

BOARD OF EDUCATION MEETING PACKET

June 12, 2023

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** (5/22/2023)
- C. APPROVAL OF AGENDA**
- D. SCHOOL PRESENTATIONS**
 - 1. Retirement Recognition
 - 2. Strategic Plan Update
- E. PUBLIC PARTICIPATION** (up to ~30 minutes/max 5 per person)
- F. ADMINISTRATIVE & BOARD UPDATES**
 - 1. Superintendent
 - 2. Board President
 - 3. Student Representatives
- G. CONSENT ITEMS**
 - 1. Personnel – Requests for Leave
 - 2. Personnel – Retirements
- H. ACTION ITEMS**
 - 1. Administrator Salary Level Placements
 - 2. Policy – Second Reading
 - 3. Policies – First Reading
 - 4. Appoint PD Advisory Committee
 - 5. BOE 2023-2024 Calendar
- I. DISCUSSION ITEMS**
 - 1. ELA Curriculum
 - 2. Budget Discussion
- J. PUBLIC PARTICIPATION** (up to ~15 minutes/max 3 per person)
- K. BOARD COMMENTS**
- L. INFORMATION ITEMS**
 - 1. Nice Job Notes - April/May
 - 2. Policy Minutes (5/16/2023)
 - 3. Facilities Minutes (5/19/2023)
 - 4. Squall (May 2023 - hard copy only)
- M. CLOSED SESSIONS**
 - 1. Superintendent's Quarterly Evaluation
per MCL15268(h)
 - 2. Negotiations *per MCL 15.268c*
- N. ADJOURNMENT**

CALENDAR

- *June 26 - Budget Hearing - Bates
 - *June 26 - Board Meeting - Bates
-

***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
JUNE 12, 2023

A. CALL TO ORDER

1. Roll Call

B. MEETING MINUTES

Your packet includes meeting minutes from 5/22/2023.

- * An appropriate motion might be, "I move that the Board of Education approve the attached meeting minutes 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

1. Retirement Recognition

Your packet includes information about retiring employees and employees with 5 through 30-year anniversaries.

2. Strategic Plan Update

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 their name and district of residence and indicate if they represent 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
2. Board President
3. Student Representatives

G. CONSENT ITEMS

Consent items are typically approved in bulk.

1. Personnel - Requests for Leave

Your packet includes a request for leave of absence from Erin Palmer for the first semester of 2023-2024, and for Janelle Smith and Alex Pattenauade for the 2023-2024 school year.

BOARD MEETING NOTES

JUNE 12, 2023

2. Personnel – Retirement

Your packet includes a retirement letter from Robin Radcliffe.

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

H. ACTION ITEMS

1. Administrator Salary Level Placements

It is time to approve level placements for administrative staff for Fall 2023. Your packet includes a memo from the Superintendent recommending approval of the attached level placements.

- * An appropriate motion might be, “I move that the Board of Education approve the attached administrative level placements for the 2023-2024 school year.”

2. Policy – Second Reading

At the May 22nd meeting, the Board approved policy 5512 *Use of Tobacco by Students* for first reading.

- * An appropriate motion might be, “I move that the Board of Education approve policy 5512 for second reading and final approval.”

3. Policies – First Reading

At its May 16th meeting, the policy committee reviewed draft policy updates from NEOLA. The committee is recommending the following policies to the Board: 7540.02 *Web Accessibility*, 7540.03 *Student Technology Acceptable Use and Safety*, 7540.04 *Staff Technology Acceptable Use and Safety*, 7544 *Social Media*, 8300 *Continuity of Organizational Operations Plan*, 8305 *Information Security*, 8315 *Information Management*, and 8400 *School Safety Information*.” These are presented for first reading this evening.

- * An appropriate motion might be, “I move that the Board of Education approve the attached policies 7540.02, 7540.03, 7540.04, 7544, 8300, 8305, 8315, and 8400 for first reading as presented/amended.”

4. Appoint Professional Development Advisory Committee

Your packet contains an executive summary from Executive Director of Instruction Ryan Bruder regarding the formation of a Professional Development (PD) Advisory Committee. Mr. Bruder will be on hand to answer questions.

- * An appropriate motion might be, “I move that the Board of Education appoint the DELTA Team (Dexter Leaders, Teachers, and Administrators) as the PD Advisory Committee for the 2023-2024 school year.”

BOARD MEETING NOTES

JUNE 12, 2023

5. BOE 2023-2024 Meeting Calendar

Your packet includes a 2023-24 Board of Education Meeting calendar that was previously discussed at the May 22nd meeting; edits have been made based on feedback. It is now presented for action.

- * An appropriate resolution might be, "I move that the Board of Education adopt the attached 2023-2024 meeting calendar as presented/amended."

I. DISCUSSION ITEMS

1. ELA Curriculum

Your packet includes a summary and recommendation from Executive Director of Instruction Ryan Bruder regarding the proposed adoption of a new English Language Arts curriculum. The review process was shared with the Board at the May 22nd, 2023 meeting. This item is presented for discussion only this evening.

2. Budget Discussion

The finance committee is scheduled to meet at 8:30am Friday June 9th to discuss projections and recommendations. CFO Sharon Raschke will share preliminary budget information with the Board as soon as it is prepared. The Budget Hearing will be June 26, 2023 and the Board will vote on the budget that same evening.

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 their name and district of residence and indicate if they represent 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. Nice Job Notes - April/May
2. Policy Minutes (5/16/2023)
3. Facilities Minutes (5/19/2023)
4. Squall (May 2023 - hard copy only)

M. CLOSED SESSIONS

1. Superintendent's Quarterly Evaluation – *per MCL15268(h)*

- * 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."

BOARD MEETING NOTES

JUNE 12, 2023

2. Negotiations – *per MCL 15.268c*

* An appropriate motion might be, “I move that the Board of Education move into closed session for the purpose of discussing negotiations.”

N. **ADJOURNMENT**

**DEXTER COMMUNITY SCHOOLS
BOARD OF EDUCATION MEETING MINUTES
MAY 22, 2023**

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, Mischa Rafferty

Members Absent: Student Representative Will O'Haver

Administrative & Supervisory Staff: Ryan Bruder, Craig McCalla, Barb Santo, Christopher Timmis, Hope Vestergaard

DEA: Jessica Baese

Guests: Heather Green, Ashley Kerns, Heather Green, Kelly Wagner, Mike Wagner

B. MEETING MINUTES

Elise Bruderly made a motion to approve the meeting minutes from 5/8/2023 as presented. Melanie Szawara seconded the motion. **Motion Carried (unanimous).**

C. APPROVAL OF AGENDA

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

D. SCHOOL PRESENTATIONS

1. ELA/Curriculum Review

Executive Director of Instruction Ryan Bruder shared with the Board ELA testing data for K-4 as well as a progress report regarding review of new curriculum materials.

E. PUBLIC PARTICIPATION

1. Alternative School teacher Jessica Baese thanked Mara Greatorex and the Wellness Center for inviting the Alt Ed students back to use the Wellness Center facilities and said it is really helping keep the students engaged.

F. ADMINISTRATIVE & BOARD UPDATES

1. Superintendent Update

Dr. Timmis:

- a. Thanked Griffin Patel for his service as student representative;
- b. Noted that Instructional Coach Pam Krebs has been recognized with two SEMIS awards;
- c. Congratulated Mara and Elise on their MASB achievements, which were recognized at the Legislative Breakfast that morning;
- d. Mentioned that seniors are in the home stretch for Commencement.

2. Board President Update - none

3. Student Representatives Update

Griffin Patel noted that testing is mostly complete with a few make-up tests remaining; spring sports are winding down; Girls Tennis won regionals; Debate and Forensics put in a great show at the Grand Hotel Tournament, taking the

**DEXTER COMMUNITY SCHOOLS
BOARD OF EDUCATION MEETING MINUTES
MAY 22, 2023**

top three honors as well as four of the top six spots. Mischa Rafferty shared that the Creekside plant sale was a big success; she also said that the NHS Farewell and Induction was enjoyable.

G. CONSENT ITEMS

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

The Board of Education received the April budget report.

The Board of Education approved Anthony Koch's leave of absence request for the 2023-2024 school year.

H. ACTION ITEMS

1. Policies – Second Reading
Melanie Szawara made a motion that the Board of Education approve policies 8510, 2623, 1615, 3215, 4215, 7437, and 9160 for second reading and final approval. Jennifer Kangas seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**
2. Policy 7450 – Second Reading
Dick Lundy made a motion that the Board of Education approve policy 7450 (Fixed Assets and Property Inventory) for second reading and final approval, retroactive to July 1, 2022. Daniel Alabré seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**
3. Policy 5512 – First Reading
Melanie Szawara made a motion that the Board of Education approve policy 5512 for first reading. Jennifer Kangas seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**
4. WISD Election Delegate and Candidates
Melanie Szawara made a motion that the Board of Education adopt the attached resolution naming Elise Bruderly as WISD election voting delegate and Daniel Alabré as alternate and direct the delegate or alternate to vote for R. Stephen Olson and a write-in to be determined. Brian Arnold seconded the motion.

Dr. Timmis shared that Dr. Serena Shivers is running as a write-in candidate. The Board discussed her qualifications.

Melanie Szawara amended her motion to name Serena Shivers as the second candidate. Brian Arnold supported the amended motion. **Roll Call Vote. Motion Carried (unanimous).**

5. WISD Budget
Jennifer Kangas made a motion that the Board of Education adopt the attached approval resolution regarding the proposed WISD 2023-2024 budget. Melanie Szawara seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**

**DEXTER COMMUNITY SCHOOLS
BOARD OF EDUCATION MEETING MINUTES
MAY 22, 2023**

6. Solar Project Bid

Principal for Operations Craig McCalla answered questions regarding the solar project bid. Daniel Alabré made a motion that the Board of Education approve the project based on the design build proposal and the RFP for the amount of \$1,139,903, plus a 10% contingency for a total of \$1,253,893.00. Melanie Szawara seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**

Melanie Szawara made a motion that the Board of Education approve the use of multiple funding sources which include bond, rebates, fundraising, and grants with final decision to come at a later date [to correspond with the previous motion]. Dick Lundy seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**

I. DISCUSSION ITEMS

1. Class Rank

Trustees and the student representatives discussed an EAB research summary and other reasons to consider dropping high school class rank. After reaching board consensus that class rank is no longer helpful for students and may be detrimental, trustees shared thoughts about the best timing for such a decision and the importance of including parents and students in the conversation. The Board tasked the policy committee with determining a process to rescind the class rank policy.

2. Draft BOE 2023-2024 Calendar

The Board discussed options for the 2023-2024 meeting calendar. Trustees will submit any conflicts prior to the next meeting so the draft can be finalized for a vote.

J. PUBLIC PARTICIPATION – none

K. BOARD COMMENTS

1. Mara Greatorex shared updates from the Education Foundation: More than \$100,000 in teacher and district grants were requested during the spring grant season. EFD approved seventeen grants totaling \$44,708.72.
2. Melanie Szawara shared that her daughter was going to be participating in the SEMIS conference on May 24th and noted that it was just about a year ago that the Board enjoyed a SEMIS presentation from Wylie students [Wylie Water Walkers].
3. Elise Bruderly shared notes from the morning's Legislative Breakfast at the WISD.

L. INFORMATION ITEMS

1. School Calendar (easy-to-read version)
2. Policy Minutes (5/5/2023)
3. Facilities Minutes (5/11/2023)

**DEXTER COMMUNITY SCHOOLS
BOARD OF EDUCATION MEETING MINUTES
MAY 22, 2023**

M. CLOSED SESSION – none

N. ADJOURNMENT

At approximately 9:24pm, President Mara Greatorex adjourned the meeting.

MINUTES/hlv

Jennifer Kangas
Secretary, Board of Education

Retirement & Recognition



June 12, 2023

Recognition for Years of Service

5 Years

Alanis, Carlos
Babicki, Lindsay
Boven, Jill
Boyce, Jennifer
Breedveld, Haley
Collier, Sara
Evanski, Kim
Garleff, Lauren
Krebs, Pam
Kuzma, Katherine
LaCross, Maria
Melvin, Elizabeth
Micallef, Carmela
Miller, Trish
Ouimet, Kelli
Park, Natalie
Sheldon, Lori
Sonnenday, Sarah
Strudgeon, Anna
White, DeAndre
Whittaker, Christopher
Williams, Michael
Winder, Tricia
Zuver, Sherry

10 Years

Campbell, Allison
Erickson, Evelyn
Heikkila, Katie
Melvin, Lisa
Munson, Gwen
Penix, Katie
Scott, Karen
Timmis, Christopher
Vestergaard, Hope
Zurek, Crystal

15 Years

Fisher, Ryan
Lyons, Rebecca
McHugh, Michael
Radcliff, Robin
Schmoekel, Kaitlin
Sing, Cherilynn
Sperendi, John
Straub, Lauren
Treppa, Elizabeth
Witte, Daniel

20 Years

Breitner, Sarah
Burgess, Lisa
Lindke, Zachary
Parker, Andrew
Schultz, Laura
Tracy, Lesley

25 Years

Agostini, Connie
Brown, Matthew
Butler, Kirsten
Korff, Kirsten
Moore, Ken
Raschke, Sharon
Raus, Amy
Ruhlig, Nancy

30 Years

Armbruster, Laura
Miller, Nancy
Snider, Al



Recognition for Retirement

Today we recognize the hard work and dedication of our retirees. As they move ahead into retirement, it is undeniable that each and every one of them has left behind a legacy of achievement, encouragement and dedication to the students and staff of Dexter Community Schools. I hope you can look back on your time with us as one of achievement and a job well done. Here's hoping that you find the same in whatever adventures lie ahead.

This year's retirees include:

Certified Staff

Armbruster, Laura
Baird, Brian
Charlson, Ingrid
Moore, Ken
Pallo, Elizabeth (Lissa)
Radcliff, Robin
Rychener, Shelley
Sharrar, Mollie
Suomala, Lisa

Support Staff

Bastion, Frances
Bradshaw, Carol
Johnson, Karen
Leblanc, Davey
Marcoux, Lori
Tobias, Tim

A couple of the retirees from this year have written a message to be shared regarding their careers and plans for retirement. These messages are listed in alphabetical order on the pages that follow. Please join us in wishing all of our retirees the best of health & happiness as they begin the next chapter of life!



Message from Brian Baird

Thank you for a wonderful 22 years teaching at Dexter Community Schools. I am now working on moving my two daughters out of state and onto the next locations in their lives. After that, I will focus on the next steps I will take and find my next adventure. I am enjoying my time and have been spending it helping Ann Arbor Christian School design their new high school, so I am never far away from working with kids!

Message from Davey Leblanc

I've worked for the district for 14 years, seven of those years I was the WWBDAMA union president. It has been a pleasure to work with the board, Barb, Chris Craig, Ryan, and the best Director, Deneen.

Message from Ken Moore

After thirty-two years, I have decided to retire from public-school teaching. It has been an honor and a privilege to serve this community for the past twenty-five years. I deeply appreciate the support I have received from the students and their families. Our band program has been able to maintain a consistently high standard of performance. It has been given numerous recognitions and awards and is widely recognized as exemplary throughout the state of Michigan. I am grateful for the efforts of all involved, including the Band Boosters and my music faculty colleagues. It has been a true pleasure to teach the band students of Dexter, and I leave with a genuine affection for each and every one of them.



Message from Lisa Suomala

I have enjoyed my teaching career at Dexter. What could be better?

Working with the most outstanding teaching partner, Jennifer Johnson whom I have shared teaching the curriculum for many years. Each of us teaching our areas of expertise and passion, being able to provide the best of the best for the children's learning experience. Organizing Math-a-thons to raise money for the children at St. Jude's with Cancer. The Wylie carnival...

This year we forged a monthly partnership with the Seniors at the Senior Center in Dexter. Our class would visit to take part in a special planned activity with the seniors. One month while visiting the Senior Center, one of my students asked me in the sweetest, most sincere voice "Will you be here next year, Ms. Suomala?" Well, look for me when you are at the Senior Center! Thank you, Dexter Community Schools.



One Hundred Years From Now

One hundred years from now
it will not matter what kind of car I drove,
what kind of house I lived in,
how much money was in my bank account
nor what my clothes looked like.
But the world may be a better place
because I was important in the life of a child.

Erin M. Palmer



palmere@dexterschools.org

May 26, 2023

Barb Santo
Executive Director of Human Resources
Dexter Community Schools
santob@dexterschools.org
strongsummer@dexterschools.org

Dear Barb Santo and Dexter Community Schools Board of Education:

Please accept this letter as an expression of my intent to take the 1st semester of the 2023-2024 academic year off as a “leave of absence” following maternity leave.

My due date is September 18th, 2023 and I plan to work through that date as long as the baby does not come early. I will alert the district if this happens so that coverage for my classes may be arranged.

After I have taken all available paid leave days, this letter is to alert the district to my intent to stay home for the rest of the 1st semester. A decision regarding the 2nd semester will depend on my health and the health of the baby. Barb Santo has made me aware that I should write another letter by the end of October to alert the district if I feel I need to take another leave of absence for 2nd semester. I will, of course, honor this request so that the district and my colleagues can be prepared. I care deeply for my students learning and want what is best for all!

This letter is also expressing my clear intent NOT to resign from my Drama extra duty positions. I will be fulfilling Director -Musical, Director-Straight play, Drama Advisor, and Drama- Mil Creek as I have for the past 17 years.

Please let me know if you have any questions or I may provide any other information to support this request.

Very Truly Yours,

Erin Palmer

May 24, 2023

Dear Dexter Community Schools Board of Education,

I am a Kindergarten teacher at Anchor Elementary and had my first child in April.

I am requesting a leave of absence for the 2023-2024 school year. Proper notification verifying my intent to return will be provided.

May I please receive written notification from the Board of Education granting this leave of absence?

Sincerely,
Janelle Smith

Dear Dr. Timmis & Ms. Santo,

I am writing to request a one-year leave of absence starting on June 30th, 2023. The reason for my request is that my wife and I have been presented with a unique opportunity for joint employment in California, where our family resides. While our intention is to establish California as our permanent residence, Dexter has been an amazing place to work & grow as a counselor. Therefore, I kindly request that you consider granting me a one-year leave of absence, which would possibly provide a window of opportunity for me to return to Dexter.

I would also like to take this opportunity to express my gratitude for the incredible opportunities and experiences I have had while working at Mill Creek. It has been an honor to be a part of such an amazing district and to work alongside passionate individuals who are dedicated to their work. I have been continually impressed by the commitment of my colleagues to serve the children and strive to be the best educators. I am also humbled to have worked with amazing families and kids here in Dexter. Thank you for giving me this special opportunity.

I am deeply grateful for the guidance, support, and mentorship of Ken Koenig and Brett Pedersen. Their leadership within the school has made my challenging job extremely rewarding. Every week, I have been challenged to grow and become a better counselor. I owe this to the culture that Ken and Brett have created here at Mill Creek. Additionally, I want to thank you, Dr. Timmis, for your leadership. I have gained invaluable skills during my time in this district, and I appreciate your help in meeting the needs of our students' mental health and your willingness to help problem-solve when issues arise.

I am committed to ending this year on a strong note and completing all counseling projects and tasks before my departure. If there is anything I can do to help make my departure go smoothly for the school, I am more than happy to assist.

Thank you for considering my request. I truly appreciate your understanding and support in this matter. Please feel free to contact me at [REDACTED] or [REDACTED] should you require any additional information.

Best Regards,
Alex Pattenaude

Robin L. Radcliff



May 22, 2023

Dear Barb,

I am writing to inform you of my intention to retire from Dexter Community Schools effective June 30, 2023. This was not an easy decision to make, as I had planned to continue doing what I love for at least a few more years. Earlier, this semester, my mom fell and has needed a considerable amount of help from my sisters and me. It has taken the three of us to make sure she is safe and comfortable; now, one of my sisters is moving out of state. This necessitates that I take on more responsibility for her care. Additionally, I have had some unexpected health issues, myself, this semester that factored into my decision.

In my 15 years of teaching music in DCS, I have grown as a person and as an educator. I consider myself fortunate and am grateful to have had exceptional administrators in all of the buildings in which I taught. They were supportive of our music program and always made sure that I had the necessary materials to do my job well. I would be remiss if I didn't also mention how much I enjoyed teaching alongside some of the most dedicated and talented educators in the field.

As you enter into the hiring process for my replacement, I am happy to help should the need arise. In the past, I have enjoyed serving on interview committees and assisting with finding new music educators. I would like to respectfully mention that in order to continue utilizing the board approved K-5th grade music curriculum (GamePlan, by Jeff Kriske and Randy Delelles), as well as the bond supported Orff instruments, it is imperative that future candidates have Orff training. They also need to be made aware that each grade level's learning success is dependent upon the previous grade level covering GamePlan's objectives. I highly recommend the organization D.O.S.A. (Detroit Orff-Schulwerk Association) for professional development opportunities for K-5th grade music educators.

Undoubtedly, I have just made it obvious how difficult my decision to retire is! If my circumstances improve in the future, I would love to make myself available to offer sub coverage. Again, I thank you for the opportunities that were afforded me during my 15 years of teaching music in Dexter Community Schools.

Sincerely,
Robin Radcliff

Cc:
Dr. Chris Timmis, Superintendent
Board of Education
Brooke Stidham, Principal, DEEC
Katie Heikkila, Assistant Principal, DEEC



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

To: Board of Education
From: Christopher Timmis
Subject: Administrative Salary Recommendations
Date: May 22, 2023

I recommend the following administrators be compensated at the level indicated below for the 2023-24 school year:

Name	Level
Mike Bavineau	G – Athletic Director
Ryan Bruder	G – Executive Director
Katie Heikkila	B – Assistant Principal
Abby Holland	B – Assistant Principal
Ken Koenig	G – Middle School Principal
Craig McCalla	G – Elementary Principal
Anne Nakon	G – Special Education Director
Melanie Nowak	F – High School Principal
Brett Pedersen	G – Assistant Principal
Sharon Raschke	G – Executive Director
Tammy Reich	G – Elementary Principal
Barb Santo	G – Executive Director
Katie See	G – Elementary Principal
Brooke Stidham	F – Elementary Principal
David Teddy	B – Assistant Principal



Book	Policy Manual
Section	Policies to Board May 2023
Title	Vol. 37, No. 2 - Tobacco - February 2023 Revised USE OF TOBACCO BY STUDENTS
Code	po5512 second reading
Status	
Adopted	January 10, 2011
Last Revised	December 2, 2019
Last Reviewed	May 22, 2023

Revised Policy - Vol. 37, No. 2

5512 - USE OF TOBACCO BY STUDENTS

The Board of Education recognizes that the use of tobacco products presents a health hazard which can have serious consequences both for the user and the nonuser, including the effects of secondhand smoke and vapor/aerosol exposure, and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco products from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco products on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use, consumption, display, activation, promotion, sale, or possession of tobacco products by students in District buildings, on District property (owned or leased), in District vehicles, and at any District-related event.

For purposes of this policy:

- A. "electronic smoking device" means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device including, but not limited to, an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah;

Electronic smoking device includes any component, part, or accessory of the device and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking device does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

- B. "off-campus, schools-sponsored event" means any event sponsored by the school or School District that is not on school property including, but not limited to, sporting events, day camps, field trips, dances, or theatrical productions;

- C. "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products or tobacco-related devices (e.g., Juul, Altria);

This includes parent companies and subsidiaries.

- D. "tobacco product" means 1) any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; 2) any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or 3) any component, part, or accessory of 1) or 2) whether or not any of these contains tobacco or nicotine including, but not limited to, filters, rolling papers, blunt or hemp wraps, hookahs, and pipes;

Tobacco product does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

E. 'use of a tobacco product' means any of the following:

1. inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device);
2. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;
3. the chewing of a tobacco product;
4. the placing of a tobacco product within a person's mouth.

In order to protect students and staff who choose not to use tobacco products from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase, and/or use of tobacco or tobacco substitute products by students at all times **(x)** (twenty-four (24) hours a day, seven (7) days a week) on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

[x] This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to:

- A. **(x)** school grounds,
- B. **(x)** athletic facilities,
- C. **(x)** any school-related event.

Advertising/Promotion

In accordance with Policy 9700.01, tobacco product advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events.

[x] The promotion of tobacco products, including clothing, bags, lighters, gear, technology accessories, signs, structures, vehicles, fliers, other personal articles, or any other product or paraphernalia is not permitted on school grounds, in school vehicles, or at school or District-sponsored events.

[x] No one on behalf of the District may solicit or accept any contributions, gifts, or money from the tobacco industry - to include, but not be limited to, donations, monies for sponsorships/scholarships, advertising, promotions, loans or support for equipment, uniforms, and sports and/or training facilities.

[x] Notification

Signage will be posted throughout the District. Students will be provided notice of this policy through student handbooks.

Enforcement

Students who violate this policy shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code and in accordance with policies of the Board.

[x] Students subject to such action may also be referred for smoking cessation treatment, support, and education services.

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Legal
M.C.L. 333.12601 et seq.
M.C.L. 750.473



Book	Policy Manual
Section	policies to Board June 2023
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Revised Policy - Vol. 37, No. 2

7540.02 - WEB ACCESSIBILITY, CONTENT, APPS, AND SERVICES

A. Creation of Content for Web Pages/~~Websites~~Sites, Apps, and Services

The Board of Education authorizes staff members and students to create content, apps and services (see Bylaw 0100 Definitions) that are hosted by the Board on its servers or District-affiliated servers (i.e., servers the Board pays to use or otherwise sanctions the use of) and/or published on the Internet.

The content, apps, and services must comply with applicable State and Federal laws (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), Student Online Personal Protection Act (SOPPA), and Children's Online Privacy Protection Act (COPPA)), and reflect the professional image/brand of the District, its employees, and students. Content, apps, and services must be consistent with the Board's Mission Statement and staff-created web content, services, and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or used with students.

[x] Student-created content, apps, and services are subject to Policy 5722 - School-Sponsored ~~Student~~ Publications and Productions.

[x] The creation of content, apps, and services by students must be done under the supervision of a professional staff member.

B. Purpose of Content of District Web Pages/Sites, Apps, and Services

The purpose of content, apps, and services ~~covered by this policy~~ hosted by the Board on its servers or District-affiliated servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such content, apps, and services:

1. Educate

Content should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

2. Inform

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

3. Communicate

Content may communicate information about the plans, policies, and operations of the District to members of the public and other persons who may be interested in and/or affected by District matters.

The information contained on the Board's website(s) should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes a photograph or personally identifiable information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

Under no circumstances are District-created content, apps, and services to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact no web content contained on the District's website may:

1. include statements or other items that support or oppose a candidate for public office, the investigation, prosecution, or recall of a public official, or passage of a tax levy or bond issue;
2. link to a website of another organization if the other website includes such a message; or
3. communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

x Under no circumstances is staff member-created content, apps, and services, including personal web pages/websites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Board-specified website, app, or service (e.g., **Progressbook/PowerSchool/Infinite Campus**) for the purpose of conveying information to students and/or parents.

~~[] Staff members are prohibited from requiring students to go to the staff member's personal web pages/websites (including, but not limited to, their Facebook, Instagram, Pinterest pages, YouTube Channel(s), or TikTok sites) to check grades, obtain class assignments and/or class related materials, and/or to turn in assignments.~~

~~[] If a staff member creates content, apps, and services, related to theirhis/her class, it must be hosted on the Board's server or a District affiliated server.~~

~~[] Unless the content, apps, and services containcontains student personally identifiable information, Board websites, apps, and web services that are created by students and/or staff members that are posted on the Internet should not be password-protectedpassword-protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), apps, and web services.~~

Web content, apps and web services should reflect an understanding that both internal and external audiences will be viewing the information.

The District's website(s) and web pages, apps, and services must be hosted on Board-owned or District-affiliated servers. ~~School web pages/sites, apps and web services must be located on Board-owned or District-affiliated servers.~~

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the Board's website and the creation of web content, apps, and web services by staff () and students **[END OF OPTION]**.

The Board retains all proprietary rights related to the design of **and content for its website(s)** web content, apps, and web services ~~that are hosted on Board-owned or District-affiliated servers~~, absent written agreement to the contrary.

In order for a student's school work (i.e., work that is created in a class, at school, or as part of a school-sponsored extracurricular activity) to be displayed on the Board's website, the student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) must provide written permission and expressly license its display without cost to the Board. ~~Students who want their class work to be displayed on the Board's website must have written parent permission and expressly license its display without cost to the Board.~~

Likewise, prior written permission from a student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) is necessary for a student to be identified by name on the Board's website. ~~Prior written parent permission is necessary for a student to be identified by name on the Board's website.~~

C. Website Accessibility

The District is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The District is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the District's programs, services, and activities delivered online.

This policy reflects the Board's commitment and The District adopts this policy to fulfill this commitment and affirm its intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794, 34 C.F.R. Part 104, and Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. Section 12131, and 28 C.F.R. Part 35 in all respects.

1. Technical Standards

The District will adhere to the technical standards of compliance identified at <https://www.dexterschools.org/departments/technology>. The District measures the accessibility of online content and functionality according to the World Wide Web Consortium's (W3C's) Web Content Accessibility Guidelines (WCAG) 2.0 Level AA, and the Web Accessibility Initiative - Accessible Rich Internet Applications Suite (WAI-ARIA 1.1) for web content.

2. Web Accessibility Coordinator

The Board designates its ~~(-x)~~ Technology Director as the District's Web Accessibility Coordinator(s). That individual(s) ~~is/are~~ is responsible for coordinating and implementing this policy.

The District's Web Accessibility Coordinator(s) can be reached at:

Dexter Community Schools Technology Department
2615 Baker Road
Dexter MI 48130
734-424-4160 ext 6351
info@dexterschools.org

3. Third Party Content

Links included on the Board's website(s) or web services and apps that pertain to its programs, benefits, and/or services must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, SOPPA, and COPPA). While the District strives to provide access through its website to online content provided or developed by third parties (including vendors, video-sharing websites, and other sources of online/digital content) that is in an accessible format, that is not always feasible. The District's administrators and staff, however, are aware of this requirement with respect to the selection of online content provided to students. The District's Web Accessibility Coordinator(s) or designee ~~Coordinator or his/her designees~~ will vet online content available on its website(s), apps, and services that are that is related to the District's programs, benefits, and/or services for compliance with this criteria for all new content published on the District's website(s), apps, and services after adoption of this policy ~~placed on the District's website after adoption of this policy~~.

Nothing in the preceding paragraph, however, shall prevent the District from including links on the Board's website(s), apps, and services to:

- a. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites); or
- b. websites, services, and/or apps that are developed and hosted by outside vendors or organizations that are not part of the District's program, benefits, or services.

The Board recognizes that such third party websites may contain advertisements that are not age-appropriate or not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

4. Regular Audits

The District, under the direction of the Web Accessibility Coordinator(s) or ~~his/her/their~~ designees, will, at regular intervals, audit the District's online content and measure this content against the technical standards adopted above.

If problems are identified through the audit, such problems will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

5. Reporting Concerns or Possible Violations

If a person accessing the District's website(s), apps, or services (e.g., a student, prospective student, employee, guest, or visitor) ('user') believes that the District has violated the technical standards identified above in its online content, the user may contact a/the Web Accessibility Coordinator with any accessibility concerns. The user may also file a formal complaint utilizing the procedures set out in Board Policy 2260.01 relating to Section 504 and Title II ~~If any student, prospective student, employee, guest, or visitor believes that the District has violated the technical standards in its online content, s/he may contact the Web Accessibility Coordinator with any accessibility concerns. S/he may also file a formal complaint utilizing the procedures set out in Board Policy 2260 and Policy 2260.01 relating to Section 504 and Title II.~~

D. Instructional Use of Apps and Web Services

The Board authorizes the use of apps and web services to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

A teacher who elects to supplement and enhance student learning through the use of apps and/or web services is responsible for verifying/certifying to the ~~(-x)~~ Technology Director that the app and/or web service has a FERPA-compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA), Student Online Personal Protection Act (SOPPA), and the Children's Internet Protection Act (CIPA) ~~(-x)~~ and Section 504 and the ADA.

The Board further requires ~~(-x)~~ the use of a Board-issued e-mail address in the login process.

E. Training

The District will provide ~~(-x)~~ periodic training for its employees who are responsible for creating ~~web content or distributing information online or distributing information with online content~~ so that these employees are aware of this policy and understand their roles and responsibilities with respect to web ~~design and creation and/or uploading of design~~, documents and multimedia content.

F. One-Way Communication Using District Website(s), Content, Apps, and Services

~~The Board approves the use of its website(s)/web pages~~ The District is authorized to use web pages/sites, apps, and services to promote school activities and inform stakeholders and the general public about District news and operations.

Such communications constitute public records that will be archived.

When the Board or Superintendent designates communications distributed via District web pages/websites, apps, and web services to be one-way communication, public comments are not solicited or desired, and the ~~website, app or web service is~~ website(s), apps, or services are to be considered a nonpublic forum.

If the District uses an app and/or ~~web service~~ that does not allow the District to block or deactivate public comments ~~(e.g., Facebook, which does not allow comments to be turned off, or Twitter, which does not permit users to disable private messages or mentions/replies)~~, the District's use of that ~~app and/or service~~ app and/or service will be subject to Policy 7544 – Use of Social Media unless the District is able to automatically withhold all public comments.

If unsolicited public comments can be automatically withheld, the District will retain the comments in accordance with its adopted record retention schedule (see AG 8310A – Public Records, and AG 8310E – Record Retention and Disposal), but it will not review or consider those comments.



Book	Policy Manual
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7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology directly affects ~~has fundamentally altered~~ the ways in which information is accessed, communicated, and transferred in society. ~~Educators are expected to continually adapt~~ As a result, ~~educators are continually adapting~~ their means and methods of instruction, and the way they approach student learning, to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, 'District Information & Technology Resources') ~~vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its stated limited educational purpose.~~

The Board regulates the use of District Information & Technology Resources in a manner by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Information & Technology Resources and students' personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property ~~the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board owned property or at a Board sponsored activity (see Policy 5136).~~

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights ~~Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like).~~ Because its Information & Technology Resources are not unlimited, the Board ~~may institute~~ has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

~~Students~~ Users have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity) ~~when using the District's computer network and/or Internet connection).~~

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members ~~First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and~~

enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) **when significant portions of students' education take place online or through the use of online educational services/apps, access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.**

Pursuant to Federal law, the Board ~~implements~~ **has implemented** technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under ~~CIPA~~ **the Children's Internet Protection Act**. Any student who attempts to disable the technology protection measures will be ~~disciplined~~ **subject to discipline**.

The Superintendent or Technology Director may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been ~~mistakenly, improperly, or inadvertently~~ **inappropriately** blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to ~~online content and/or services/apps and/or resources on the Internet~~ that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to ~~content information and communications~~ that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., 'hacking', 'harvesting', 'digital piracy', 'data mining', etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response ~~instruction for their students regarding the appropriate use of technology and online safety and security as specified above~~. Furthermore, staff members will monitor the online activities of students while they are at school.

[x] Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

~~Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All students who use users of District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. (See Form 7540.03 F1)~~

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures ~~(-) including, but not limited to, the use of multi factored authentication for which they have been trained~~ **[END OF OPTION]**. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

x Students will be assigned a **District-provided** school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, ~~and individuals,~~ and/or organizations outside the District with whom they are communicating for school-related projects and assignments. ~~(-x)~~ Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services/apps, ~~including mobile applications/apps that will be utilized by the student for educational purposes.~~

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in **physical classrooms and school buildings and at school-sponsored events**. Because ~~communications~~ **classrooms, school hallways, and other school premises and school sponsored events**. Communications on the

Internet are often public in nature, ~~general~~. General school rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

[NOTE: If language about social media is added to Policy 7540, it is recommended that the following optionalthis language be added to this policy.]

x Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Principals as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

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Legal	P.L. 106-554, Children's Internet Protection Act of 2000
	P.L. 110-385, Title II, Protecting Children in the 21st Century Act
	18 U.S.C. 1460
	18 U.S.C. 2246
	18 U.S.C. 2256
	20 U.S.C. 6777, 9134 (2003)
	20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
	47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
	47 C.F.R. 54.500 – 54.523



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7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology directly affects ~~has fundamentally altered~~ the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction and the way they approach student learning to incorporate the latest technologies. The Board of Education provides District Information & Technology Resources (as defined by Bylaw 0100) (collectively, "District Information & Technology Resources") ~~As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology and Information Resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its stated limited educational purpose.~~

The Board regulates the use of District Information & Technology ~~and Information~~ Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related administrative guidelines ~~(-x)~~, Policy 7544 and AG 7544 and any applicable employment contracts and collective bargaining agreements govern the ~~staff's~~ ~~staffs'~~ use of the District's Information & Technology ~~and Information~~ Resources and staff's personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property ~~the District's computer network, Internet connection and/or online educational services/apps, or when used while the staff member is on Board-owned property or at a Board-sponsored activity (see Policy 7530.02).~~

Staff members are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines (e.g., making personal attacks and injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on a staff member's First Amendment rights. Because District Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on the use of bandwidth, storage space, and printers ~~Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.~~

~~Staff members~~ ~~Users~~ have no right or expectation to privacy when using District Information & Technology ~~and Information~~ Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity ~~when using the District's computer network and/or Internet connection~~).

Staff are expected to ~~use~~ ~~utilize~~ District Information & Technology ~~and Information~~ Resources to promote educational excellence in our schools by providing students with the opportunity to develop the ~~resource-sharing~~ ~~resource sharing~~, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate

skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services/apps will be guided by Board Policy 2521 - Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that brings incredible education and information resources to our students. ~~The Internet connects computers and users in the District with computers and users worldwide.~~ Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, District Information & Technology Resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity and diversity of information and resources brings with it, however, certain unique challenges and responsibilities.

While the Board uses various technologies to limit the use of District Information & Technology Resources to only use/access online services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent users from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members ~~The Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum.~~ Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps, access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the District Information & Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under CIPA ~~the Children's Internet Protection Act~~. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be disciplined ~~subject to disciplinary action~~, up to and including termination.

The Superintendent or Technology Director may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material; if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. ~~(-x)~~ The Superintendent or Technology Director may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Principals are responsible for providing training so that staff under their supervision are knowledgeable about this policy and its accompanying guidelines.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., 'hacking', 'harvesting', 'digital piracy', 'data mining', etc.), cyberbullying, and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Further, staff members shall monitor students' online activities while the students are at school. ~~Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.~~

~~(-x)~~ Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

~~Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the District Technology Resources. Such training shall include, but not be limited to, education concerning~~

appropriate online behavior, including interacting with other individuals on social media including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. (See Form 7540.04 F1)

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, staff members are required to comply with all District-established cybersecurity procedures () including, but not limited to, the use of multi-factor authentication (MFA), [END OF OPTION] for which they have been trained. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Staff will be assigned a District-provided school e-mail address that they are required to use for all school-related electronic communications, including those to students, parents and other constituents, fellow staff members, and vendors or individuals seeking to do business with the District.

[x] With prior approval from the Superintendent or Technology Director, staff may direct students who have been issued school-assigned e-mail accounts to use those accounts when signing-up/registering for access to various online educational services/apps that the student will use, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior when using District Information & Technology Resources - i.e., behavior comparable to that expected when they are in physical classrooms, school buildings, and at school-sponsored events. Because communications classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature, general rules for professional behavior and communication apply. The Board does not approve any use of District Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines (x) and Policy 7544 and its accompanying procedure.

Staff member use of District Information & Technology Resources to access or use social media is to be consistent with Policy 7544 and its accompanying procedure

[x] An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property, including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

AI/NLP TOOLS

Under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to traditional learning methods. Consequently, with prior teacher permission/consent, students can use AI/NLP tools to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Director as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff member members' use of District Information & Technology Resources.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality and/or laws or privacy laws related to the disclosure of student or employee personally identifiable confidential employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

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Legal

P.L. 106-554, Children's Internet Protection Act of 2000

P.L. 110-385, Title II, Protecting Children in the 21st Century Act

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

47 C.F.R. 54.500 – 54.523



Book	Policy Manual
Section	policies to Board June 2023
Title	Special Update - April 2018 New USE OF SOCIAL MEDIA
Code	po7544 first reading 6-12-2023
Status	

7544 - **USE OF SOCIAL MEDIA**

Technology is a powerful tool to enhance education, communication, and learning.

The Board of Education authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents/guardians, staff, and the general public. Social media is defined in Bylaw 0100.

The Superintendent is charged with designating the District-approved social media platforms/sites.

Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See School Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

The District recognizes that employees may use social media for personal, as well as professional reasons. The District neither encourages nor discourages employees' use of social media for personal purposes. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication in that regard.

The District uses approved social media platforms/sites as interactive forms of communication.

Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures, and applicable terms of service. Users are personally responsible for the content of their posts.

Social Media for Instructional and School-Sponsored Activities

Staff (including District-approved volunteers) may, with prior approval/authorization from the Superintendent, use social media platforms/sites for classroom instruction or school-sponsored activities. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Policy 5722/AG 5722 - School-Sponsored Publications and Productions, Policy 7540.03/AG 7540.03 – Student Technology Acceptable Use and Safety, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media without appropriate consent.

Expected Standards of Conduct on District-Approved Social Media

Employees who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media, if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the Superintendent concerning District operations).

Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members’ use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board’s adopted record retention schedule and all applicable State statutes. Records that are not part of the performance of an official function do not become public records by mere retention by the District under this policy. (See AG 8310A – Requests for Public Records)

~~[DRAFTING NOTE: Districts should only choose the following Option if they intend to approve individual District employees/volunteers using social media platforms, like Facebook or Twitter, that require professional pages to be linked to personal pages as District-approved social media platforms. Districts are advised to discuss this Option with their local legal counsel before selecting it. Selection of this Option is not covered by Neola’s warranty.]~~

~~[] Staff members () and District approved volunteers [END OF OPTION] cannot rely on social networking platforms (e.g., Facebook, Twitter, etc.) to sufficiently fulfill potential records retention requirements because these platforms, in general, do not guarantee retention and are unlikely to assist in the production of third party comments and communications that have been edited, deleted, or are otherwise no longer available. Consequently, District employees () and volunteers [END OF OPTION] who use such social media accounts for professional communications must operate them in accordance with the general archiving practices and technology instituted by the District so records remain within the District’s control and are appropriately retained.~~

~~[END OF OPTION]~~

If a staff member uses District-approved social media platforms/sites in the classroom for educational purposes (i.e., classroom instruction), the staff member must consult with the Principal concerning whether such use may result in the creation of public and/or education records that must be maintained (i.e., electronically archived) for a specific period of time.

[DRAFTING NOTE: Select Option 5, 6, 7, 8, or 9]

Employees' Use of District Technology Resources to Access Social Media for Personal Use

~~[] [OPTION #5]~~

~~Employees () and District approved volunteers [END OF OPTION] are prohibited from using District technology resources (as defined in Bylaw 0100) to access social media for personal use.~~

~~[] [OPTION #6]~~

~~Employees () and District approved volunteers [END OF OPTION] are prohibited from using District technology resources (as defined in Bylaw 0100) to access social media for personal use during work hours.~~

~~They are reminded that the District may monitor their use of District technology resource.~~

[OPTION #7]

Employees () and District approved volunteers [END OF OPTION] are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use during breaks, mealtimes, and before and after scheduled work hours.

They are reminded that the District may monitor their use of District technology resource.

~~[] [OPTION #8]~~

~~Employees () and District approved volunteers [END OF OPTION] are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use during work hours, provided it does not interfere with the employee's () /volunteer's [END OF OPTION] job performance.~~

~~They are reminded that the District may monitor their use of District technology resource.~~

~~[] [OPTION #9]~~

~~Employees () and District approved volunteers [END OF OPTION] are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use, provided the employee's () /volunteer's [END OF OPTION] use during work hours does not interfere with his/her job performance.~~

~~They are reminded that the District may monitor their use of District technology resource.~~

~~[END OF OPTIONS 5-9]~~

[DRAFTING NOTE: Select Option 10, 11, or 12]

Employees' Use of Personal Communication Devices at Work to Access Social Media for Personal Use

☐ **[OPTION #10]**

~~Employees are prohibited from using personal communication devices to access social media for personal use during work hours.~~

☒ **[OPTION #11]**

Employees are permitted to use personal communication devices to access social media for personal use during breaks and mealtimes.

☐ **[OPTION #12]**

~~Employees are permitted to use personal communication devices to access social media for personal use during work hours, provided it does not interfere with the employee's job performance.~~

[END OF OPTIONS 10-12]

Employees are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative procedures. If an employee/volunteer's communication interferes with his/her ability to effectively perform his/her job, or violates State or Federal law, Board policies, or administrative procedures, the District may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

This policy and its corresponding administrative procedure will be reviewed and updated

A. ☒ as necessary.

B. ☐ on an annual basis.

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Legal

20 U.S.C. 1232g

34 C.F.R. Part 99

Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)

Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)



Book	Policy Manual
Section	policies to Board June 2023
Title	Vol. 37, No. 2 - Technology - February 2023 Revised CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN
Code	po8300 first reading 6-12-2023
Status	
Adopted	June 19, 2017

Revised Policy - Vol. 37, No. 2

8300 - CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN

The Continuity of Organizational Operations Plan (COOP) provides the District with the capability of conducting its essential operations under all threats and conditions with or without warning. Having a plan to recover from any type of disaster regardless of the severity and consequences of the emergency is critical to recovery of operations and ~~minimizing~~can minimize the impact on the District's teaching and learning, personnel, facilities, technology, transportation, food service, and other functional resources.

Scope of the Continuity Plan

The primary objective of the COOP is to restore the District's critical operational functions and the learning environment as quickly as possible after a crisis or threat event ~~occurs~~has occurred. A COOP contains critical and sensitive information that is confidential and exempt from public disclosure.

Planning for the continuity of operations of a school system in the aftermath of a disaster is a complex task. The current ~~changing~~ threat environment and recent emergencies, including acts of nature, accidents, technological emergencies, ~~cyberattacks~~, and terrorist attacks and threats, have increased the need for viable continuity capabilities and plans that enable the District to resume and continue the essential functions in an all-hazards environment across a full spectrum of emergencies. Such conditions have increased the importance of having continuity plans in place that provide stability of essential functions across the various levels of public government and private enterprises.

The planning and development of continuity of an organizational operations plan, as well as the ongoing review, ~~testing~~, and revision of such a plan, is important for the overall District.

The District-wide plan describes how the District will respond as a total organization to a given emergency and describes the centralized resources and how they will be organized to implement command and control necessary to function during the life cycle of the event. Individual school and departmental plans contain the details related to the continuity plan for those specific sites and functional areas to prepare for an event, communicate throughout the duration of an event, assess the impact of an event on essential functions in the unit, respond to the event, and detail what will be done to recover from the event.

Preparation for, response to, and recovery from a disaster affecting administrative, educational, and support functions of the District's operations requires the cooperative efforts of external organizations, in partnership with the functional areas supporting the business of the District. This includes local government agencies, law enforcement, emergency management, medical services, and vendors necessary to District operations. The COOP outlines and coordinates all efforts by the District in cooperation with other local and State agencies and businesses to restore the essential functions of the District ~~to the larger local community~~ post-disaster.

The Superintendent shall ~~develop and~~ recommend the COOP for Board of Education review and approval; however, the COOP shall be considered a confidential document not subject to release under State public records laws, and accordingly, no copies shall be provided for public review during the adoption process.

The Superintendent shall conduct ~~(x)~~ a periodic review of the COOP.



Book	Policy Manual
Section	policies to Board June 2023
Title	Vol. 37, No. 2 - Technology - February 2023 Revised INFORMATION SECURITY
Code	po8305 first reading 6-12-2023
Status	
Adopted	June 19, 2017

Revised Policy - Vol. 37, No. 2

8305 - INFORMATION SECURITY

The District collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the District. This **data**/information may be in hard copy or digital format, and may be stored in the District or offsite with a third party provider.

Data/information collected by the District shall be classified as Confidential, Controlled, or Published. Data/information will be considered Controlled until identified otherwise.

Protecting District Information **& Technology** Resources (as defined in Bylaw 0100) is of paramount importance. Information security requires everyone's active participation to keep the District's data/information secure. This includes Board of Education members, staff members/employees, students, parents, contractors/vendors, and visitors who use District **Information & Technology** Resources (as defined in Bylaw 0100) ~~and Information Resources~~.

Individuals who are granted access to data/information collected and retained by the District must follow established procedures so that the **data**/information is protected and preserved. Board members, administrators, and all District staff members ~~(-x)~~, as well as contractors, vendors, and their employees, granted access to data/information retained by the District are required to certify annually that they shall comply with the established information security protocols pertaining to District data/information. Further, all individuals granted access to Confidential Data/Information retained by the District must certify annually that they will comply with the information security protocols pertaining to Confidential Data/Information. Completing the appropriate section of the Staff Technology Acceptable Use and Safety form (Form 7540.04 F1) shall provide this certification.

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the security of that data/information and the District **Information & Technology** Resources on which it is stored.

If an individual has any questions concerning whether this Policy and/or its related administrative guidelines apply to **them**, ~~him/her~~ or how they apply to ~~them~~, ~~him/her~~, the individual should contact the District's Technology Director or Information Technology Department/Office.

The Superintendent shall develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of District Data/Information.

Further, the Superintendent is **charged with developing procedures that can** ~~authorized to develop procedures that would~~ be implemented in the event of an unauthorized release or breach of data/information. These procedures shall comply with the District's legal requirements if such a breach of **personally-identifiable** ~~personally-identifiable~~ information occurs.

The Superintendent shall require **staff members to participate in training related to the internal controls applicable to the data/information that they collect and have access to and for which they are** ~~the participation of staff members in appropriate training related to the internal controls pertaining to the data/information that they collect, to which they have access, and for which they would be~~ responsible for the security protocols.

Third Party ~~Third party~~ contractors/vendors who require access to Confidential Data/Information collected and retained by the District will be informed of relevant Board policies that govern access to and use of **District Information & Technology** Resources, including the duty to safeguard the confidentiality of such data/information.

Failure to adhere to this Policy and its related administrative guidelines may put data/information collected and retained~~retain~~ by the District at risk. Employees who violate this policy and/or ~~its related administrative guidelines may be disciplined~~~~the administrative guidelines promulgated consistent with this policy may have disciplinary consequences imposed~~, up to and including termination of employment, and/or referral to law enforcement. Students who violate this Policy and/or ~~its related administrative guidelines will be disciplined~~~~AGs will be subject to disciplinary action~~, up to and including expulsion, and/or referral to law enforcement. (x) Contractors/vendors who violate this Policy and/or ~~its related administrative guidelines~~~~AGs~~ may face termination of their business relationships with and/or legal action by the District. Parents and visitors who violate this Policy and/or ~~its related administrative guidelines~~~~AGs~~ may be denied access to the District's Information & Technology Resources.

The Superintendent shall conduct ~~(-x)~~ a periodic assessment of risk related to the access to and security of the data/information collected and retained by the District.

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Book	Policy Manual
Section	policies to Board June 2023
Title	Vol. 37, No. 2 - Technology - February 2023 Revised INFORMATION MANAGEMENT
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Status	
Adopted	May 10, 2010

Revised Policy - Vol. 37, No. 2

8315 - INFORMATION MANAGEMENT

The Board of Education recognizes its responsibility, in certain circumstances, to maintain information created, maintained, or otherwise stored by the District outside the 'Records Retention Schedule'. In such situations, a 'Litigation Hold' procedure will be used to identify and preserve information relevant to a specific matter. 'Information' includes both paper documents and electronically stored information ('ESI'). When implementing the 'Litigation Hold,' the District will identify individuals in possession or custody of paper documents, ESI, and electronic media containing ESI, and inform them of their obligation to preserve the documents and ESI outside the 'Records Retention Schedule'. The District will also identify third parties with custody or control over paper documents, ESI, or electronic media storing ESI, and request them to preserve that information. All information falling within a 'Litigation Hold,' which is under the control of the District, must be preserved in a readily accessible form and cannot be disposed of under the 'Records Retention and Disposal' requirements. Failure to comply with a Litigation Hold notice (-x) may result in disciplined disciplinary action, up to and including possible termination.

Instances where the Board must maintain information outside the 'Records Retention Schedule' include:

- A. when the Board has specific information and/or written notice from a parent/guardian, student, or another person representing the parent/guardian or student of an intent to file an appeal of student discipline to State court;
- B. when the Board has specific information and/or written notice that litigation is imminent even though the litigation has not yet been filed in Federal or State court;
- C. when the Board is served with litigation, including, but not limited to, notice of a lawsuit in Federal or State court, or notice of a student disciplinary appeal to State court;
- D. when the Board receives specific information and/or written notification from an employee, labor union, or other person of an intent to file a claim against the Board, its members, employees, or agents at an administrative agency such as the Equal Employment Opportunity Commission, Michigan Employment Relations Commission, U.S. Department of Education Office for Civil Rights, Michigan Department of Education Office for Special Education, State Personnel Board of Review, or a Civil Service Commission regarding a claim against the Board, its members, employees or agents;
- E. when the Board receives specific information and/or written notification from an administrative agency such as the Equal Employment Opportunity Commission, Michigan Employment Relations Commission, U.S. Department of Education Office for Civil Rights, Michigan Department of Education Office for Special Education, State Personnel Board of Review, or a Civil Service Commission regarding a claim filed against the Board, its members, employees or agents;
- F. when the Board receives written notification from a third party requesting that the Board maintain information that could be at issue in litigation or potential litigation involving that third party;
- G. when the Superintendent recommends the termination of an employee to the Board pursuant to a labor contract;
- H. when the Board explores, contemplates or initiates litigation.

Definitions

'Documents' includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound/audio recordings, images, video recordings, and other data or data compilations stored in any medium from which information can be obtained or translated if necessary.

'ESI' means any type of information that is created, used, and stored in digital form and accessible by digital means. It includes all data, digital documents or files, or other information contained on any media type (e.g., tape, hard disk drive, cloud storage, or some yet-to-be-created storage technology). Specifically, it includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound/audio recordings, images, video recordings, and other data or data compilations stored in any electronic media from which information can be obtained or translated if necessary. Examples include: e-mails and their attachments, text and instant messages, communications conducted in ephemeral messaging applications or in workplace collaboration tools, word processing documents, spreadsheets, digital photographs/pictures, videos, application programs and data files, data/information stored in databases, data files, metadata, system files, electronic calendar appointments, scheduling program files, digital scans (including TIFF files), PDF files, MPG files, JPG files, GIF files, network share files, internal websites, external websites, newsgroups, directories, security and access information, legacy data, audio recordings, voicemails, phone/call logs, faxes, internet/browser histories, caches, cookies, or logs of activity on computer systems (whether internal to the District or external) that may have been used to process or store electronic data. ESI also includes data/information from cloud applications (e.g., educational or operational services/apps), electronic records of online activity (e.g., social media postings), and data generated or stored by devices connected to the Internet of Things (IoT). 'ESI' includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any electronic media from which information can be obtained or translated if necessary. It includes, but is not limited to, e-mails, e-mail attachments, instant messages, word processing files, spreadsheets, pictures, application program and data files, databases, data files, metadata, system files, electronic calendar appointments, scheduling program files, TIFF files, PDF files, MPG files, JPG files, GIF files, network share files, internal websites, external websites, newsgroups, directories, security and access information, legacy data, audio recordings, voice mails, phone logs, faxes, internet histories, caches, cookies or logs of activity on computer systems that may have been used to process or store electronic data.

'Electronic media' includes, but is not limited to, computer hard drives (including portable hard disk drives 'HDD's'), floppy drives, disaster recovery media, and storage media (including DVD's, CD's, floppy discs, Zip discs/drives, Jazz discs/drives, USB memory drives, jump disc/drives, flash discs/drives, keychain discs/drives, thumb discs/drives, smart cards, microfilm/micro film, backup tapes, cassette tapes, cartridges, etc.), accessed, used, and/or stored on/in/through the following locations: networks and servers, whether internal or external (including the cloud); laptop and desktop work computers; home and personal computers; other computer systems; databases; backup computers or servers, whether internal or external (including cloud storage); archives; mobile devices (e.g., mobile/cellular phones and tablet computers, personal digital assistants ('PDAs' - including Palm, Blackberry), etc.); pagers; firewalls; audit trails and logs, printers; copiers; scanners; digital cameras; photographic devices; and video cameras and devices. Electronic media also includes social media websites (e.g., Facebook, Twitter, LinkedIn) and any item containing or maintaining ESI that is obtained by the District for Board member or employee usage or that an employee uses for such purpose (even if privately owned by the Board member or employee) from the date this policy was first adopted into the future; laptop and desktop work computers; home and personal computers; other computer systems; backup computers or servers; archives; personal digital assistants ('PDAs' - including Palm, Blackberry, cellular phone, tablet PC, etc.); pagers; firewalls; audit trails and logs, printers; copiers; scanners; digital cameras; photographic devices; and video cameras and devices. Electronic media shall also include any item containing or maintaining ESI that is obtained by the District for Board member or employee usage or that an employee uses for such purpose (even if privately owned by the Board member or employee) from the date this policy is adopted into the future.

Initiation and Removal of a 'Litigation Hold'

The Board or the Superintendent may initiate a 'Litigation Hold' under this policy. If the Superintendent initiates a 'Litigation Hold,' the Superintendent/he or the Board's legal counsel will notify the Board of the reason the Litigation Hold was instituted and its scope. When implementing a Litigation Hold, the Board or Superintendent (-x) may (-) will [END OF OPTION] utilize an Electronically Stored Information Team ('ESI Team'). The Board's legal counsel shall be involved in the implementation of the 'Litigation Hold Procedure' outlined in AG 8315.

A 'Litigation Hold' shall remain in place until removed/withdrawn by the Board. A 'Litigation Hold' may be removed when the litigation or administrative agency matter has been resolved or can no longer be initiated. Any information maintained under this policy shall fall back under the 'Records Retention Schedule' once the 'Litigation Hold' is removed/withdrawn.

The Superintendent shall develop administrative guidelines outlining the procedures to be followed by Board members and employees when initiating and implementing a 'Litigation Hold.' This policy and its related administrative guidelines shall be posted and distributed in the manner described in AG 8315.

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Book	Policy Manual
Section	policies to Board June 2023
Title	Vol. 37, No. 2 - February 2023 Revised SCHOOL SAFETY INFORMATION
Code	po8400 first reading 6-12-2023
Status	
Adopted	March 17, 2003
Last Revised	October 18, 2021

Revised Policy - Vol. 37, No. 2

8400 - SCHOOL SAFETY INFORMATION

The Board of Education is committed to maintaining a safe school environment. The Board believes that school crime and violence are multifaceted problems which need to be addressed in a manner that utilizes the best resources and coordinated efforts of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-sponsored activity or while enroute to or from school, or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

In furtherance of its commitment to a safe school environment, the Board has prohibited weapons on school property and at school-sponsored events, except in very limited circumstances. See Board Policy 3217, Policy 4217, and Policy 5772. This prohibition is reasonably related to legitimate educational concerns, including the ability to provide a safe and secure learning and social environment for its students and controlling and minimizing disruptions to the educational process. The presence of dangerous weapons on school property or at school-sponsored events, except under very controlled circumstances, creates a potentially dangerous situation for students, staff and visitors, and may trigger precautionary safety responses which disrupt the educational process and learning environment for students.

Federal law establishes a 'Student Safety Zone' that extends 1,000 feet from the boundary of any school property in relation to weapons and drugs. Individuals are prohibited from possessing or using weapons or drugs at any time on District property, within the Student Safety Zone, or at any District-related event.

The District will work with local officials in arranging signage defining the 1,000 foot boundary.

The Superintendent shall ensure continued implementation and compliance with the District's obligations under the Statewide School Safety Information Policy and related law. The Superintendent may convene meetings to make modifications as deemed necessary and proper to address issues that are unique to the District; discuss additional training that might be needed; and discuss any other such related matters as may be deemed to be necessary by the participants. Participants in this meeting shall include the Superintendent, members of the Board, the County Prosecutor or ~~their~~ his/her designee, and representatives from the local law enforcement ~~(-x)~~ agency.

The Superintendent shall make a report to the Board about all such reviews and recommend the approval and adoption of any proposed revisions or additions to local policy.

District Contact Person/Liaison

Furthermore, in accordance with State law, the Board hereby designates the Superintendent as the District contact person who shall receive information from law enforcement officials, prosecutors, and the court officials, including receipt of information provided from the Michigan State Police relating to the student safety act hotline ("OK2Say"). The current contact information for Superintendent shall be provided to the Michigan State Police in the manner and frequency required by law.

The District contact person shall notify the principal of the school of attendance of a student about whom information is received from law enforcement officials, prosecutors, or court officials within twenty-four (24) hours of the receipt of that information. The principal shall, in turn, notify the building staff members, who the principals/he determines have a need to know the information that has been received, within twenty-four (24) hours of receipt of that information.

The District contact person shall notify the appropriate law enforcement officials when an adult or a student commits any offense listed as a reportable incident in the *School Safety Information Policy and related law Agreement* and shall report all information that is required to be reported to State or local law enforcement agencies and prosecutors. Reporting such information is subject to 20 U.S.C. 1232g, commonly referred to as the Family Educational Rights and Privacy Act of 1974.

If a student is involved in an incident that is reported to law enforcement officials pursuant to the District's *local school safety information policy School Safety Information Policy Agreement*, then, upon request by school officials, the student's parent or legal guardian shall execute any waivers or consents necessary to allow school officials access to school, court, or other pertinent records of the student concerning the incident and action taken as a result of the incident.

The District designates the Superintendent as a liaison to work with the school safety commission created under the comprehensive school safety and the office of school safety, including work on identifying model practices for determining school safety issues.

Required Reporting

The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the number of students expelled from the District during the preceding school year and the reason for the expulsion.

The Superintendent shall post a report on the District website at least annually, in the form prescribed by the Superintendent of Public Instruction, stating the incidents of crime occurring at school. At least annually, a copy of the most recent report of incidents of crime, disaggregated by school building, shall be made available to the parent or legal guardian of each student enrolled in the District. This report will include at least crimes involving:

- A. physical violence;
- B. gang-related acts;
- C. illegal possession of a controlled substance, controlled substance analogue, or other intoxicant;
- D. trespassing;
- E. property crimes, including, but not limited to, theft and vandalism, including an estimate of the cost to the District resulting from the property crime.

Each school building shall collect and keep current on a weekly basis the information required from the report of incidents of crime and must provide that information, within seven (7) days, upon request.

Additionally, the District shall report all incidents of and attempted commissions of the crimes listed above to the Michigan State Police, in the form and manner prescribed by the Michigan State Police, within twenty-four (24) hours after the incident occurs.

Law Enforcement Information Network (LEIN)

The Board authorizes the (-x) Superintendent (-x) principal (-x) assistant principal(s) to request vehicle registration information for suspicious vehicles within 1,000 feet of school property through the Law Enforcement Information Network (LEIN).

x Threat Assessment

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. This policy is designed to be consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and Department of Homeland Security publication, *Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence*. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board authorizes the Superintendent to create building-level, trained threat assessment teams. Each Team shall be headed by the Principal and include a school counselor, school psychologist, instructional personnel, and, where appropriate, the School Resource Officer. At the discretion of the Superintendent, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.

The Team will meet (-x) on a regular basis and when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The Board authorizes the Superintendent to create guidelines for the purpose of:

- A. identifying team participants by position and role;
- B. requiring team participants to undergo appropriate training;
- C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;
- D. defining ~~what that~~ types of information that may be gathered during the assessment;
- E. stating when and how parents/guardians of the student making the threat shall be notified and involved;
- F. designating the individuals (by position) who would be responsible for gathering and investigating information;
- G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the Superintendent or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 – Student Records, and State and Federal law.

Persistently Dangerous Schools

The Board recognizes that State and Federal law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered 'persistently dangerous' as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall

(-x) discuss this at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall

(-x) discuss the school's designation as a persistently dangerous school at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

x If a school in a neighboring district is identified as persistently dangerous and there is not another school in that district, the District will admit students from that school in accordance with Board Policy 5113.02.

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State ~~law~~,^{law} the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

© Neola ~~2023~~²⁰²¹

Legal Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended
M.C.L. 380.1241, 380.1308, 380.1308a, 380.1310a, 752.913, 771.2a



DEXTER COMMUNITY SCHOOLS

Bates School, 2704 Baker Road, Dexter, Michigan 48130

(734) 424-4100 fax (734) 424-4111

www.dexterschools.org

Date: June 12, 2023

Subject: Appointment of the DELTA Team as the Professional Development (PD)
Advisory Committee for the Dexter Community Schools

Dear Board of Education,

I am writing to recommend the appointment of the DELTA (Dexter Leaders, Teachers, and Administrators) Team as the PD Advisory Committee for the 2023-2024 school year. The DELTA Team has demonstrated exceptional capabilities, expertise, and commitment to fostering professional growth and development among educators through professional learning communities and professional development.

The DELTA Team is a group of highly skilled and experienced professionals in the field of education. Membership includes non-teaching staff, parents, administrators, and teaching staff representing a variety of grades and subject-matter specializations, including special education. Their collective knowledge, coupled with their passion for continuous improvement, makes them an ideal choice to lead professional development initiatives within our district.

I recommend that we move forward with this appointment, enabling the DELTA Team to lead and guide our educators toward our vision to Champion Learning: Develop, Educate, and Inspire! Their leadership will create a positive impact on teaching practices, student engagement, and overall educational outcomes for all students.

Thank you for your attention to this matter.

Sincerely,

Ryan Bruder
Executive Director of Instruction



DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION

Bates School, 2704 Baker Road, Dexter, Michigan 48130
(734) 424-4100 fax (734) 424-4111
www.dexterschools.org

2023-2024 Meeting Schedule

Guidelines for public participation are on the [Board of Education website](#). Upon request to the Superintendent, the District shall make reasonable accommodation for a person with disabilities to be able to participate in meetings.

All meetings are held at the Bates School Board Room at 7:00 PM unless otherwise noted.

<u>DAY</u>	<u>DATE</u>	<u>HOLIDAYS / NO SCHOOL DAYS</u>
Monday	July 24, 2023	Business Meeting
Monday	August 14	
Monday	August 28	Labor Day = Sept. 4
Monday	September 11	
Monday	October 16	
Monday	November 6	
Monday	November 20	
Monday	December 11	Winter Break = Dec. 25 – Jan 5
Monday	January 22, 2024	
Monday	February 5	
Monday	February 26	
Monday	March 4	
Monday	March 18	Spring Break March 25 – 29
Monday	April 8	
Monday	April 29	
Monday	May 20	Memorial Day = May 27
Monday	June 3	
Monday	June 24	

Note: Additional Board of Education workshop(s) and special meetings may be set during the year and will be posted prior to meetings. **Meetings scheduled or changed after the calendar adoption are indicated by bold print.**



DEXTER COMMUNITY SCHOOLS

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bruderr@dexterschools.org

June 12, 2023

On behalf of the K-4 Literacy Team, we write to you today with a recommendation for the implementation of Bookworms for Kindergarten through Grade Two at the Dexter Early Elementary Complex *and* Collaborative Literacy: Being a Reader & Being A Writer for Grades Three and Four at Wylie Elementary School as the ELA curriculum for the upcoming 2023-2024 school year. This recommendation is based on the outcomes of the recent [ELA curriculum review](#) conducted by the K-4 ELA Team as outlined and shared at the previous Board of Education meeting on May 22, 2023.

Bookworms is a research-based literacy program that offers comprehensive resources and instructional materials specifically designed for young learners in Kindergarten through Grade Two. It focuses on fostering foundational literacy skills, phonics, reading comprehension, vocabulary development, writing skills and critical thinking. This program places a strong emphasis on student engagement, cooperative learning, and critical thinking and will continue to build upon and foster foundational literacy skills. By implementing Bookworms, our teachers will have access to a well-structured curriculum, guided lesson plans, and targeted interventions to support struggling readers. This will significantly enhance teacher efficacy by providing them with the necessary tools and resources to effectively teach early literacy skills.

For Grades Three and Four, we recommend the implementation of Collaborative Literacy, a research-based program that promotes literacy development through collaborative learning experiences. Collaborative Literacy encompasses integrated instruction in reading, writing, speaking, and listening. This program places a strong emphasis on student engagement, cooperative learning, and critical thinking and will continue to build upon and foster foundational literacy skills. By implementing Collaborative Literacy, our teachers will be equipped with instructional strategies to facilitate student-led discussions, scaffold reading comprehension, and foster writing proficiency. Such comprehensive support will undoubtedly enhance teacher efficacy and create a dynamic learning environment for our students.

As communicated at the Board of Education meeting on May 22, 2023, staff expressed a strong desire to review and adopt a curricular resource that is better aligned with the DCS K-4 Literacy Priorities than the resources we are currently utilizing. These priorities include:

Instructional Practice:

Alignment with Science of Reading and CCSS
Explicit, systematic, and sequential instruction



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Time for whole group, time for independent practice, time for small group instruction
Opportunities for students to select their own texts

Resources:

Succinct and teacher-friendly instructional materials
Integrated lessons (reading, writing, phonics, handwriting, assessment that informs instruction)
Access to complex and diverse texts

Professional Practice:

Continued and comprehensive support (PD, regular coaching, guides)
Fidelity and integrity indicators and checks

While the adoption of two reading curricular resources is unconventional, we believe it is the best option for our students and staff at this moment in time. Through an extensive review process, which has spanned the course of two years, the team has yet to find a literacy program that meets the instructional priorities of both our Kindergarten through Second Grade Staff *and* our Third and Fourth Grade Staff. While we understand that adopting two programs may result in concerns of continuity of programming and/or confusion for students, the literacy team, through consultation with many experts, feels strongly that with an emphasis on literacy competency, skill, and disposition development, this potential concern will be lessened. We are also confident that the quality of our educators, their passion for each of these programs and their dedication to the success of all students will only yield positive outcomes for all DCS learners.

To ensure successful implementation, we must provide ongoing professional development and support for our teachers. Regular coaching and feedback mechanisms will be implemented to assess progress and identify areas for improvement. Additionally, we will establish a system-wide intervention plan to address any organizational barriers or challenges that may arise during the implementation process. As part of this recommendation, the administrative team would like to propose a three-year “checkpoint” to ensure that the adoption of two different reading programs is still as effective as we believe it to be at this moment in time.

While we are still waiting for final numbers from vendors, the adoption of Bookworms including teacher materials, classroom libraries, and student consumables have an expected cost that should not exceed \$200,000. Costs for training and professional development are still being negotiated. A more comprehensive estimate will be provided at the next board meeting.



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While we are still waiting for final numbers from vendors, the adoption of Collaborative Literacy: Being a Reader and Being a Writer teacher materials, classroom libraries, and student consumables have an expected cost that should not exceed \$125,000. Costs for training and professional development are still being negotiated. A more comprehensive estimate will be provided at the next board meeting.

It is our recommendation that \$325,000, and costs to support the professional development of staff, should be approved and allocated from the DCS Designated Fund Balance for Curriculum.

The K-4 Literacy Team, Mrs. Stidham, Mrs. Heikkila, Mrs. See, Mr. Bruder, and Dr. Timmis all endorse this recommendation without reservations.

Sincerely,

Brooke Stidham, Katie See, and Ryan Bruder

K-4 ELA Team Members:

Ryan Bruder - Executive Director of Instruction
Kris Bowman - Fourth Grade Teacher
Heather Green - Literacy Liaison
Katie Heikkila - DEEC Assistant Principal
Vicki Juback - First Grade Teacher
Stacey Keeler - Second Grade Teacher
Ashley Kerns - Instructional Coach
Cassy Korinek - Kindergarten Teacher
Pam Krebs - Instructional Coach
Nicole Leonard - Kindergarten Teacher
Marisa Lerner - Third Grade Teacher
Jennifer Porcaro - DEEC Psychologist
Sarah Russell - Third Grade Teacher
Lori Schmidt - Wylie Teacher Consultant
Jessica Savoni - 3-4 Reading Interventionist
Andrea Sellman - Fourth Grade Teacher
Brooke Stidham - DEEC Principal
Katie See - Wylie Principal
Anna Tyrrell - Second Grade Teacher
Kelly Wagner - First Grade Teacher

DCS Board of Education
2023-2024 Budget Discussion

Background:

Due to decreased student enrollment over the last several years, DCS is facing significant budget cuts that will impact teaching staff.

Dexter Community Schools was fortunate from the early 2000's through 2019-2020 to experience incremental student growth every year as a result of new housing developments. In recent years, the amount of new housing has decreased significantly. Historically, we graduated upwards of 300 students every year and enrolled between 200-240 kindergarten students while our overall enrollment typically slightly increased. This was possible because of available housing that allowed new families to move into the district with children in 1st through 8th grade. For example, the current 8th grade class has 252 students. When those same students were in kindergarten there were 197 students.

In addition, as a district, we have one of the highest enrollment retention rates in the state of children who live in our district boundaries and attend our school district. We currently have 170 children who live in Dexter and attend another public school via schools of choice and we have 207 children attending DCS who live in another district. So, loss to other school districts is not a major net impact on our enrollment.

This entire region of the country is experiencing a dramatic decrease in birth rates. In Washtenaw County, 4248 children were born in 2005 (current 11th/12th graders). In 2020, only 3255 children were born in the county. The birth rate has steadily decreased every year and is on track to continue.

As a result, schools are experiencing significant reductions in enrollment. In 2011-12, DCS had 3594 students. This number grew to 3646 students in 2018-2019, counter to trends throughout the state and the county. In 2020-2021, we decreased to 3387 students and are estimated to be around 3400 students next school year. We are funded per student, so every decrease has a long-term impact.

On Jackson Road at the corner of Jackson and Baker, there is a large development in the works that will include upwards of 450 apartments, townhomes, and condos. However, the units are not scheduled to be built in time to make an impact on next school year's enrollment.

During the pandemic, we received American Recovery Act funds and utilized those funds to keep class sizes low for students and to add additional supports for students. We have now exhausted those funds. In addition, wages in schools had stagnated for many years due to state funding. As a result, we settled contracts last year that included approximately \$3.8 million in salary and health care increases for 2022-2023. This equates to approximately a 10% average increase in salaries (including steps). These increases are structural and permanent. We have incredible staff in every part of our organization and we are committed to paying as much as we can to recognize the high quality of all DCS employees.

The Governor, House, and Senate have all proposed between a 4-6% increase in funding for schools next year, which will help. This equates to an additional \$1.5 million in funding for next year. However, the loss of 253 students equates to -\$2.4 million. Although we were fortunate to have one-time [ESSER funds](#) from the American Recovery Act to reduce class size and other supports, the exhaustion of those funds equates to a budget reduction of approximately \$1.8 million next year.

The Board must start working through the annual budget process. DCS has 250 fewer students than our current staffing levels. As a result, we are forced to decrease between 12-15 teaching FTE before next fall. Some reductions are possible through attrition and not replacing the positions. For example, we have several retirements and leaves of absence that we will not fill. However, there will be other reductions. Many of the individual employees being impacted have been notified of the possibility.

**DCS Board of Education
2023-2024 Budget Discussion**

Staffing decisions, including layoff and recall of teaching staff, are based on effectiveness. In the law and in board policy, effectiveness is defined as a combination of the evaluation rating, discipline, attendance, significant/relevant contributions, and relevant special training. Seniority is used as a tie-breaker.

Staffing Decision Points:

The first considerations are to look at

- the number of sections needed at each elementary grade level;
- the corresponding needs for specials for each grade level;
- programmatic offerings;
- maintaining certified media specialists throughout the district;
- middle and high school student course requests; and
- positions that are no longer funded by one-time grants.

Many of these decisions are straightforward. For example, we need 9 sections of 3rd grade and 9 sections of 4th grade next year based on enrollment. This is a reduction in multiple sections at Wylie compared to this year. At the high school, we need fewer science teachers than we needed this past year. In addition, some of our support positions were funded by grants that are no longer available.

Impact on Elementary Specials: We don't have enough students to support the number of current elementary sections so we will have fewer sections per grade level. This means we need fewer specials sections to cover prep periods. Each classroom teacher at DEEC (Anchor/Beacon) and Wylie must be provided with 60-minutes of prep time per day. This is the time when their students go to specials (art, music, launch, media, P.E., language, etc). As a school, we cannot start specials at the start of the day for the youngest kids or the very end of the day so there's always a small gap of time between when school starts and specials teachers start teaching. The reason we cannot start specials at the start of the day or end of the day is because little kids need to go to their classroom, put their stuff away, meet with their teachers, and then can go to a special. Specials teachers also need 60 minutes of prep per day. At DEEC, we currently offer Art, Music, Launch, Media, and PE. We are the only district in the area that offers Media as a special. The current model has several inefficiencies and could be staffed with fewer teachers to maximize the amount of time teachers have a full schedule of students throughout the day, within contractual limits.

This leaves us with two viable options for next year at the Dexter Early Elementary Complex:

- Offer 5 specials and each teacher would be 0.70 FTE or less. This would mean that 10 teachers become approximately 0.7 FTE each. This would eliminate health care for all of these teachers unless we made them 0.75 FTE to give health care (per DEA contract) but we would only need 0.7 FTE taught. **This is not consistent with our philosophy on how to support our teachers and provide the very best teachers with support to all DCS students.**
- Or, we can run 4 specials and each teacher is full-time. Keep one media specialist in the building but no longer schedule media as a special. Instead offer media in a more traditional model where students and classrooms partner with the media specialist to work in each media center. **This is the option presented in the staffing list below.**

At Wylie, we currently offer Art, Music, Media, PE, and Language. Next year, the 4th graders would be scheduled to take Spanish and next year's 3rd graders did not have language this year. Currently, we could make all the Wylie specials teachers part-time to match the reduction in classroom sections needed for next school year (based on enrollment). For next year, all 5 teachers could be moved to 0.67 FTE each OR we can go with 4 specials and have everyone full-time. **4 full-time specials teachers at Wylie are represented in the staffing list below.**

Below is a copy of staffing changes and budget implications for 2023-2024 (as of today).

**DCS Board of Education
2023-2024 Budget Discussion**

Staffing Reductions:

Reductions:	Savings	FTE	Description/Next Steps
Moving from 11 K sections to 10	\$148,168.00	-1	Attrition due to leave of absence
Reduction in section at Wylie to match enrollment	\$142,377.00	-1	Attrition due to retirement
Reduction in section at Wylie to match enrollment	\$85,111.00	-1	Layoff - effectiveness with seniority as a tiebreaker
Reduction in section at Creekside to match enrollment	\$89,072.00	-1	Layoff - effectiveness with seniority as a tiebreaker
Reduction in Elementary Literacy Liaison due to loss of grant funding	\$118,727.00	-1	Layoff - effectiveness with seniority as a tiebreaker
Retirement - not replacing Wylie literacy due to loss of grant funding	\$63,420.00	-0.6	Attrition due to retirement
Elimination of Personalized Learning Coach at Creekside due to loss of grant funding	\$96,447.00	-1	Attrition due to leave of absence
Elimination of elementary Mandarin - not enough sections to cover	\$112,000.00	-1	Layoff - effectiveness with seniority as a tiebreaker
Elimination of elementary Spanish - not enough sections to cover	\$91,000.00	-1	Layoff - effectiveness with seniority as a tiebreaker
Elimination of Media special at DEEC - not enough sections to cover	\$123,481.00	-1	Attrition due to leave of absence
Reduction of elementary specials - not enough sections to cover	\$82,173.00	-0.25	Retirement and Reduction of 0.25 FTE on new hire
Reduction and new hire for elementary specials leave	\$10,358.00		Leave of absence and new hire
Reduction of special education position due to retirement	\$153,715.00	-1	Retirement and not filling - at this time
Reduction of music teacher to part time - voluntary	\$25,000.00	-0.25	Letter of agreement to move to part time
Reduction of position contracted with retired teacher	\$21,000.00	-0.2	Not filled
Reduction of 1 instructional coaching position	\$133,000.00	-1	Domino in schedule and not replacing a position on leave

**DCS Board of Education
2023-2024 Budget Discussion**

Reduction of 0.5 FTE high school teaching due to mid-year retirement in 2022-2023	\$34,000.00	-0.25	Not replaced but was in budget
Layoff of high school teacher	\$115,972.00	-1	Layoff based on effectiveness (seniority as tiebreaker)
Reduction of one utility player (super sub)	\$90,000.00	-1	Reduction
Voluntary reduction in high school FTE	\$58,071.00	-0.33	LOA - voluntary
Retirement vs replacement of new hire	\$31,343.00	0	Savings vs replacement
Changes in Administration	\$40,000.00		Leave of absence and filling of position
	Total Reduction	FTE	
Total	\$1,864,435.00	-14.88	



Dexter Community Schools

Nice Job Notes

APRIL-MAY 2023

Connie Agostini (2)
Carlos Alanis
Vicki Allie
Joel Anderson (2)
Angela Anderson
Laura Armbruster
Jess Baese
Scott Bartz
Julie Bassett
Lisa Bauer (3)
Kelly Bauer
Britnie Bell (2)
Margo Bingham
Annette Bowen (2)
Jill Boydston
Carol Bradshaw
Sam Brandt
Haley Breedveld
Sarah Breitner
Matt Brown (2)
Eleanor Budd
Ashleigh Bunten
Kirsten Butler (2)
Eileen Callum
Krickett Chamberlain (2)
Angela Chea (2)
Janine Comella (4)
Student Council
Jill Covington (4)
Trina Cox (4)
Isabel Cude
Andrew Damman (2)
Cheryl Darnton (8)
Jenni Davis
Matt Deloria
Allison Denisco (3)
Melanie Dever (2)
Chris Donaghue
Kristie Doyle
Jaime Dudash
Lisa Dunn
Nicole Durbin
Denise Dutcher (2)
Krista Early

Adrian Edwards
Jason Elmy
Valerie Eninsche
Evie Erickson (2)
Kim Evanski
Andrew Foerster
Megan Ford
Jill Fyke (2)
Deborah Gallaher (2)
Cecilia Gardner (4)
Ed Gauthier
Brook Gillum
Patrick Glynn
Amy Grant (5)
Morgan Griffis (2)
Molly Hampsey
Joe Hardesty (2)
Nikki Harman
Cindy Hart
Sue Harvey
Elizabeth Hashikawa (2)
Alex Heidtke (3)
Megan Hinkle
Chris Hoelscher (4)
Kate Hoffman
Abby Holland
Chloe Holmberg
Catherine Huffman
Matt Inch
Brandy Jacobs
Jill Jastren (6)
Rose Jerome
Jennifer Johnson
Vicki Juback
Amara Karapas (2)
Susan Kemble (2)
Mollie Kemp
Beau Kimmey (4)
Ken Koenig
Kirsten Korff
Cassy Korinek (3)
Beth Kovarik (3)
Pam Krebs
Megan LaBarre

Nate Lamb
Jess Leonard (2)
Marisa Lerner (2)
Fred Ligrow
Zach Lindke (2)
Adrienne Losh
Paige Lumpiesz (2)
Kathy Luxon (3)
Becky Lyons
Chris MacKinder
Chris MacKinder
Melania Magda
Becky Mann (2)
Deborah Marsh (2)
Maria Mast
Michelle Matson (2)
Krista McDonnough
Emily McGinnis
Melanie McIntyre (2)
John McKaig
Lisa Melvin (22)
Kim Mendez
Barry Mergler (3)
Jennifer Metzner
Jason Miller (2)
Ken Moore
Brian Morey
Deanna Mudloff (3)
Marianne Mutschler (4)
Connie Myers
Meghan Napolitan (3)
Kaitlyn Nelson
Melanie Nowak
Kalli Nowitzke (2)
Food & Nutrition
Jody O'Bryan (2)
Kelli Ouimet
Lissa Pallo
Alex Pattenau
Sahnnon Pederson
Katie Penix
Cassie Perkins (2)
Nolan Peterson (2)
Dawn Poinier

Jen Porcaro (2)
Karen Porter (2)
Ann Pregont (2)
Carrie Ragnes
Amy Raus (2)
Doreen Reardon
Drake Reinert (3)
Angela Ripka
Katey Robinson (2)
Amy Robke
Anna Romano
Janelle Ruhlig
Shelley Rychener
Amy Sadler (3)
Laura Saulles
Jessica Savoni
Maggie Scheurer
Rich Schlanderer (2)
Kathryn Schmid
Betsy Schmidt
Lori Schmidt
Kaitlin Schmoekel
DHS Secretaries
DHS Counseling
Secretaries
Maya Segev
Macy Selecman
Michelle Sherman
Joanne Shipley
Amber Siebert
Cheri Sing
David Sinopoli-Smith (3)
Sandy Sloan
Amy Slothower
Elizabeth Smith
Jen Smith

Al Snider (4)
John Sperendi (2)
Roger Sprau
Tracy Stahl
Jen Steele
Patti Steinbrecher
Hannah Stewart
Brooke Stidham (8)
Neil Stinebaugh
Dennis Stockwell
Judi Stoll (2)
Lauren Straub
Mill Creek Summit Team
Amy Sumner
Lisa Suomala
Stacey Sutton
Andrea Taylor
Jay Taylor
David Teddy (2)
Lauren Thompson (6)
Wilbur Tong (2)
Lesley Tracy
Andrea Tyler
Leigh Vaughn (2)
Maika Vazquez
Anna Vess
Hope Vestergaard (2)
Tom Watts
Danna Webber (2)
Jane Webby (3)
Anouk Weiss
Lori Welty
Jen Werner (2)
Jenny Whipple (6)
Chad Wiltrakis

Steve Wincent (2)
Tricia Winder (2)
Julie Wineman (3)
Dan Witte
Emily Xu
David Yon (2)
Holly Young (2)
Crystal Zurek

APR-MAY = 367

RUNNING TOTAL = 40630

Policy Committee Meeting Minutes
May 16, 2023
Bates Boardroom

Meeting called to order at 10:04am

Attendees: BOE: Elise Bruderly (chair) Mara Greatorex, Melanie Szawara
Chris Timmis, Barb Santo

1. Melanie Szawara made a motion that the committee approve the minutes from 5/8/22 as amended. Mara Greatorex seconded the motion. Motion Carried 3-0.
2. Mara Greatrex made a motion that the committee approve the agenda. Melanie Szawara seconded the motion. Motion Carried 3-0.
3. Public Participation - none
4. General Policy Updates
 - a. The committee reviewed 2623 Student Assessment. It was approved for first reading by the BOE on 5/8/2023 but the committee was requested to review the listed assessments. - **ready for second reading.**
 - b. 8400 School Safety Information - **ready for first reading.**
 - c. Class Rank - Full Board discussion 5/22/2023
5. Technology Updates
 - a. 7544 Social Media - **ready for first reading**
 - b. 7540.02 Web Accessibility - **ready for first reading**
 - c. 7540.03 Student Technology Acceptable Use and Safety - **ready for first reading**
 - d. 7540.04 Staff Technology Acceptable Use and Safety - **ready for first reading**
 - e. 8300 Continuity Of Organizational Operations Plan - **ready for first reading**
 - f. 8305 Information Security - **ready for first reading**
 - g. 8315 Information Management - **ready for first reading**
 - h. 9700 Advertising and Commercial Activities - **keep current w/out updates**
6. Future Business - next NEOLA update; Class Rank

Adjournment: 11:27am

Facilities Committee Minutes

Date: Friday, May 19, 2023

Project: Dexter Community Schools Solar Project, Funding Allocation

Location: Bates School

Time: 10:00am

Attendees:

Board Committee Members: Dick Lundy, Daniel Alabre, Mara Greatorex

Staff Committee Members: Sharon Raschke, Craig McCalla, Brian Schuler,

Community Committee Members: Jerry Brand

Others Present: Greg Brand

A. Call to Order: 10:03am

B. Approve Agenda:

- a. Motion - Moved by Dick Lundy. Second by Mara Greatorex; Motion passed

C. Approve Minutes:

- a. Motion - Moved by Daniel Alabre. Second by Mara Greatorex; Motion passed

D. Public Participation: NA

E. Action/Discussion:

- a. Review post bid meeting for DCS Solar Project
 - i. The committee reviewed the updated notes from NOVA Consultants.
 - ii. Based on the updated notes the committee decided how to move forward.
- b. Propose action item for DCS Solar Project - Provide action item to BOE for Monday, May 22nd
 - i. Provide a motion to the Board of Education - Motion to approve the project based on the design build proposal and the RFP for the amount of \$1,139.903, including a 10% contingency for a total of \$1,253,893.00.
 - ii. Provide a motion to the Board of Education - Motion to approve the use of multiple funding sources, which include bond, rebates, fundraising, and grants with final decision to come at a later date.
 - iii. The facility committee recommends the Board of Education approves the above motions; Moved by Dick Lundy. Second by Mara Greatorex; Motion passed

F. Public Participation: NA

G. Adjournment: 11:11am