crowleyw@michigan.gov).

Sincerely,

Michael F Rice, Ph.D.  
State Superintendent

Enclosure

**STATE BOARD OF EDUCATION**

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**Dexter Community Schools  
Finance Committee  
Meeting Minutes  
July 25, 2022**

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Board Committee Members Present – Daniel Alabré, Dick Lundy (Chair)  
Staff Committee Members Present – Sharon Raschke, Chris Timmis  
Others Present – None

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Meeting convened at 3:00 pm.

Approval of Minutes

A motion was made by Daniel Alabre to approve the finance committee meeting minutes of June 1, 2022. Dick Lundy seconded the motion. Motion Carried (unanimous).

Audience Participation

None

Discussion Items

1. 2021-22 Pre-Audit with Auditor  
SAS 114 standards require auditors to meet with individuals involved with financial matters of the district prior to planning the audit. Kim Lindsay, the auditor from Rehmann, was present to discuss how the 2021-22 audit will be approached, including required accounting standards. The committee had an opportunity to ask questions and share concerns that should be reviewed as part of this year's audit.

Meeting adjourned at 3:45 pm.