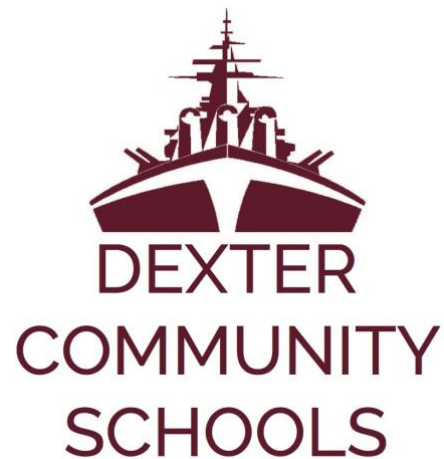


BOARD OF EDUCATION MEETING PACKET

September 12, 2022

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. MEETING MINUTES (8/22/2022)

C. APPROVAL OF AGENDA

D. SCHOOL PRESENTATIONS

1. Summer Learning Institute Recap

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

F. ADMINISTRATIVE & BOARD UPDATES

1. Superintendent
 - a. School Lunch Reminder
 - b. Staff Engagement Survey
 - c. Student Engagement Survey
 - d. Candidate Forum Reminder
 - e. NWEA Short Analysis
2. Board President
3. Student Representatives

G. CONSENT ITEMS

1. Personnel - New Hires
2. July Budget Report

H. ACTION ITEMS

1. Amend 8/8/2022 Minutes
2. Policies – Second Reading
3. Decline to Sign Resolution
4. MASB Delegate

I. DISCUSSION ITEMS

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

K. BOARD COMMENTS

L. INFORMATION ITEMS – none

M. CLOSED SESSION – none

N. ADJOURNMENT

CALENDAR

- *September 15 – 7:00pm Board Candidate Forum Bates Boardroom
- *September 26 – 6:00pm Board Community Chat
- *September 26 – 7:00pm Board Meeting
- *October 10 – 7:00pm Board Meeting
- *October 24 – 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
SEPTEMBER 12, 2022

A. CALL TO ORDER

1. Roll Call.

B. MEETING MINUTES

Your packet includes meeting minutes from 8/22/2022.

- * An appropriate motion might be, "I move that the Board of Education approve the minutes from 8/22/2022 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. School Lunch Reminder
 - b. Staff Engagement Survey
 - c. Student Engagement Survey
 - d. NWEA Short Analysis
 - e. Candidate Forum Reminder 9/15/2022 at Bates; will be recorded
2. Board President
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
SEPTEMBER 12, 2022

1. Personnel - New Hires.
Your packet includes resumes and recommendations for hire for open teaching positions at Anchor, 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 Rose Karnes, Jody O Bryan, and Chad Wiltrakis."
2. Budget Report.
Your packet contains summary financial information for the month of July. .
- * [If separated] An appropriate motion might be, "I move that the Board of Education receive the July 2022 budget report."

H. ACTION ITEMS

1. Amend 8/8/2022 Minutes.
At its August 22, 2022 meeting, the Board of Education approved minutes from 8/8/2022 as presented. It was later discovered that one action item did not include the names of the person who made and seconded a motion. Your packet contains the corrected minutes.
- * An appropriate motion might be, "I move that the Board of Education approve the attached corrected minutes from 8/8/2022."
2. Policies - Second Reading.
Your packet draft policies 6114 - *Cost Principles*, 6152 - *Student Fees, Fines and Supplies*, 7450 *Property Inventory*, and 4210 *Staff Ethics*. These were reviewed by the policy committee on June 2 and approved for first reading on August 22, 2022. They are presented this evening for second reading and final approval.
- * An appropriate motion might be, "I move that the Board of Education approve draft policies 6114, 6152, 7450, and 4210 for second reading and final approval as presented."
3. Decline to Sign Resolution.
Your packet includes a draft resolution regarding the "Let MI Kids Learn" and "Student Opportunity Scholarship" statutory initiatives. This item was discussed at the August 22, 2022 meeting and is presented for action this evening.
- * An appropriate motion might be, "I move that the Board of Education adopt the attached Decline to Sign Resolution opposing "Let MI Kids Learn" voucher initiatives."

BOARD MEETING NOTES
SEPTEMBER 12, 2022

4. MASB Delegate.
MASB's 2022 Delegate Assembly will begin Thursday, Oct. 20 at 7pm at the Grand Traverse Resort. Delegates selected by boards of education across the state will decide MASB's positions on a wide variety of issues affecting education. The Board of Education must choose and certify a delegate and an alternate by September 23. The Board previously discussed this item on August 22, 2022. This item is presented for action this evening.
- * An appropriate motion might be, "I move that the Board of Education certify _____ as MASB Annual Assembly delegate and _____ as alternate."
- 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** – *none*
- M. **CLOSED SESSION** – *none*
- N. **ADJOURNMENT**

**DEXTER COMMUNITY SCHOOLS
BOARD OF EDUCATION MEETING MINUTES
AUGUST 22, 2022**

A. CALL TO ORDER – 7:00pm

1. Roll Call

Members Present: Daniel Alabré, Brian Arnold, Elise Bruderly, Mara Greatorex, Jennifer Kangas, Dick Lundy, Melanie Szawara, Student Representatives Griffin Patel and Will O'Haver (7:05)

Members Absent: none

Administrative & Supervisory Staff: Ryan Bruder, Barb Santo, Mollie Sharrar, Christopher Timmis

Guests: Carrie Livingston, Jennifer Murray, Kathryn Schmid, Alison Campbell, Matt Deloria, Beth Kovarik, Jaime Dudash, Christy Vander Haagen, Cassie Thompson, Lauren Straub, Lisa Glover, Jen Suppes, Susan Kemble, Heidi Hochrein, Kelly Parachek, Suzanne Bayer, Eleanor Budd, Becky Mann, Rhonda Haines.

B. MEETING MINUTES

Melanie Szawara made a motion to approve the meeting minutes from 8/8/2022 as presented. Elise Bruderly seconded the motion. **Motion Carried (unanimous).**

C. APPROVAL OF AGENDA

The agenda was amended to move Oath of Office - Student Representative to an action item. Brian Arnold made a motion to approve the agenda as amended. Elise Bruderly seconded the motion. **Motion Carried (unanimous).**

D. SCHOOL PRESENTATIONS – none

E. PUBLIC PARTICIPATION

1. Parent and DHS graduate Carrie Livingston commented on the "Let Them Learn" initiative and the draft resolution on the evening's discussion agenda.
2. Parent and teacher Wendy Martin shared that the Be Nice shirts seen around the community are to promote positivity and support for the schools.

F. ADMINISTRATIVE & BOARD UPDATES

1. Superintendent Update.

a. Dr. Timmis:

- Shared a reminder that school lunches are no longer free since federal funding was not renewed; he encouraged families who might qualify to apply for the free and reduced lunch application;
- Noted that families will start receiving back-to-school info updates from buildings and the district;
- Announced a board candidate forum to be held at Bates September 15th at 7pm; community members are invited to submit questions for candidates. All candidates will answer the same questions, which will be based on the frequency of various topics as well as to provide a range of topics;

**DEXTER COMMUNITY SCHOOLS
BOARD OF EDUCATION MEETING MINUTES
AUGUST 22, 2022**

- Gave a quick shout-out to Ryan Bruder and the Summer Learning Institute staff; feedback from students and families who participated has been very positive;
 - Gave a brief preview of a new system the district will be using to process achievement data;
 - Upon receipt of her retirement letter, recognized Executive Director of Strategic Initiatives Mollie Sharrar for her career achievements with DCS.
2. Board President.
Mara Greatorex noted that COVID-19 is still an issue in the community and said that DCS will continue to be mask optional and mask friendly.
3. Student Representatives Update. Griffin Patel introduced Will O'Haver. Will O'Haver noted fall sports are starting strong.

G. 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. Personnel - Resignations. The Board accepted the resignations of Natalie Hanlon and Meredith Nickerson
2. Personnel - New Hires.
The Board of Education offered probationary teaching contracts for the 2022-2023 school year to Chirstopher Donaghue, Rachel Kelly, and Nolan Peterson.
3. Personnel - Retirements. The Board of Education acknowledged the November 1, 2022 retirement of Mollie Sharrar.

H. ACTION ITEMS

1. Ratify DEA Contract.
Elise Bruderly made a motion that the Board of Education ratify the attached DEA successor agreement. Dick Lundy seconded the motion. **Motion Carried (unanimous).**
2. Policies - First Reading.
Melanie Szawara made a motion that the Board of Education approve for first reading draft policies 6114 - *Cost Principles*, 6152 - *Student Fees, Fines & Supplies*; 7450 *Property Inventory*, and 4210 *Staff Ethics*. Elise Bruderly seconded the motion. **Motion Carried (unanimous).**
3. Oath of Office.
Superintendent Chris Timmis administered the oath of office to new student representative Will O'Haver.

**DEXTER COMMUNITY SCHOOLS
BOARD OF EDUCATION MEETING MINUTES
AUGUST 22, 2022**

I. DISCUSSION ITEMS

1. Decline to Sign Resolution.

Board members discussed a draft resolution regarding the “Let Them Learn” proposal. The petitioners are exploiting a loophole in the law which allows the legislature to act on a petitioned proposal that only a small percentage of eligible voters endorsed. This particular petition proposes to divert funding away from public schools. This item will return for action 9-13-2022.

2. MASB Delegate.

Board members discussed availability and interest in representing the district as a delegate or alternate at the MASB Annual Leadership Convention. This item will return for action at the September 12, 2022 meeting.

3. Community Chats.

The Board discussed bringing back community chats approximately once a month for up to 50 minutes each time with two trustees in attendance. Board community chats are an opportunity to share interests, concerns, and ask questions of trustees outside of meetings. Board consensus was to take action this evening. Brian Arnold made a motion that the Board of Education resume community chats as described. Melanie Szawara seconded the motion. **Motion Carried (unanimous).** Scheduled chats will be posted on the District calendar.

J. PUBLIC PARTICIPATION - none

K. BOARD COMMENTS

1. Brian Arnold thanked Mollie Sharrar for her service.
2. Melanie Szawara also congratulated Mrs. Sharrar.
3. Dan Alabré noted that the move to do deeper data analysis has been in the works for a while; he likes the ability to compare districts.
4. Elise Bruderly recognized the teachers who attended and wished everyone a happy back-to-school transition.
5. Mara Greatorex noted that word on the street is that everyone is very excited for back to school; she clarified that by “everyone” she meant all the parents.

L. INFORMATION ITEMS

1. Board Bulletin (8/8/2022)
2. Committee Roster

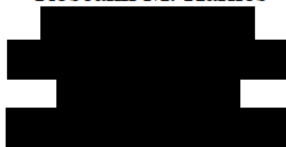
M. ADJOURNMENT

At approximately 7:46pm, President Mara Greatorex adjourned the meeting.

MINUTES/hlv

Jennifer Kangas
Secretary, Board of Education

Roseann M. Karnes



Over 15 years of experience in the field of K-8 education. Academic specialist and leader in the field of both special education and general education, coaching teams, analyzing student formative assessment data, evaluating staff, as well as coordinating the development and implementation of parent, student, and staff educational programming. Self-motivated problem solver, who excels independently and in a collaborative setting.

Education

University of Michigan-Dearborn

Bachelor of Science/Elementary Education K-8, April 2006

Major: Science Minor: Mathematics

University of Michigan-Dearborn

Masters of Arts in Special Education, June 2008

Major: Specific Learning Disabilities

Grand Valley State-University

Masters of Educational Leadership, January 2011-current

School Administrator's Certificate- 2013

Experience

South Lyon Schools

September 2016-Current

Teacher Consultant/Resource Room Teacher

- Active collaborative participant on Child Study Team
- Coordinate and facilitate SE team meetings and IEP Calendar to assure compliance
- Conduct student observations and share ideas for instructional strategies and student accommodations with both general ed. and special ed. teachers
- Triangulate data and utilize formative assessment to drive student instruction
- Conduct evaluations of students to determine eligibility for Special Education
- Experience and knowledge of MARSE and IDEA
- Work as team member to develop Behavior Implementation Plans/Individual Educational Plans
- Certified School Crisis Leadership Team Member
- School Leadership Team Member -School Improvement Team
- Served as District Representative for Specific Learning Disability at Oakland County School District
- District Chair of Dyslexia Committee

- Developed and Presenter of professional development on Specific Learning Disability Eligibility and Evaluation Practices
- Developed Staff Professional Development (SE Resources and Tier Interventions)
- District Problem Solving Team Member -Tier Interventions
- SLCS District Chair for SLD Committee
- Mentor for Colleagues

National Heritage Academies

July 2013- July 2016

Dean of 3-5 and Special Education Coordinator

- Supervise and monitor responsibilities of 19 staff members
- Instructional coach to general and special education teachers
- Conduct staff observations and provide feedback
- Conduct evaluations of individual staff members
- Analyze and triangulate data to assist with student growth and proficiency
- Facilitate one on one meetings, grade level, and wing team meetings
- Collaborate with leadership team, teachers, parents and staff
- Participant in School Improvement Plan
- Coordinate and implement Corrective Action Plans for monitoring special education program
- Facilitate and mediate IEP and 504 meetings
- Foster community partnerships
- Monitor NWEA data, M-Step data, report cards, unit plans, compliance for IDEA
- Design and present professional development in-service for staff
- Create and facilitate professional development at regional level for administrators
- Present and develop professional development for teachers and staff
- Facilitator of conflict resolution and managing disciplinary actions of students

National Heritage Academies

Dec. 2011- 2013

Special Education Supervisor

- Supervise and monitor 11 schools' special education programs and services
- Provide consult support to building level administrator and special ed. team
- Conduct support reviews of IEP's for assurance of compliance under federal and state regulations
- Communicate new information to schools relevant to best practices and research based instruction
- Conduct Manifestation Determination Reviews
- Develop and present professional development at building level and regional level
- Provide resources for increased academic and functional student performance
- Network with county and state to assist teams with supports needed for students
- Review and develop staffing projections with building administrator
- Provide guidance on state complaints and monitor corrective action plans
- Conduct student observations and provide feedback
- Collaborate with other special education supervisors to improve the quality of services for students with specialized instruction

- Utilized effective communication skills to assist schools, parents, and advocates at Individual Education Program (IEP) meetings.

Canton Charter Academy

July 2010 - Dec. 2011

Dean of K-2, Special Education Coordinator, At-Risk Intervention Coordinator

- Supervise and monitor responsibilities of 15 staff members
- Provide instructional and behavioral supports to teachers and support staff
- Provide instructional coaching to general and special education teachers
- Facilitate one on one meetings and grade level team meetings
- Collaborate with leadership team, teachers, parents and staff
- Coordinate and implement improvement plan for monitoring special ed. team and at-risk programming
- Facilitate parent meetings
- Participate in fostering community partnerships
- Monitor NWEA data, report cards, unit plans, compliance for IDEA
- Design and present professional development in-service to teachers and support staff
- Leader of Mentor/Mentee partnerships
- Build positive relationships with students and parents
- Mediate student conflict resolution and institute disciplinary action
- Create positive student support plans
- Teach middle school Service Learning elective

Canton Charter Academy

Aug. 2007- 2010

Special Educator/Special Education Coordinator

- Coordinate/Supervise special education team and services
- Conduct meetings with paraprofessionals
- Supervise paraprofessionals and provide professional development
- Monitor special education caseloads/student progress
- Deliver instruction in both resource and inclusion settings.
- Contributed to increase in student performance on the 2007-2008 NWEA
- Administer State tests to all student population
- Administer assessments for determination of special education programming
- Write reports based on results of informal and formal assessment data
- Responsible for writing goals and objectives for students who receive specialized instruction
- Responsible for writing individual education plans (IEP) for identified students
- Formative Assessment to monitor student progress and to guide instruction for student success
- Design short and long term lesson plans to meet the goals of students
- Development and implementation of positive behavior support plans for students
- Differentiate instruction to meet the needs of students based on disability, achievement level, and learning modality in both special and general education
- Collaborate with both special education staff and general education teachers

- Co-taught 7th grade algebra

***Romulus Community Schools
At-Risk Teacher/Title One Program***

Aug. 2006-May 2007

- Responsible for academic progress of “at risk” students
- Administer formal and informal assessments to aid lesson planning, and monitor student progress in correspondence with grade level Common Core State Standards
- Differentiate instruction utilizing of a variety of instructional strategies based on student’s individual achievement levels
- Develop Math tutorial intervention program
- Develop Science lessons for all student population in preparation for annual Science Day event
- Maintain communication and correspondence with parents
- Design short and long term lesson plans to meet the goals of students
- Collaborate with both special education staff and general education teachers
- Responsible for implementation of center based Language Arts instruction
- Implement Writer’s Workshop instruction as part of co-teaching team
- Increase student reading levels through program utilizing Reading First

***Southgate Community School District
Assistant Program Coordinator***

Sept. 1996-May 2006

- Facilitated in the development of Family Resource Center
- Marketed the Family Resource to local businesses establishing sponsorships for Southgate Community Schools
- Served as an advocate, liaison, and active member of the Wayne County RESA Family Resource Center Committee
- Organized and facilitated numerous programs under the Early Childhood Initiative Grant funded by Wayne County RESA
- Responsible for documentation, monitoring, and reporting of necessary criteria for grant
- Implemented mini grant for development of sensory motor program
- Collaborated with special education team
- Conducted individual Functional Behavioral Assessments
- Coordinated and facilitated parent and teen educational programming
- Formed partnerships with multiple businesses and organizations to aid student success
- Initiated and developed the First Annual Parent Day in Southgate Schools
- Part of the founding team of the Healthy Downriver Family Expo

***Southgate Community School District
Short/Long Term Substitute-K-8***

Sept. 2005-2006

- Delivered instruction both general and special education settings
- Established and implemented effective classroom routines
- Progress monitored student work

Training

- | | |
|--|--------------------|
| ● IMSE Training | May 2021 |
| ● Crisis Prevention Training/CPR | Sept. 2010-current |
| ● Woodcock Johnson III Training | Sept. 2009/2016 |
| ● Love and Logic/Capturing Kids Hearts | Sept. 2008/2009 |
| ● Touch Math | Jan. 2008 |
| ● Reading First | Sept. 2007 |

Honors/Achievements/Clubs

- | | |
|--|--------------|
| ● School Leadership Team/SLD Committee Chair | 2016-2021 |
| ● MSTEP achievement scores above state ave. | 2007-2015 |
| ● National Exchange Club President | 2011-2013 |
| ● Council for Exceptional Children Member | 2010-current |
| ● NHA Excellence in Teaching Award | 2008-2009 |
| ● National Honor Society Sponsor | 2008-2009 |
| ● U of M Chancellor Medallion Recipient | 2006 |
| ● Honor Scholar/Science | 2006 |
| ● Distinguished Scholar: with High Distinction | 2006/2008 |
| ● Golden Key Honor Society | 2006 |



DEXTER EARLY ELEMENTARY COMPLEX

Brooke Stidham, Principal
7480 Dan Hoey Road, Dexter, Bldg. B, Michigan 48130
(734) 424-4130 fax (734) 424-4139
stidhamb@dexterschools.org

To: Dexter Board of Education

From: Brooke Stidham

Subject: New Teacher Recommendations for Dexter Early Elementary

Date: August 26, 2022

As a result of our most recent interview process, we would like to recommend the hiring of Ms. Jody O'Bryan for the Social Worker position at Anchor Elementary. Jody most recently served as a Social Worker at Ypsilanti Community Schools, and previously worked as a Clinical Social Work at the Michigan Medicine- Emergency Department/Pediatric Pulmonary. Jody has a Master's Degree in Elementary Education from Eastern Michigan University. Jody brings a wealth of knowledge in Adverse Childhood Experiences, Trauma, and Child-Centered Play Therapy, TRAILS (Transforming Research into Action to Improve the Lives of Students/CBT) curriculum and Restorative Practices.

We are confident that Ms. O'Bryan would be a great addition to our Dexter Early Elementary Staff!

Thank you,
Brooke Stidham,
Principal, Dexter Early Elementary

Interview Committee: Tricia Winder, Anne Nakon, Jess Leonard, Emily Arbour, Hannah Stewart, Katie Heikkila, and Brooke Stidham



Jody OBryan, LMSW

General Education School Social Work

Summary Statement

Experienced clinical social worker interested in utilizing my fourteen years of clinical experience with my strong passion for social justice to assist others in identifying their strengths and achieving better mental, physical and emotional health.

CONTACTS



[Redacted]



[Redacted]



[Redacted]

EDUCATION

Masters of Social Work
Eastern Michigan University
2005 - 2008

Bachelors of Arts
Eastern Michigan University
1993-2003

EXPERTISE

- Microsoft Office
- Google Workspace
- Tinet/PSSP
- PowerSchool
- Compuclaim
- Windows/Mac

TRAININGS

- Comprehensive School Threat Assessment Guidelines Training
- Adverse Childhood Experiences, Trauma, and Child-Centered Play Therapy
- Introduction to SEL and Trails Curriculum
- Trauma-Informed Resilient Schools
- Trauma-Focused Practices for Social Workers
- Understanding Adverse Childhood Experiences
- TRAILS (Transforming Research into Action to Improve the Lives of Students/CBT)
- ASIST (Applied Suicide Intervention Skills Training)
- Restorative Practices

EXPERIENCE

2016 –2022 31A Social Work| Ypsilanti Community Schools

6 Years

- 504 Coordinator
- MTSS Team Member
- Trauma-Informed Sensory Room Facilitator
- Community Partner School Liaison
- Social Work Supervision
- Facilitated small therapeutic groups
- Connected families with community resources

2008-2016

8 Years

Clinical Social Work | Michigan Medicine- Emergency Department/Pediatric Pulmonary

- Crisis intervention
- Brief counseling
- Staff training/mentoring
- Assisted with IRB (Institutional Review Board) research studies
- Connected families with community resources

2005-2008

3 years

Social Work Assistant | Michigan Medicine- Guest Assistance Program

- Staff training/mentoring
- Connected families with community resources
- Answer, screen and route incoming calls
- ^Perform private wig appointments for cancer patients
- ^Distribute tangibles to patients and families
- ^Assist in the creation and training of cash equivalence database



CREEKSIDE INTERMEDIATE SCHOOL

Tammy Reich, Principal ♦ Abby Holland, Assistant Principal
2615 Baker Road, Dexter, Michigan 48130
(734) 424-4160 fax (734) 424-4169
reicht@dexterschools.org ♦ holland@dexterschools.org

August 25, 2022

Dear Dr. Timmis and School Board:

Creekside Intermediate School would like to recommend Chad Wiltrakis for the open special education resource room/teacher consultant position at Creekside. Chad has over twenty years of experience teaching special education with Michigan Center Schools. We are excited for Chad to join the Creekside Crew!

Interview committee: Abby Holland, Susan Kemble, Elizabeth Kovarik, Tammy Reich, and Jane Webby.

Sincerely,

Tammy Reich

CHAD WILTRAKIS



Summary

Caring and attentive Elementary & Middle School Special Education Teacher with a strong commitment to student development and the learning experience. Excellent and diverse background with proven success in helping children reach their full potential. Uses effective communication skills while focusing on the individual needs of each student.

Highlights

Lesson Planning, Expertise Design & Implement IEPs, Academic Performance Assessments, Common Core Knowledge, Standardized Testing, Developmental Reading Assessment, Cooperative Learning & Parent Relations

Experience

Keicher Elementary, Michigan Center, MI

Special Education Resource Program Teacher, Aug 2000 – Present

- Provides special education support to 3rd -6th grade students.
- Evaluates each student's progress and adjusts strategies accordingly.
- Maintains complete responsibility for the Individualized Education Program (IEP) for the students assigned to my case load.
- Effectively collaborates with parents, colleagues, and support staff
- Active member and contributor of the Math School Improvement Team.
- Utilizes differentiated instruction
- Developed and managed current co-teaching model
- Proficient in Excent-Tera and Tienet IEP program

Morenci Junior High School & Morenci High School, Morenci, MI

History, Government and Sociology Teacher, Aug 1998 – Jun 2000

- Demonstrated time management and effective communication to students at the junior high school in the morning and then students at the high school in the afternoon.
- Taught Eastern Hemisphere, Western Hemisphere and Michigan History to grades 6-8 at the junior high school.
- Taught Government and Sociology to grade 12 at the senior high school.

The Manor Foundation, Jonesville, MI

Secondary Emotional Impairment Program Teacher, Aug 1996 – Jun 1998

- Demonstrated effective classroom management strategies to students with emotional impairments at the junior and senior high school.
- Effectively worked with school social workers, school psychologists, support staff and administrators to develop effective behavior management strategies.
- Trained in CPI.

Education

Michigan State University, East Lansing, MI

Master of Arts, May 2007

K-12 Educational Administration

Siena Heights University, Adrian, MI

Bachelor of Arts, May 1996

Social Sciences/Sociology

Certification & Endorsements

Special Education Supervision Certificate, May 2013

Eastern Michigan University, Ypsilanti,

MI Emotional Impairment (SE) Endorsement, May 2003

Eastern Michigan University, Ypsilanti, MI

Secondary Teaching Certificate, May 1996

7th -12 Grades Social Sciences

Siena Heights University, Adrian, MI



Board Monthly Financial Report

Fiscal Year to Date 07/31/22

Sub Function Code	Adopted Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Fund(COA) 11 - General Fund							
Account Type Revenue							
Function Code R100 - Local Sources - 100							
	5,874,740.00	74,842.56	74,842.56	.00	5,799,897.44	1	23,507.02
Function Code R100 - Local Sources - 100 Totals	\$5,874,740.00	\$74,842.56	\$74,842.56	\$0.00	\$5,799,897.44	1 %	\$23,507.02
Function Code R200 - Non-Education Sources - 200							
	.00	.00	.00	.00	.00	+++	.00
Function Code R200 - Non-Education Sources - 200 Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Function Code R300 - State Sources - 300							
	34,120,328.00	(17.24)	(17.24)	.00	34,120,345.24	0	211,807.11
Function Code R300 - State Sources - 300 Totals	\$34,120,328.00	(\$17.24)	(\$17.24)	\$0.00	\$34,120,345.24	0 %	\$211,807.11
Function Code R400 - Federal Sources - 400							
	2,709,381.00	.00	.00	.00	2,709,381.00	0	.00
Function Code R400 - Federal Sources - 400 Totals	\$2,709,381.00	\$0.00	\$0.00	\$0.00	\$2,709,381.00	0 %	\$0.00
Function Code R500 - ISD / Other Sources - 500							
	5,251,290.00	90,171.59	90,171.59	.00	5,161,118.41	2	17,661.60
Function Code R500 - ISD / Other Sources - 500 Totals	\$5,251,290.00	\$90,171.59	\$90,171.59	\$0.00	\$5,161,118.41	2 %	\$17,661.60
Function Code R600 - In from other Funds - 600							
	356,218.00	.00	.00	.00	356,218.00	0	.00
Function Code R600 - In from other Funds - 600 Totals	\$356,218.00	\$0.00	\$0.00	\$0.00	\$356,218.00	0 %	\$0.00
Account Type Revenue Totals	\$48,311,957.00	\$164,996.91	\$164,996.91	\$0.00	\$48,146,960.09	0 %	\$252,975.73
Account Type Expense							
Function Code R400 - Federal Sources - 400							
	.00	.00	.00	.00	.00	+++	.00
Function Code R400 - Federal Sources - 400 Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Function Code 100 - Instruction							
Sub Function Code 110 - Basic Functions - 110	22,165,824.00	41,927.00	41,927.00	31,972.70	22,091,924.30	0	20,179.73
Sub Function Code 120 - Added Needs - 120	6,769,040.00	8,694.73	8,694.73	.00	6,760,345.27	0	175,479.35
Function Code 100 - Instruction Totals	\$28,934,864.00	\$50,621.73	\$50,621.73	\$31,972.70	\$28,852,269.57	0 %	\$195,659.08
Function Code 200 - Supporting Services							
Sub Function Code 210 - Support Services-Pupil - 210	5,119,505.00	2,475.29	2,475.29	.00	5,117,029.71	0	22,726.28
Sub Function Code 220 - Support Services-Instructional - 220	2,411,976.00	185,289.85	185,289.85	36,000.00	2,190,686.15	8	221,076.79
Sub Function Code 230 - Support Services-Administration - 230	863,530.00	96,157.20	96,157.20	535.00	766,837.80	11	79,268.12
Sub Function Code 240 - Support Services-School Admin - 240	2,547,029.00	116,502.79	116,502.79	.00	2,430,526.21	5	117,616.80
Sub Function Code 250 - Support Services-Business - 250	771,871.00	54,928.78	54,928.78	.00	716,942.22	7	54,341.52
Sub Function Code 260 - Operations and Maintenance - 260	4,414,338.00	304,166.31	304,166.31	347,991.35	3,762,180.34	7	206,144.83
Sub Function Code 270 - Pupil Transportation - 270	1,841,549.00	101,256.96	101,256.96	18,360.00	1,721,932.04	5	104,141.79
Sub Function Code 280 - Support Services-Central - 280	649,217.00	75,675.23	75,675.23	.00	573,541.77	12	46,295.41
Function Code 200 - Supporting Services Totals	\$18,619,015.00	\$936,452.41	\$936,452.41	\$402,886.35	\$17,279,676.24	5 %	\$851,611.54
Function Code 300 - Community Services							
Sub Function Code 320 - Community Recreation - 320	201,965.00	7,121.15	7,121.15	18,715.25	176,128.60	4	2,039.40
Sub Function Code 330 - Community Activities - 330	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 350 - Care of Children - 350	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 370 - Non Public School Pupils - 370	8,656.00	.00	.00	.00	8,656.00	0	850.00
Sub Function Code 390 - Other Community Services - 390	75,700.00	.00	.00	.00	75,700.00	0	4,862.34
Function Code 300 - Community Services Totals	\$286,321.00	\$7,121.15	\$7,121.15	\$18,715.25	\$260,484.60	2 %	\$7,751.74
Function Code 400 - Government Agencies & Prior Period							
Sub Function Code 400 - Other Government Agencies - 400	.00	.00	.00	.00	.00	+++	.00
Function Code 400 - Government Agencies & Prior Period	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00



Board Monthly Financial Report

Fiscal Year to Date 07/31/22

Sub Function Code	Adopted Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Totals							
Function Code 500-600 - Other Financing Uses							
Sub Function Code 600 - Fund Modifications - 600	735,304.00	.00	.00	.00	735,304.00	0	.00
Function Code 500-600 - Other Financing Uses Totals	\$735,304.00	\$0.00	\$0.00	\$0.00	\$735,304.00	0 %	\$0.00
Account Type Expense Totals	\$48,575,504.00	\$994,195.29	\$994,195.29	\$453,574.30	\$47,127,734.41	2 %	\$1,055,022.36
Fund(COA) 11 - General Fund Totals	(\$263,547.00)	(\$829,198.38)	(\$829,198.38)	(\$453,574.30)	\$1,019,225.68	315 %	(\$802,046.63)



Board Monthly Financial Report

Fiscal Year to Date 07/31/22

Sub Function Code	Adopted Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Fund(COA) 23 - Community Service Fund							
Account Type Revenue							
Function Code R100 - Local Sources - 100							
	2,752,746.00	295,126.72	295,126.72	.00	2,457,619.28	11	127,638.38
Function Code R100 - Local Sources - 100 Totals	\$2,752,746.00	\$295,126.72	\$295,126.72	\$0.00	\$2,457,619.28	11 %	\$127,638.38
Function Code R300 - State Sources - 300							
	69,274.00	.00	.00	.00	69,274.00	0	479.95
Function Code R300 - State Sources - 300 Totals	\$69,274.00	\$0.00	\$0.00	\$0.00	\$69,274.00	0 %	\$479.95
Function Code R400 - Federal Sources - 400							
	.00	.00	.00	.00	.00	+++	.00
Function Code R400 - Federal Sources - 400 Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Function Code R500 - ISD / Other Sources - 500							
	.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
Function Code R600 - In from other Funds - 600							
	735,304.00	.00	.00	.00	735,304.00	0	.00
Function Code R600 - In from other Funds - 600 Totals	\$735,304.00	\$0.00	\$0.00	\$0.00	\$735,304.00	0 %	\$0.00
Account Type Revenue Totals	\$3,557,324.00	\$295,126.72	\$295,126.72	\$0.00	\$3,262,197.28	8 %	\$128,118.33
Account Type Expense							
Function Code 100 - Instruction							
Sub Function Code 110 - Basic Functions - 110	133,330.00	3,546.29	3,546.29	.00	129,783.71	3	2,124.49
Function Code 100 - Instruction Totals	\$133,330.00	\$3,546.29	\$3,546.29	\$0.00	\$129,783.71	3 %	\$2,124.49
Function Code 200 - Supporting Services							
Sub Function Code 220 - Support Services-Instructional - 220	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 250 - Support Services-Business - 250	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 260 - Operations and Maintenance - 260	59,550.00	1,310.80	1,310.80	8,242.54	49,996.66	2	843.80
Sub Function Code 270 - Pupil Transportation - 270	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 290 - Support Services-Other - 290	1,545,653.00	27,242.08	27,242.08	.00	1,518,410.92	2	17,812.45
Function Code 200 - Supporting Services Totals	\$1,605,203.00	\$28,552.88	\$28,552.88	\$8,242.54	\$1,568,407.58	2 %	\$18,656.25
Function Code 300 - Community Services							
Sub Function Code 310 - Community Services Direction - 310	253,110.00	17,322.67	17,322.67	.00	235,787.33	7	2,219.45
Sub Function Code 320 - Community Recreation - 320	288,834.00	16,488.18	16,488.18	9,325.00	263,020.82	6	18,823.49
Sub Function Code 350 - Care of Children - 350	1,006,845.00	78,786.56	78,786.56	240.00	927,818.44	8	59,118.17
Sub Function Code 390 - Other Community Services - 390	.00	.00	.00	.00	.00	+++	.00
Function Code 300 - Community Services Totals	\$1,548,789.00	\$112,597.41	\$112,597.41	\$9,565.00	\$1,426,626.59	7 %	\$80,161.11
Function Code 500-600 - Other Financing Uses							
Sub Function Code 600 - Fund Modifications - 600	172,667.00	.00	.00	.00	172,667.00	0	.00
Function Code 500-600 - Other Financing Uses Totals	\$172,667.00	\$0.00	\$0.00	\$0.00	\$172,667.00	0 %	\$0.00
Account Type Expense Totals	\$3,459,989.00	\$144,696.58	\$144,696.58	\$17,807.54	\$3,297,484.88	4 %	\$100,941.85
Fund(COA) 23 - Community Service Fund Totals	\$97,335.00	\$150,430.14	\$150,430.14	(\$17,807.54)	(\$35,287.60)	155 %	\$27,176.48



Board Monthly Financial Report

Fiscal Year to Date 07/31/22

Sub Function Code	Adopted Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Fund(COA) 25 - School Lunch Fund							
Account Type Revenue							
Function Code R100 - Local Sources - 100							
	98,618.00	1,107.52	1,107.52	.00	97,510.48	1	29.13
Function Code R100 - Local Sources - 100 Totals	\$98,618.00	\$1,107.52	\$1,107.52	\$0.00	\$97,510.48	1 %	\$29.13
Function Code R300 - State Sources - 300							
	72,125.00	.00	.00	.00	72,125.00	0	.00
Function Code R300 - State Sources - 300 Totals	\$72,125.00	\$0.00	\$0.00	\$0.00	\$72,125.00	0 %	\$0.00
Function Code R400 - Federal Sources - 400							
	1,619,435.00	.00	.00	.00	1,619,435.00	0	.00
Function Code R400 - Federal Sources - 400 Totals	\$1,619,435.00	\$0.00	\$0.00	\$0.00	\$1,619,435.00	0 %	\$0.00
Function Code R500 - ISD / Other Sources - 500							
	154,500.00	.00	.00	.00	154,500.00	0	.00
Function Code R500 - ISD / Other Sources - 500 Totals	\$154,500.00	\$0.00	\$0.00	\$0.00	\$154,500.00	0 %	\$0.00
Account Type Revenue Totals	\$1,944,678.00	\$1,107.52	\$1,107.52	\$0.00	\$1,943,570.48	0 %	\$29.13
Account Type Expense							
Function Code 200 - Supporting Services							
Sub Function Code 210 - Support Services-Pupil - 210	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 260 - Operations and Maintenance - 260	3,500.00	879.31	879.31	.00	2,620.69	25	807.31
Sub Function Code 290 - Support Services-Other - 290	1,707,009.00	26,530.36	26,530.36	522,015.31	1,158,463.33	2	48,746.43
Function Code 200 - Supporting Services Totals	\$1,710,509.00	\$27,409.67	\$27,409.67	\$522,015.31	\$1,161,084.02	2 %	\$49,553.74
Function Code 500-600 - Other Financing Uses							
Sub Function Code 600 - Fund Modifications - 600	171,051.00	.00	.00	.00	171,051.00	0	.00
Function Code 500-600 - Other Financing Uses Totals	\$171,051.00	\$0.00	\$0.00	\$0.00	\$171,051.00	0 %	\$0.00
Account Type Expense Totals	\$1,881,560.00	\$27,409.67	\$27,409.67	\$522,015.31	\$1,332,135.02	1 %	\$49,553.74
Fund(COA) 25 - School Lunch Fund Totals	\$63,118.00	(\$26,302.15)	(\$26,302.15)	(\$522,015.31)	\$611,435.46	-42 %	(\$49,524.61)



Board Monthly Financial Report

Fiscal Year to Date 07/31/22

Sub Function Code	Adopted Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Fund(COA) 29 - Student/School Activity Fund							
Account Type Revenue							
Function Code R100 - Local Sources - 100							
	1,969,496.00	46,336.30	46,336.30	.00	1,923,159.70	2	15,588.50
Function Code R100 - Local Sources - 100 Totals	\$1,969,496.00	\$46,336.30	\$46,336.30	\$0.00	\$1,923,159.70	2 %	\$15,588.50
Account Type Revenue Totals	\$1,969,496.00	\$46,336.30	\$46,336.30	\$0.00	\$1,923,159.70	2 %	\$15,588.50
Account Type Expense							
Function Code 200 - Supporting Services							
Sub Function Code 290 - Support Services-Other - 290	1,969,496.00	9,325.27	9,325.27	36,094.28	1,924,076.45	0	13,966.81
Function Code 200 - Supporting Services Totals	\$1,969,496.00	\$9,325.27	\$9,325.27	\$36,094.28	\$1,924,076.45	0 %	\$13,966.81
Account Type Expense Totals	\$1,969,496.00	\$9,325.27	\$9,325.27	\$36,094.28	\$1,924,076.45	0 %	\$13,966.81
Fund(COA) 29 - Student/School Activity Fund Totals	\$0.00	\$37,011.03	\$37,011.03	(\$36,094.28)	(\$916.75)	+++	\$1,621.69
Grand Totals	(\$103,094.00)	(\$668,059.36)	(\$668,059.36)	(\$1,029,491.43)	\$1,594,456.79	648 %	(\$822,773.07)

**DEXTER COMMUNITY SCHOOLS
BOARD OF EDUCATION MEETING MINUTES
AUGUST 8, 2022 amended 9-12-2022**

A. CALL TO ORDER – 7:00pm

1. Roll Call

Members Present: Daniel Alabré, Brian Arnold, Elise Bruderly, Mara Greateorex, Jennifer Kangas, Melanie Szawara, Student Representative Griffin Patel

Members Absent: Dick Lundy, Student Representative Will O'Haver

Administrative & Supervisory Staff: Ryan Bruder, Craig McCalla, Barb Santo, Mollie Sharrar, Christopher Timmis

DCS Staff: Melanie McIntyre

Guests: Wendy Martin, Christy Vander Haagen, Claire Vander Haagen, Kevin Creech, Connie Creech, Barbara Read

B. MEETING MINUTES

Jennifer Kangas made a motion to approve the meeting minutes from 7/18/2022 and 7/28/2022 as presented. Elise Bruderly seconded the motion. **Motion Carried (unanimous).**

C. APPROVAL OF AGENDA

Elise Bruderly made a motion to approve the agenda as presented. Melanie Szawara seconded the motion. **Motion Carried (unanimous).**

D. SCHOOL PRESENTATIONS – none

E. PUBLIC PARTICIPATION

1. Wendy Martin commented on the millage campaign and thanked the Board for their service.

F. ADMINISTRATIVE & BOARD UPDATES

1. Superintendent Update.

a. Dr. Timmis shared:

- The District was asked to help the senior center find stable funding, hence the Multigenerational Activities Millage proposal. He noted that the District cannot fund senior renovations to District buildings and can't fund a senior center; the District will continue to support seniors in any way possible as it has in the past.
- Hiring continues; the District particularly needs Special Education teachers and that there is a shortage; the State has recently enacted a law that allows retirees to return to work without penalties.
- Fall athletics started this week.
- The Consortium buildings/trades students will be constructing storage sheds on campus this semester as traditional house building/renovating items are limited.
- Dexter High School assistant principal Lauren Thompson recently published a chapter in a teacher textbook on resilience.

**DEXTER COMMUNITY SCHOOLS
BOARD OF EDUCATION MEETING MINUTES
AUGUST 8, 2022 amended 9-12-2022**

2. Board President.
Mara Greatorex read a statement regarding the M.A.M. millage.
3. Student Representatives Update. Griffin Patel noted that athletics and marching band are back in swing; Dexter Daze is coming [August 13 &14]; the first home football game is September 2.

G. 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. Personnel - Resignations. The Board accepted the resignation of Sarah Fisk.
2. Personnel - New Hires.
The Board of Education offered 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.
Melanie Szawara made a motion that the Board of Education approve the 2022-2023 school calendar as attached. Elise Bruderly seconded the motion. **Motion Carried (unanimous).**
2. Administrator Hiring Recommendation.
~~The Board of Education offered~~ **Melanie Szawara made a motion that the Board of Education offer** a probationary teaching contract for the Creekside Assistant Principal position for the 2022-2023 school year to Abby Holland. **Elise Bruderly seconded the motion. Motion Carried (unanimous).**
3. Pamoja Courses.
Elise Bruderly made a motion that the Board of Education approve the addition of Pamoja courses to the District catalog. Brian Arnold seconded the motion. **Motion Carried (unanimous).**
4. Student Meal Price Adjustment and Breakfast Program Recommendation.
Melanie Szawara made a motion that the Board of Education approve meal price increases to \$3.50 for [grades] Y5-6 and \$3.75 for [grades] 7-12, and increase breakfast prices to \$1.75 for [grades] Y5-6 and \$2.00 for grades 7-12 for the 2022-2023 school year. Brian Arnold seconded the motion. **Motion Carried (unanimous).**
5. MASB Training Approval.
Jennifer Kangas made a motion that the Board of Education 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. Melanie Szawara seconded the motion. **Motion Carried (unanimous).**

**DEXTER COMMUNITY SCHOOLS
BOARD OF EDUCATION MEETING MINUTES
AUGUST 8, 2022 amended 9-12-2022**

I. DISCUSSION ITEMS – none

J. PUBLIC PARTICIPATION

1. Kevin Creech commented on the school calendar.

K. BOARD COMMENTS

1. Daniel Alabré asked that community members be kind to teachers.

M. INFORMATION ITEMS

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

At approximately 7:42pm, Melanie Szawara made a motion that the Board of Education move into closed session for the purpose of discussing negotiations following a five-minute break. Jennifer Kangas seconded the motion. **Motion Carried (unanimous).**

N. CLOSED SESSION

At approximately 8:21pm, the Board returned to open session.

O. ADJOURNMENT

At approximately 8:22pm, President Mara Greatorex adjourned the meeting.

MINUTES/hlv

Jennifer Kangas
Secretary, Board of Education

Book	Policy Manual
Section	Vol. 36, No. 1 - September 2021
Title	Second Reading COST PRINCIPLES - SPENDING FEDERAL FUNDS
Code	po6114
Status	
Adopted	November 7, 2016

6114 - **COST PRINCIPLES - SPENDING FEDERAL FUNDS**

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State, and local laws, the associated agreements/assurances, program objectives, and the specific terms and conditions of the grant award.

Cost Principles

Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal, and other laws and regulations;
3. market prices for comparable goods or services for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and
5. whether the cost represents any significant deviation from the established practices or Board of Education policy which may unjustifiably increase the expense.

While Federal regulations do not provide specific descriptions of what satisfies the "necessary" element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to whether:

1. the cost is needed for the proper and efficient performance of the grant program;
2. the cost is identified in the approved budget or application;
3. there is an educational benefit associated with the cost;
4. the cost aligns with identified needs based on results and findings from a needs assessment;
5. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received. This standard is met if the cost: is incurred specifically for the Federal award; benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; and is necessary to the overall operation of the District and is assignable to the Federal award in accordance with cost principles mentioned here.

- B. Conform to any limitations or exclusions set forth in the cost principles in Part 200 or in the terms and conditions of the Federal award.
- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
- D. Be accorded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost under another award.
- E. Be determined in accordance with generally accepted accounting principles.
- F. Be representative of actual cost, net of all applicable credits or offsets.

The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the State relating to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

- G. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
- H. Be adequately documented:
 - 1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant-funded programs to assure that only permissible personnel expenses are allocated;
 - 2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.
- I. Be incurred during the approved budget period.

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to carry out authorized work and expend the funds awarded, including any funds carried forward or other revisions pursuant to the law. Prior written approval from the Federal awarding agency or State pass-through entity may be required to carry forward unobligated balances to subsequent budget periods unless waived.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District, and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

The following rules of allowability must apply to equipment and other capital expenditures:

- A. **Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the Federal awarding agency or pass-through entity.**
- B. **Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.**
- C. **Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the Federal awarding agency, or pass-through entity.**
- D. **Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR 200.436 and 2 CFR 200.465.**
- E. **When approved as a direct cost by the Federal awarding agency or pass-through entity under Sections A-C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.**
- F. **If the District is instructed by the Federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.**

Cost Compliance

The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs, but may not be double charged or inconsistently charged as both.

Determining Whether a Cost is Direct or Indirect:

- A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; program evaluation costs or other institutional service operations; and infrastructure costs directly attributable to the program (such as long-distance telephone calls specific to the program, etc.). **Direct costs may also include capital expenditures if approved by the Federal awarding agency or pass-through entity, as well as capital expenditures for special purpose equipment with a unit cost of less than \$5,000.**

- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Michigan Department of Education (MDE) or the pass-through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation).

Equipment and other capital expenditures are unallowable as indirect costs.

Timely Obligation of Funds

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions that require payment. This term is used when referencing a recipient's or subrecipient's use of funds under a Federal award.

The following list illustrates when funds are determined to be obligated under the U.S. Department of Education ("USDOE") regulations:

If the obligation is for:

- A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.

- B. Personal services by an employee of the District - when the services are performed.
- C. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.
- D. Performance of work other than personal services - on the date when the District makes a binding written commitment to obtain the work.
- E. Public utility services - when the District receives the services.
- F. Travel - when the travel is taken.
- G. Rental of property - when the District uses the property.
- H. A pre-agreement cost that was properly approved by the Secretary (USDOE) under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

Period of Performance

All financial obligations must occur during the period of performance. Period of performance means the total estimated time interval between the start of an initial Federal award when the District is permitted to carry out the work authorized by the grant and the planned end date. The period of performance may include one or more funded portions or budget periods. The period of performance is dictated by statute and will be indicated in the grant award notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, financial obligations under a grant may not be made until the application is approved or is in substantially approvable form, whichever is later. In the case of a direct grant, a grantee may use grant funds only for obligations it makes during the grant period, unless an agreement exists with the awarding agency or the pass-through entity (e.g., MDE) to reimburse for pre-approval expenses.

If a Federal awarding agency or pass-through entity approves an extension, or if the District extends under C.F.R. 200.308(e)(2), the Period of Performance will be amended to end at the completion of the extension. If a termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all financial obligations incurred under the award not later than ninety (90) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

2 C.F.R. 200.344(b), 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a), 200.439(b)(2), 200.458
 2 C.F.R. 200.474(b)
 34 C.F.R. 76.707-.708(a), 75.703

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Legal	2 C.F.R. 200.344(b), 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a), 200.439(b)(2), 200.458
	2 C.F.R. 200.474(b)
	34 C.F.R. 76.707-.708(a), 75.703

Book	Policy Manual
Section	Vol. 36, No. 1 - September 2021
Title	Second Reading STUDENT FEES, FINES, AND SUPPLIES
Code	po6152
Status	
Adopted	March 17, 2003
Last Revised	April 2, 2007

6152 - **STUDENT FEES, FINES, AND SUPPLIES**

Fees

The Board of Education may assess certain charges to students to cover the costs for extra-curricular and noncredit activities. Such charges might be made for expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies and materials for clubs, independent study or special projects, and as well transportation costs and admission/participation fees for District-sponsored trips and activities.

No student, however, shall be deprived of participation in any mandatory school activity or required curriculum activity due to a lack of financial ability to pay and fees will not be charged for such activities. Extra-curricular activities for which fees will be charged may not be used in determining credit or grades in any course.

A fee shall not exceed the combined cost of the service(s) provided and/or materials used. ~~An accurate accounting of all fees collected and all fees expended shall be provided to the Superintendent or his/her designee for each fee-based activity at the conclusion of the activity, along with remission of any fees not expended.~~

Fines

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

Any fees or fines collected by members of the staff are to be turned in to the designated secure location within twenty-four (24) hours after collection.

In the event the above course of action does not result in the fee being collected, the Board authorizes the Superintendent (or designee) to take the student and/or his/her parents to Small Claims Court for collection.

Supplies

The District will provide all basic supplies needed by the student to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

[x-] Payment

For convenience to families, the Board may enter into an agreement with one or more credit card/online payment processing vendors to facilitate online payment of fees, fines, and charges. Parents/guardians or students may elect but are not required to make payments online. Vendors will comply with all Board policies and procedures related to confidentiality and security of information transmitted electronically. Payees will be notified of any processing or other nominal fees that may be charged for use of an online payment system before the transaction is completed.

[END OF OPTION]

Students Experiencing Homelessness - McKinney-Vento Act

No fine or fee shall be charged to a student identified as a student experiencing homelessness unless it is determined that the student has the ability to pay the fee or fine and that its imposition does not create a barrier to the student's ability to enroll, or attend school, achieve academic success, or cause the student to be identified as experiencing homelessness. Any dispute regarding a fine or a fee that is imposed shall not delay the student's enrollment or serve as a barrier to enrollment by delaying the transfer of student records to another school or school district if applicable.

Immediate enrollment notwithstanding fines or fees shall be extended to extra-curricular and co-curricular activities as well as to academic programming.

~~Students experiencing homelessness who are able to pay () fees or fines () fees or fines and refuse to do so [END OF OPTION] may be prohibited from participating in graduation ceremonies until paid. No such student shall be prevented from receiving his/her student records, including diploma if earned, and final transcripts.[-]~~

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Book Policy Manual
Section Vol. 36, No. 1 - September 2021 Second
Title Reading PROPERTY INVENTORY po7450
Code
Status March 17, 2003
Adopted November 7, 2016
Last Revised

7450 - **PROPERTY INVENTORY**

As steward of this District's property, the Board of Education recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall

- () conduct a complete inventory
- (~~x~~) maintain a continuous inventory

of all District-owned property subject to inventory. ~~equipment~~

- ~~(-) and supplies~~
- ~~(-) annually.~~
- ~~(-) every _____ years. [specify number; Federal regulations require at least once every two (2) year]~~
- ~~(-) at such intervals as will coincide with property insurance renewal.~~
- ~~(-) and Generally Accepted Accounting Principles ("G.A.A.P.") reporting requirements.~~

For purposes of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, costs at least \$ 5,000. _____

- () to replace
- (~~x~~) as a single unit

and does not lose its identity when incorporated into a more complex unit. ~~When defining supplies for inventory purposes, no items will be counted whose total value is less than \$ _____. [The Federal threshold for a supply designation is \$5,000 regardless of length of useful life, however, the District may set an early acquisition cost level for designation as supply. Capital expenditures with a unit cost of \$5,000 or more require prior written approval of the Federal awarding agency or pass-through entity.]~~

Capital Assets

All property that costs at least \$5,000 as a single unit either purchased or donated to the District shall be entered on the inventory records.

It shall be the duty of the Chief Financial Officer to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board.

The Chief Financial Officer shall maintain a system of property records which shall show, as appropriate to the item recorded, the description and identification, year of purchase, initial cost, location, and depreciation.

Technology Equipment

-

Technology equipment with a moderate or high risk of theft must be properly labeled and entered into the technology inventory records. This includes laptop computers, desktop computers, tablet devices, handheld computers, iPads, iPods, fax machines, copiers, projectors, voice enhancement systems, security cameras, video cameras, still cameras, GPS units, document cameras, etc., regardless of the funding source or purchase price.

It shall be the duty of the Technology Director to ensure that inventories are recorded systematically and accurately and property records of technology equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Items of technology equipment shall be observed and accounted for on an ongoing basis and subject to spot check to identify loss or mislocation; any major loss shall be reported to the Board.

The Technology Director shall maintain a system of property records which shall show, as appropriate to the item recorded, the description and identification, manufacturer, year of purchase, initial cost, and location.

Federal Funds

~~It shall be the duty of the~~

~~() Superintendent~~

~~() Business Manager~~

~~() _____~~

~~to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.~~

~~[] Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board.~~

~~[] Property records of consumable supplies shall be maintained on a continuous inventory basis.~~

~~[] The _____ shall maintain a system of property records which shall show, as appropriate to the item recorded, the:~~

~~A. () description and identification;~~

~~B. () manufacturer;~~

~~C. () year of purchase;~~

~~D. () initial cost;~~

~~E. () location;~~

~~F. () condition and depreciation;~~

~~G. () evaluation in conformity with insurance requirements.~~

Equipment acquired under a Federal award will vest upon acquisition to the District, subject to the following conditions:

A. The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.

B. The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.

C. The equipment may only be used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7300 and Policy 7310, and AG 7310.

D. Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number (FAIN), title entity, acquisition date, cost of the equipment, percentage of Federal participation in the project costs for the award under which the equipment was acquired, the location, use, and condition of the equipment, and ultimate disposition data, including date of disposal and sale price of the equipment.

E. A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years.

F. A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.

G. Adequate maintenance procedures shall be implemented to keep the property in good condition.

H. Proper sales procedures shall be established to ensure the highest possible return, in the event the District is authorized or required to sell the equipment/property.

I. When original or replacement equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal awarding agency, and except as otherwise provided by Federal statutes, regulations, or Federal awarding agency disposition instructions, the District shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of C.F.R. 200.313.

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2 C.F.R. 200.313

Book	Policy Manual
Section	Vol. 34, No. 1 - September 2019
Title	Second Reading SUPPORT STAFF
Code	ETHICS po4210
Status	

4210 - **STAFF ETHICS**

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all support staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

A. Responsibility to the Profession

1. demonstrate responsibility for oneself as an ethical professional;
2. acknowledge, address and attempt to resolve ethical issues in an appropriate manner;
3. promote and advance the profession within and beyond the school community;

B. Responsibility to Professional Competence

1. demonstrate commitment to high standards of practice;
- 2.
3. act in the best interest of all students;

C. Responsibility to Students

1. respect the rights and dignity of students;
2. demonstrate an ethic of care for students;
3. maintain student trust and confidentiality in a developmentally appropriate manner and within appropriate limits;

D. Responsibility to the School Community

1. promote effective and appropriate relationships with parents/guardians;
2. promote effective and appropriate relationships with colleagues;
3. promote effective and appropriate relationships with the community and other stakeholders;
4. promote effective and appropriate relationships with employers;
5. understand the problematic nature of dual or multiple relationships;

E. Responsible and Ethical Use of Technology

1. use technology in a responsible manner;
2. ensure student safety and well-being when using technology;
3. maintain confidentiality in the use of technology;
4. promote the appropriate use of technology in educational settings;

F. **(x)** recognize basic dignities of all individuals with whom they interact in the performance of duties;

G. **(x)** represent accurately their qualifications;

H. **(x)** exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;

I. **(x)** seek and apply the knowledge and skills appropriate to assigned responsibilities;

J. **(x)** keep in confidence legally-confidential information as they may secure;

K. **(x)** ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;

L. **(x)** avoid accepting anything of value offered by another for the purpose of influencing judgment;

M. **(x)** refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will not be implemented in a manner that limits constitutionally or legally protected rights as a citizen.

In keeping with the ethical responsibilities of support staff, the Board of Education prohibits staff from engaging in a romantic or sexual relationship of any kind with students of this District, regardless of the student's age. Staff should not provide alcohol, drugs, cigarettes, or any other contraband to a student.

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Michigan Code of Educational Ethics

M.C.L. 750.520b, 750.520c, 750.520d, 750.520e

RESOLUTION OPPOSING “LET MI KIDS LEARN” VOUCHER INITIATIVES

WHEREAS, the Michigan Constitution states, “No public monies or property shall be appropriated or paid or any public credit utilized, by the legislature or any other political subdivision or agency of the state directly or indirectly to aid or maintain any private, denominational or other nonpublic, preelementary, elementary, or secondary school;” and

WHEREAS, vetoed House Bills 4504 and 4505, and vetoed Senate Bills 687 and 688 conferred an eventual \$1 billion per year in unconstitutional tax credits to be used for an unconstitutional, backdoor private school voucher program; and

WHEREAS, letters vetoing those bills pointedly stated, “Redirecting public school dollars for private gain is not only ineffective, it has been roundly rejected by Michigan voters, with more than 69% voting “no” on a proposal that would have allowed the use of tuition vouchers for nonpublic schools,” and “Simply put, our schools cannot provide the high-quality education our kids deserve if we turn private schools into tax shelters for the wealthy;” and

WHEREAS, in response to the vetoes, tuition voucher advocates have launched the “Let MI Kids Learn” and “Student Opportunity Scholarship” statutory initiatives to place those bills into law; and

WHEREAS, under Michigan law, the Legislature can bypass Michigan citizens’ ability to vote on a statutory initiative that collects only 340,047 signatures from the more than 8 million registered voters.

Now, therefore, be it resolved as follows:

1. That the Dexter Community Schools Board of Education opposes the “Let MI Kids Learn” and “Student Opportunity Scholarship” statutory initiatives being solicited by the organization called “Let MI Kids Learn”; and
2. That the Dexter Community Schools Board of Education calls upon the Legislature to reject the statutory initiatives in the event they are presented to the Legislature; and
3. That the Dexter Community Schools Board of Education calls upon the Legislature, in the event they do not reject the statutory initiatives, to refrain from voting on them, to allow the citizens of Michigan to vote on the matter; and
4. That a copy of this resolution be sent to: (1) all elected members of the Michigan House of Representatives and Michigan State Senate who represent the Dexter Community Schools School District, (2) the leadership of the Michigan House of Representatives and Michigan Senate, and (3) to the Michigan Association of School Boards.

Resolved and adopted this _____ day of August, 2022.

Jennifer Kangas, Secretary



2022 MASB Call for Delegates

1 message

Tue, Jul 26, 2022 at 9:28 AM

If this email does not display properly, view the [online version](#).



MASB's 2022 Delegate Assembly will begin Thursday, Oct. 20 at 7 p.m. at the Grand Traverse Resort and Spa in Acme. Delegates selected by boards of education across the state will decide MASB's positions on a wide variety of issues affecting education.

Below is a link to use to certify the official voting delegates and alternates who will represent your board of education. All delegates and alternates must be school board members. Only delegates and alternates named by your board may offer motions and vote on issues. However, all school board members may speak on the issues and participate in the debate. Your 2022-2023 MASB dues must be paid in order for a district to participate in the Delegate Assembly.

All delegates must be certified and submitted by Friday, Sept 23. A notification message is also being sent to your board president and superintendent. Please ensure that this topic is added to your next board meeting agenda and then complete the form at the link below (Note: please do not share this link—it is specific to you).