

# **BOARD OF EDUCATION MEETING PACKET**

**July 24, 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.*

## BUSINESS MEETING AGENDA

### A. CALL TO ORDER

1. Roll Call

### B. MEETING MINUTES (6/26/2023)

### C. APPROVAL OF AGENDA

### D. ELECTION OF OFFICERS

### E. SCHOOL PRESENTATIONS - none

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

### G. ADMINISTRATIVE & BOARD UPDATES

1. Superintendent
2. Board President
3. Student Representatives

### H. CONSENT ITEMS

1. Personnel – Resignations
2. Business Meeting Tasks: Banking - Depositories, Accounts Payable, Internal Agency Account, Payroll Account, Wires/Transfers, Contracts/Agreements/Purchase Orders, Safe Deposit Box, Notice of Meeting Fees, Designate Treasurer/Secretary Responsibilities, Designate Electronic Transfer Officer, Designate Board Legal Counsel, Designate Investment Officer, Designate Publications of Record

(Consent Items continued)

3. Board Memberships - MASB & MASB Legal Trust Fund
4. MHSAA Membership Resolution

### I. ACTION ITEMS

1. 2023-2024 School Loan Revolving Fund Annual Loan Activity Application

### J. DISCUSSION ITEMS

1. Committee Membership
2. Declaration of Commitment, Conflict of Interest, Board Norms, Social Media Guidelines forms

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

### L. BOARD COMMENTS

### M. INFORMATION ITEMS

1. Facilities Minutes 6/29/2023
2. Communications Survey Results
3. Schools Of Choice Application Window

### N. CLOSED SESSION

1. Negotiations *per MCL 15.268c*

### O. ADJOURNMENT

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## CALENDAR

\*August 14 - Board Meeting - Bates

\*August 28 - Board Meeting - Bates

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*Public Participation Policy 0167.3: Those interested in making a public comment will be asked to raise their hands so the time may be divided equally. Each speaker will be asked to announce his/her name and address and indicate if he/she represents any organization or agency. No person may speak more than once on the same subject during a single meeting.*

**DCS BOE BUSINESS MEETING NOTES**  
**JULY 24, 2023**

Per Board of Education policy 0152, the Superintendent of Schools is designated as temporary chairman to preside through the election of all officers. Upon the election of all officers, the President shall preside.

**A. CALL TO ORDER**

1. Roll Call

**B. MEETING MINUTES**

- \* An appropriate motion might be, "I move that the Board of Education approve the attached meeting minutes from June 26, 2023 as presented/amended."

**C. APPROVAL OF AGENDA**

1. Approval of Agenda

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

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

**D. SCHOOL PRESENTATIONS – none planned**

**E. ELECTION OF OFFICERS**

Election of Officers. Board policy provides for the election of Board of Education officers each year at the business meeting in July. Officers shall serve until their respective successors are elected or their term ends, and shall include a President, Secretary, Treasurer, and Vice President.

Election of officers shall be by a majority of the full Board. If, however, only one (1) nomination is made it would be appropriate that nominations be closed and a unanimous ballot be cast.

- \* An appropriate motion would be, "I move that \_\_\_\_\_ be nominated for the office of President."

*At this point in the meeting, the newly elected Board President will take over the meeting.*

- \* An appropriate motion would be, "I move that \_\_\_\_\_ be nominated for the office of Vice President."
- \* An appropriate motion would be, "I move that \_\_\_\_\_ be nominated for Secretary."
- \* An appropriate motion would be, "I move that \_\_\_\_\_ be nominated for Treasurer."

**DCS BOE BUSINESS MEETING NOTES**  
**JULY 24, 2023**

**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 - Resignation/New Hires  
Your packet includes two letters of resignation from David Sinopoli-Smith and Ashley Gugliemi. If consent items were to be separated, an appropriate motion would be for the Board to accept these resignations.
2. Business Meeting Tasks: Banking - Depositories, Accounts Payable, Internal Agency Account, Payroll Account, Wires/Transfers, Contracts/Agreements/Purchase Orders, Safe Deposit Box, Notice of Meeting Fees, Designate Treasurer/Secretary Responsibilities, Designate Electronic Transfer Officer, Designate Board Legal Counsel, Designate Investment Officer, Designate Publications of Record

Board bylaw 0154 requires that each year at the July Business meeting, the Board must designate individuals to act on its behalf in particular capacities. If separated, the detailed motion is in the attached memo.

3. Board Memberships - MASB & MASB Legal Trust Fund. If separated, an appropriate individual motion might be, "I move that the Board of Education renew its membership in the Michigan Association of School Boards (MASB) at an annual cost of \$6,502.81 and the Michigan Association of School Boards Legal Trust Fund at an annual cost of \$238."
4. MHSAA Membership Resolution. If separated, an appropriate individual motion might be, "I move that the Dexter Community Schools join the Michigan High School Athletic Association and agree to participate according to its rules and regulations."

**DCS BOE BUSINESS MEETING NOTES**  
**JULY 24, 2023**

**H. ACTION ITEMS**

1. 2023-2024 School Loan Revolving Fund Annual Loan Activity Application  
Your packet contains a resolution and a memorandum from Sharon Raschke explaining the School Loan Revolving Fund Annual Loan Activity Application for 2023-2024.

\* An appropriate motion might be, "I move that the Board of Education authorize the attached resolution to reflect the anticipated activity with the School Loan Revolving Fund."

**I. DISCUSSION ITEMS**

1. Declaration of Commitment, Conflict of Interest, Board Norms, and Social Media Guidelines Forms. Included in your packet are these forms, which board members sign annually to affirm their commitments. Please complete them this evening or complete and return to the Superintendent's office as soon as possible.
2. Committee Membership. Trustees are appointed to committees by the Board President. Trustees may indicate interest in particular committees, if desired. Your packet includes current assignments and committee descriptions for reference. Trustees should communicate their requests for committee membership to the Board President prior to the next meeting.

**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. Facilities Minutes (6/29/2023)
2. Communications Survey Results
3. Schools of Choice Application Window

**M. CLOSED SESSION – none planned**

**N. ADJOURNMENT**

**DEXTER COMMUNITY SCHOOLS  
BOARD OF EDUCATION MEETING MINUTES  
JUNE 26, 2023**

**A. CALL TO ORDER – 7:00pm**

1. Roll Call

**Members Present:** Brian Arnold, Daniel Alabré, Mara Greatorex, Jennifer Kangas, Dick Lundy, Melanie Szawara; Student Representatives Mischa Rafferty & Marty Watson

**Members Absent:** Elise Bruderly

**Administrative & Supervisory Staff:** Ryan Bruder, Sharon Raschke, Barb Santo, Christopher Timmis, Hope Vestergaard

**Guests:** Anna Watson, Michael Watson

2. Dr. Timmis administered the Oath of Office to new student representative Marty Watson, who is a rising junior.

**B. MEETING MINUTES**

Melanie Szawara made a motion to approve the meeting minutes from 6/12/2023 as presented. Daniel Alabré seconded the motion. **Motion Carried (unanimous).**

**C. APPROVAL OF AGENDA**

The agenda was amended to add an action item regarding trustee attendance at MASB trainings. Melanie Szawra made a motion to approve the agenda as amended. Jennifer Kangas seconded the motion. **Motion Carried (unanimous).**

**D. SCHOOL PRESENTATIONS**

1. 98b Data

Executive Director of Instruction Ryan Bruder shared with the board the 98b goal progress report required by the State. He noted that twelve students participated in a pilot program for literacy virtual tutoring this spring and showed significant improvement; approximately forty students will be participating in virtual literacy tutoring this summer.

**E. PUBLIC PARTICIPATION – none**

**F. ADMINISTRATIVE & BOARD UPDATES**

1. Superintendent Update

Dr. Timmis noted turf replacement at Al Ritt is progressing nicely; He just returned from chaperoning the German exchange program in Burghausen and shared some of the trip highlights. The District is recruiting students to participate in next year's exchange.

2. Board President Update - none

3. Student Representatives Update

Mischa Rafferty talked about NHS blood drives over the summer and said many NHS students are volunteering at Safety Town and are enjoying the experience.

**DEXTER COMMUNITY SCHOOLS  
BOARD OF EDUCATION MEETING MINUTES  
JUNE 26, 2023**

**G. CONSENT ITEMS**

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

- The Board of Education accepted Lauren Williams' resignation.
- The Board of Education received the May 2023 budget report.

**H. ACTION ITEMS**

1. Policy 6325 Approval

Melanie Szawara made a motion that the Board of Education approve policy 6325 - *Federal Procurement* for second reading and final approval. Jennifer Kangas seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**

2. Ratify DESPA Agreement

Brian Arnold made a motion that the Board of Education ratify the attached DESPA successor agreement. Melanie Szawara seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**

3. Ratify WWBDAMA Agreement

Melanie Szawara made a motion that the Board of Education ratify the attached WWBDAMA successor agreement. Mara Greatorex seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**

4. 2022-2023 Budget Amendment

Dick Lundy made a motion that the Board of Education approve the attached 2022-2023 Budget Amendment. Melanie Szawara seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**

5. 2023-2024 Tax Levies

Jennifer Kangas made a motion that the Board of Education authorize that 18.0000 mills be levied on non-homestead property in December 2023 and that 8.5000 mills be levied on debt on all property in December of 2023. Dick Lundy seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**

6. 2023-2024 Budget Adoption

Melanie Szawara made a motion that the proposed 2023-2024 budget be adopted. Dick Lundy seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**

7. Policies – Second Reading

Melanie Szawara made a motion that the Board of Education approve the attached policies 7540.02, 7540.03, 7540.04, 7544, 8300, 8305, 8315, and 8400 for second reading and final approval as presented. Brian Arnold seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**

8. Purchase Mandarin I Textbooks

Melanie Szawara made a motion that the Board of Education approve the purchase of 25 textbooks, 25 workbooks, and one digital teacher license for Mandarin I for a total cost not to exceed \$4,000. Dick Lundy seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**

**DEXTER COMMUNITY SCHOOLS  
BOARD OF EDUCATION MEETING MINUTES  
JUNE 26, 2023**

9. Purchase/Update Big Ideas Math  
Brian Arnold made a motion that the Board of Education approve the purchase of a seven-year license to update the Big Ideas Math digital textbooks for a total cost not to exceed \$120,000. Melanie Szawara seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**
10. ELA Curriculum  
Melanie Szawara made a motion that the Board of Education approve the adoption of *Bookworms* (Y5-2) and *Collaborative Literacy* (grades 3-4), and authorize the purchase of those curricular materials for total costs not to exceed \$350,000, with funds allocated from the DCS Designated Fund Balance for Curriculum. Jennifer Kangas seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**
11. Class Rank  
Jennifer Kangas made a motion that the Board of Education suspend the use of class rank at DHS and approve policies 5421 *Grading* and 5430 *Class Rank* for first reading as presented. Dick Lundy seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**
12. Layoff Resolution  
Dick Lundy made a motion that the Board of Education adopt the attached layoff resolution placing the following professional staff on layoff and their services discontinued effective June 30, 2023: Jacqueline Connor; Cecilia Gardner; Amanda Parker; Nolan Peterson; and Jameson Taylor. Daniel Alabré seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**
13. MASB Training  
Dick Lundy made a motion that the Board of Education reimburse costs for interested trustees and student representatives to attend up to six MASB trainings between July 1 and December 31, 2023. Melanie Szawara seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**
- I. **DISCUSSION ITEMS**
  1. SEAB Committee  
Executive Director of Instruction Ryan Bruder explained to trustees the State of Michigan requirements for Sex Education Advisory Boards including committee makeup and responsibilities. Trustees had the opportunity to ask questions. It was decided that the board will establish an ad hoc committee to determine the process for selecting SEAB members. The district will send out a first call for interest during the week of July 10th and will continue reaching out to the community in a variety of methods to ensure broad representation.
- J. **PUBLIC PARTICIPATION – none**
- K. **BOARD COMMENTS**
  1. Brian Arnold thanked the student representatives for their valuable service.



**DEXTER COMMUNITY SCHOOLS  
BOARD OF EDUCATION MEETING MINUTES  
JUNE 26, 2023**

**L. INFORMATION ITEMS**

1. Finance Minutes (6/8/2023)
2. Policy Minutes (6/15/2023)
3. Class Rank Survey Results

**M. CLOSED SESSION – none**

**N. ADJOURNMENT**

At approximately 8:34pm, President Mara Greateorex adjourned the meeting.

MINUTES/hlv

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Jennifer Kangas  
Secretary, Board of Education

Barb Santo  
Executive Director Staff & Student Services  
Dexter Community Schools  
2704 Baker Rd Dexter, MI 48130-1535

Dear Ms. Santo:

I would like to inform you that I am resigning from my position as teacher at Mill Creek Middle School, effective July 31, 2023.

Thank you for the opportunities for growth during the past two years. I have enjoyed working for Dexter Community Schools and appreciate all that the district has offered me.

Feel free to contact me by phone if you have any questions or concerns.

Sincerely,  
Ashley M. Guglielmi

A solid black rectangular box used to redact the signature of Ashley M. Guglielmi.

**David R. Sinopoli-Smith**

07/15/23

Dear Melanie Nowak and Barb Santo:

Please accept this letter as formal notice for my resignation from the Dexter Community School District as a 9th Grade Teacher effective August 4th, 2023.

I truly cannot say enough to the entire Dexter Community for welcoming me, believing in me, and encouraging me throughout my entire time working in DCS. The district is filled with incredible families and staff members, and I will forever be grateful for the many opportunities this district has provided me to grow as an educator and leader. My Mill Creek family and newly found Dexter High School family will always be in my heart, and I am to this day inspired by my friends, colleagues, and mentors.

I wish the district best of luck in their future endeavors, for I know the commitment to student-driven and competency-based approaches will help provide all stakeholders a more meaningful educational experience. I'm excited to see where the district grows from here.

  
-David Sinopoli-Smith

TO: Board of Education

FROM: Sharon Raschke, CFO

DATE: July 1, 2023

RE: **Business Meeting 2023-24**

**I. Motions referenced in Board Policy #0154**

Board policy #0154 requires that at the business meeting, the Board of Education shall designate persons authorized to act on its behalf in several areas. Each item included contains recommendations for appropriate responsible designees. These recommendations are in line with the operational design of the district. I will assure that the signatures are on record at the appropriate institutions.

**Policy # 0154, A. Depositories for school funds (M.C.L.A. 380.1221)**

- Chelsea State Bank
- Flagstar Bank
- Michigan Liquid Asset Fund Plus (MILAF+)

I recommend that these institutions be the depositories of record for the Dexter Community School District. In addition, investments will be made with institutions in accordance with Board policy and state law.

**Policy # 0154, B. Persons authorized to sign checks, contracts, agreements, and purchase orders**

**1. Checks for Accounts Payable account funded by:**

- General Fund
- Debt Retirement
- Capital Projects Funds (For bond and non-bond proceeds)
- Community Services
- Student/School Activities
- Food & Nutrition

I recommend the signatories for the Accounts Payable account be any two of the Board President, Board Treasurer, Superintendent and/or the Chief Financial Officer. These signatures may be printed by stamp, machine or hand signed.

### **3. Checks for Payroll account**

I recommend the signatories for the Payroll account be any two of the Board President, Board Treasurer, Superintendent and/or the Chief Financial Officer. These signatures may be printed by stamp, machine or hand signed.

### **4. Wires and Transfers**

I recommend that any two of the Board President, Board Treasurer, Superintendent and/or the Chief Financial Officer be authorized to transfer or wire district funds between district bank accounts and between banks for legal obligations and investments.

### **5. Contracts, agreements, and purchase orders**

#### **a. Contracts, agreements, and purchase orders**

I recommend that the Superintendent, the Executive Director of Human Resources, and the Chief Financial Officer be authorized to sign contracts, agreements and purchase orders in conducting District business.

#### **b. Promissory notes**

I recommend that the Board President and Treasurer be authorized to sign promissory notes.

### **Policy # 0154, D. Persons authorized to use the safe deposit box**

I recommend that the Dexter Community School District rent a safety deposit box, if needed, at Chelsea State Bank. I also recommend that the Superintendent and the Chief Financial Officer have access to the safety deposit box.

### **Policy # 0154, E. Fee charged to individuals who request notice of Board meetings (M.C.L.A. 15.266)**

Upon the written request of an individual, organization, firm, or corporation, and upon the requesting party's payment of a yearly fee of not more than the reasonable estimated cost for printing and postage of such notices, a public body shall send to the requesting party by first class mail a copy of any notice required to be posted pursuant to sections 5(2) to (5).

The Board of Education is required to establish this fee annually. Notices for regular board meetings, special board meetings, all committee meetings, and any changes to meetings are required to be posted.

I recommend that the Dexter Community School District set the yearly fee charged to individuals who request notice of Board meetings at \$50.

### **Policy # 0154, F. Designate an administrator/director to assume specified responsibilities of the Treasurer and/or of the Secretary**

I recommend that the Chief Financial Officer be designated to assume specified responsibilities of the Treasurer.

I recommend that the Director of Office Management and Communications be designated to assume specified responsibilities of the Secretary.

**Policy # 0154, G. Designate the Electronic Transfer Officer (ETO) (Policy [6144](#))**

I recommend that the Electronic Transfer Officer (ETO) for the Dexter Community School District be the Chief Financial Officer. The ETO may enter into an Automated Clearing House (ACH) arrangement for the district.

**II. Designation of Law Firms**

Board policy #0172 requires that at the business meeting, that the Board of Education shall designate a law firm or firms to represent the School District or Board in actions brought for or against the School District and to render other legal service for the welfare of the School District.

We have used the firm of Miller, Canfield, Paddock & Stone, PLC and for general school law, bonding issues, and property matters. In addition, we use Thrun Law Firm, PC for general school law and special education matters. We also use Eric Delaporte Law, PLLC for general school law.

I recommend that the firms of Miller, Canfield, Paddock & Stone, PLC, Thrun Law Firm PC, and Delaporte Law, PLLC, be named as the legal firms of record for the Dexter Community School District.

**III. Designation of Investment Officer**

Board policy #6144 requires that the Board of Education establish an Investment Officer to oversee the day-to-day management of School District investments.

I recommend that the Chief Financial Officer be designated the investment officer for the Dexter Community School District.

**IV. Designation of Publication of Record**

Various policies and state law require the district designate a newspaper of general circulation to publish its legal notices.

I recommend that The Sun Times News and the Dexter Community School District newsletter be designated as the legal publications of record.

TO: Board of Education

FROM: Sharon Raschke, CFO

DATE: July 1, 2023

RE: **District Memberships 2023-24**

Dexter Community Schools maintains memberships to provide particular services. I recommend that the following memberships be approved and/or renewed:

**Michigan Association of School Boards:** The organization provides in-services and information to assist school board members and school board activities.

**Annual cost: \$6,502.81**

**Michigan School Board Legal Trust Fund:** This fund is set aside to assist and protect legal actions or activities affecting school districts.

**Annual cost: \$238.00**

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. **It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.**

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

## MEMBERSHIP RESOLUTION

For the year August 1, 2023 — through July 31, 2024

### LIST ON BACK

\_\_\_\_\_ the School(s) which are under the direction of this Board of Education/Governing Body.

***(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2023-24 must be listed on the back of this form)***

DEXTER COMMUNITY SCHOOLS City/Township of DEXTER, MICHIGAN

County of WASHTENAW, of State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current *HANDBOOK* as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2023 and shall remain effective until July 31, 2024, during which the authorization may not be revoked.

### RECORD OF ADOPTION

The above resolution was adopted by the Board of Education/Governing Body of the

DEXTER COMMUNITY SCHOOLS School(s), on the 24th day of JULY, 2023, and is so recorded in the minutes of the meeting of the said Board/Governing Body.

### BOARD OF EDUCATION

(Governing Body Name)  
2704 Baker Rd

(Address)  
Dexter, MI 48130

(City & Zip Code)  
vestergaardh@dexterschools.org  
(Contact E-mail)

Board Secretary Signature  
or Designee

☐ Check if Designee



# Schools Which Are To Be MHSAA Members During 2023-24

**NOTE:** Pursuant to the MHSAA Constitution, all high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has enrollment and onsite attendance of at least 15 students, whether for grades 6 through 8 or 9, grades 7 through 8 or 9, or grades 9 or 10 through 12; and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization. To reach the 15-student minimum for middle school membership, schools may join the MHSAA at the 6th-grade level whether or not 6th-grade students participate in athletics.

- A. This Section does not require school districts to become member schools at the junior high/middle school level and does not require school districts to sponsor any interscholastic athletics for 6th-grade students.
- B. If a school district's MHSAA Membership Resolution lists a junior high/middle school as an MHSAA member school, and if the school sponsors a 6th-grade team in any sport or permits a 6th-grade student to participate with 7th- and/or 8th-grade students in any sport, then all of Regulations III and IV apply to all 6th-graders in all sports involving 6th-graders on teams sponsored by that school. If the school does not allow any 6th-graders to participate in a sport, MHSAA rules do not apply in that sport.

## Name the Member High School(s)

List separately from JH/MS even if all grades are housed in the same building.

1. DEXTER HIGH SCHOOL
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

If necessary, list additional schools for either column on a separate sheet.

## Name the Member Junior High /Middle School(s)

(member 6th, 7th and 8th-grade buildings)

List separately from HS even if all grades are housed in the same building.

1. MILL CREEK MIDDLE SCHOOL
 

Name of Member School \_\_\_\_\_  
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): 7-8  
 Provide anticipated 2023-24 7th and 8th-grade enrollment 492  
 Provide anticipated 2023-24 6th-grade enrollment 277  
 Grade levels for membership: 6 ☐ 7 ☒ 8 ☒

  1. **Yes or No (circle one)** 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.  
  
NO
2. \_\_\_\_\_
 

Name of Member School \_\_\_\_\_  
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): \_\_\_\_\_  
 Provide anticipated 2023-24 7th and 8th-grade enrollment \_\_\_\_\_  
 Provide anticipated 2023-24 6th-grade enrollment \_\_\_\_\_  
 Grade levels for membership: 6 ☐ 7 ☐ 8 ☐

  1. **Yes or No (circle one)** 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.  
  
\_\_\_\_\_
3. \_\_\_\_\_
 

Name of Member School \_\_\_\_\_  
 Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): \_\_\_\_\_  
 Provide anticipated 2023-24 7th and 8th-grade enrollment \_\_\_\_\_  
 Provide anticipated 2023-24 6th-grade enrollment \_\_\_\_\_  
 Grade levels for membership: 6 ☐ 7 ☐ 8 ☐

  1. **Yes or No (circle one)** 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.  
  
\_\_\_\_\_

TO: Board of Education

FROM: Sharon Raschke, CFO

DATE: July 24, 2023

RE: School Loan Revolving Fund-Annual Loan Activity Application 2023-24

Debt service payments on the 1998 Bonds, 2017 Building and Site and Refunding Bonds, 2021 SLRF Refunding Bonds (Taxable), and 2023 Building and Site Bonds are due each November 1 (interest payments) and May 1 (principal and interest payment). The revenue used to pay the debt service payments is collected by levying 8.5000 mills on all properties in the Dexter Community School District.

In March 2021, we refinanced all but \$1000 of our School Loan Revolving Fund. We issued the second series of the 2017 Building and Site Bonds in March 2023. By keeping the SLRF account active, we will have the flexibility to structure the next bond issue efficiently and maintain the 8.5000 mills debt levy.

The Annual Loan/Repayment Activity Application is required to be filed at this time. We will have sufficient funds on hand for the November 2023 payment. We will collect sufficient funds in 2023-24 (2023 debt levy) for the May 2024 payment. We will neither borrow nor repay but are required to submit our status to the Department of Treasury annually.

P.A. 437 of 2012 requires that we provide an annual millage recalculation to Treasury. Jesse Nelson, our financial advisor at Baker Tilly, has prepared the information. It is attached for your reference.

I recommend that you authorize the attached resolution to reflect the anticipated activity with the School Loan Revolving Fund.

AUTHORITY: Act 92, 2005, as amended  
**COMPLETION: Required**  
**Due Date: August 1, 2023**



Bureau of Bond Finance  
School Loan Revolving Fund  
430 W. Allegan  
Lansing, MI 48922

GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RACHAEL EUBANKS  
STATE TREASURER

**School Loan Revolving Fund  
Annual Loan Application  
Cover Transmittal**

**School District Name** Dexter Community School District

**District Code** 81-050

☒ **Winter Levy**    ☐ **Summer/Split Levy**

**PURPOSE:** Use this form as a cover sheet and checklist when returning your Annual Loan Activity Application. (Please check off indicated items)

☐ School Board certified resolution (with board votes recorded on page 2)

☐ Annual Loan Worksheet

☐ Copy of **Reconciled** Bank Statements

**CONTACT PERSON IF CHANGED:** Person to whom questions and correspondence concerning this application should be directed.

Name: Sharon Raschke

Title: Chief Financial Officer

E-Mail Address: raschkes@dexterschools.org

Telephone #: 734-424-4107

Fax #: 734-424-4111

**Certification:** I have reviewed the application for the purpose of assuring that borrowing from the School Loan Revolving Fund has been minimized through proper allocation of the debt levy. I certify that the information contained in this application is complete and accurate in all respects.

\_\_\_\_\_  
(Signature of Authorized Officer)  
refer to section 5 of the board resolution

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

**MAILING INSTRUCTIONS:**

Return ONE copy by August 1, 2023 to TREASURY at the above address.

Direct questions to:

Cathy Clark, Assistant Director

Telephone: 517-335-7295    Fax: 517-241-1233

**NOTE TO TREASURY: NO BORROWING OR REPAYMENT IS ANTICIPATED IN 2023-24. PROJECTIONS INDICATE FUTURE BORROWING WILL BE REQUIRED.**

For Treasury Use Only:  
Borrow (Repay)

School Bond Qualification and Loan Program  
School Loan Revolving Fund  
Bureau of Bond Finance  
Michigan Department of Treasury  
430 W. Allegan  
Lansing, MI 48922

**ANNUAL LOAN/REPAYMENT ACTIVITY APPLICATION**

For Participation in the School Bond Qualification and Loan Program

Legal Name of School District	District Code No.	County
Dexter Community School District	81-050	Washtenaw and Livingston Counties

**CERTIFICATE**

I, the undersigned, Secretary of the Board of Education, do certify hereby that the following constitutes a true and complete copy of a resolution adopted by the Board of Education of this School District, at a [regular or special] meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with Act 267 of the Public Acts of 1976 (Open Meetings Act).

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Type or Print Name of Secretary)

\_\_\_\_\_  
(Signature of Secretary)

\_\_\_\_\_  
(Type or Print Name of Treasurer, Board of Education)

\_\_\_\_\_  
(Signature of Superintendent of Schools)

**RESOLUTION**

A meeting was called to order by \_\_\_\_\_, President.

Present: Members \_\_\_\_\_

Absent: Members \_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_

and supported by Member \_\_\_\_\_

**WHEREAS:**

1. Act 92 of the Public Acts of Michigan, 2005, enacted pursuant to Article IX, Section 16, of the Michigan Constitution of 1963, provides the procedure, terms and conditions for obtaining a loan from the Michigan School Loan Revolving Fund.
2. Pursuant to Executive Order No. 1993-19, the state activities related to bond qualification and state borrowing functions for the provision of loans by the State of Michigan to school districts were transferred from the Department of Education to the Department of Treasury. The State Treasurer is responsible for prescribing the forms and procedures regarding the application for loan from the School Loan Revolving Fund.

3. This district has taken all necessary actions to comply with all legal and procedural requirements for borrowing from the School Loan Revolving Fund.

NOW, THEREFORE, LET IT BE RESOLVED THAT:

1. The district approves the estimated amount to be borrowed from or repaid to the School Bond Qualification and Loan Program and certifies the amount of qualified debt millage to be levied in accordance with the following:

Qualified bond debt millage (Tax Year 2023)	8.50	
Combined beginning balance owed to the SBLF and/or SLRF 06/30/2023		\$ 1,069.64
Estimated amount to borrow from or repay to the SBLF and/or SLRF		\$ 0.00
Estimated accrued interest		\$ 44.01
Estimated combined ending balance owed the SBLF and/or SLRF 06/30/2024		\$ 1,113.65

2. The district agrees to levy the debt millage tax as indicated above in the current tax year and to levy the debt millage tax required by law on the taxable valuation of the district for each subsequent year until all loans are repaid in full to the State of Michigan.

3. The district agrees to take actions and to refrain from taking any actions as necessary to maintain the tax exempt status of tax exempt bonds or notes issued by the State or the Michigan Finance Authority for the purpose of financing loans to school districts.

4. The district agrees to file a draw request with the State Treasurer not less than 30 days prior to the time when disbursement proceeds will be necessary in order to pay maturing principal or interest or both and to provide any other pertinent facts which may be required to be included in the request.

5. The (title of authorized officer) Chief Financial Officer is authorized and directed to file with the Department of Treasury the Annual Loan/Repayment Activity Application and any draw request documents necessary for borrowing from the SLRF.

6. In the event that the district fails to perform any actions as identified in this application or required by law, the district will submit to the State Treasurer a board approved resolution which indicates the actions taken and procedures implemented to assure future compliance.

7. The district board members have read this application, approved all statements and representations contained herein as true to the best knowledge and belief of said board, and authorized the Secretary of the Board of Education to sign this application and submit same to the State Treasurer for his review and approval.

Ayes: Members

---

Nayes: Members

---

## UNLIMITED TAX QUALIFIED BONDS

81-050

Dexter Community School District

8.50

**3. Submit this spreadsheet with the required documents prior to August 1, 2023**

TOTAL 2023 Taxable Value Subject to Debt Service =	1,696,406,136
--	---------------

# 2023 Winter Annual Loan Worksheet

7/11/2023



now joined with Umbaugh

Baker Tilly Municipal Advisors, LLC  
2852 Eyde Pkwy, Suite 150  
East Lansing, MI 48823  
(517) 321-0110  
bakertilly.com

May 15, 2023

Sharon Raschke, Chief Financial Officer  
Dexter Community Schools  
7714 Ann Arbor Street  
Dexter, MI 48130

Re: Required P.A. 437 of 2012 Annual Millage Study – Taxable Value Year 2023

Dear Sharon:

The attached schedules (listed below) present unaudited and limited information for the purpose of complying with Public Act 437 of 2012 by the appropriate officers, officials and advisors of Dexter Community Schools. The use of these schedules should be restricted to this purpose.

Page(s)

- |   |  |
|---|--|
| 2 | Taxable Value History and Growth Assumptions         |
| 3 | Required 2023 Estimated Millage Study                |
| 4 | Required 2023 Estimated Millage Study – Chart Format |

We would appreciate your questions or comments on this information and would provide additional information upon request.

BAKER TILLY MUNICIPAL ADVISORS, LLC

Jesse R. Nelson, CPA, Partner

**DEXTER COMMUNITY SCHOOLS  
COUNTIES OF WASHTENAW AND LIVINGSTON, STATE OF MICHIGAN**

**TAXABLE VALUE HISTORY AND GROWTH ASSUMPTIONS**

<u>Year</u>	<u>Taxable Value</u>	<u>Personal Property Tax Loss</u>	<u>Total Value</u>	
2023	1,696,406,136	28,855,065 [1]	1,725,261,201	6.21%
2022	1,595,569,505	28,855,065	1,624,424,570	5.19%
2021	1,517,092,986	27,139,040	1,544,232,026	3.39%
2020	1,467,217,107	26,433,519	1,493,650,626	4.53%
2019	1,403,828,573	25,159,792	1,428,988,365	5.39%
2018	1,332,417,299	23,458,494	1,355,875,793	5.10%
2017	1,267,390,387	22,650,864	1,290,041,251	3.74%
2016	1,225,539,135	17,981,794	1,243,520,929	3.48%
2015	1,201,675,830			3.41%
2014	1,162,043,625			3.56%
2013	1,122,070,648			2.66%
2012	1,092,947,510			0.44%
2011	1,088,178,418			-0.96%
2010	1,098,712,770			-3.55%
2009	1,139,135,553			-2.02%
2008	1,162,638,417			0.35%
2007	1,158,568,465			6.86%
2006	1,084,241,113			8.55%
2005	998,796,168			8.88%
2004	917,321,279			2.84%
2003	891,964,244			
5 Year Average				<u>4.94%</u>
20 Year Average				<u>3.40%</u>

[1] Assumes 2022 value.

(Subject to the attached letter dated May 15, 2023)



**DEXTER COMMUNITY SCHOOLS  
COUNTIES OF WASHTENAW AND LIVINGSTON, STATE OF MICHIGAN**

**REQUIRED 2023 ESTIMATED MILLAGE STUDY**

Final Mandatory Repayment Date		05/01/34		Winter Tax Levy							Tax Collection Factor			100%			
Taxable Value Year	Debt Service Year Ending	Revenues									Bond Issues			School Loan Revolving Fund ("SLRF")			
		Growth %	Taxable Value	PPT Reimbursement Value	PPT Millage Rate	Non PPT Millage Rate	Total Millage Rate	Tax Collections	PPT Reimbursements	Total Revenues	PPT Bond Payments [1]	Non PPT Bond Payments [2]	Total Bond Payments	Assumed Interest Rate*	Borrowing (Repayment)	Interest Expense	Balance 12/01/22
														Beginning balance			\$1,044
2022	2023	5.19%	1,595,569,505	28,855,065	6.52	1.98	8.50	\$13,562,341	\$188,135	\$13,750,476	\$10,652,491	\$3,231,031	\$13,883,522	4.11441%	\$133,046	\$43	\$134,133
2023	2024	6.21%	1,696,406,136	28,855,065	6.46	2.04	8.50	14,419,452	186,404	14,605,856	11,913,916	3,762,906	15,676,822	4.11441%	1,070,966	5,519	1,210,618
2024	2025	4.94%	1,780,208,599	28,855,065	6.52	1.98	8.50	15,131,773	188,135	15,319,908	12,008,245	3,655,231	15,663,476	4.11441%	343,568	49,810	1,603,996
2025	2026	4.94%	1,868,150,904	28,855,065	4.72	3.78	8.50	15,879,283	136,196	16,015,479	8,679,099	6,953,106	15,632,205	4.11441%	(383,274)	65,995	1,286,717
2026	2027	4.94%	1,960,437,559	28,855,065	2.32	6.07	8.39	16,437,758	66,944	16,504,702	4,188,213	10,976,831	15,165,044	4.11441%	(1,339,658)	52,941	-
2027	2028	4.94%	2,057,283,174	28,855,065	1.98	5.15	7.13	14,668,429	57,133	14,725,562	4,140,338	10,595,906	14,736,244				
2028	2029	4.94%	2,158,912,963	28,855,065	-	3.71	3.71	8,009,567	-	8,009,567	-	8,012,431	8,012,431				
2029	2030	3.00%	2,223,680,352	28,855,065	-	3.60	3.60	8,005,249	-	8,005,249	-	8,010,931	8,010,931				
2030	2031	3.00%	2,290,390,763	28,855,065	-	3.50	3.50	8,016,368	-	8,016,368	-	8,013,131	8,013,131				
2031	2032	3.00%	2,359,102,486	28,855,065	-	3.40	3.40	8,020,948	-	8,020,948	-	8,012,331	8,012,331				
2032	2033	3.00%	2,429,875,561	28,855,065	-	3.30	3.30	8,018,589	-	8,018,589	-	8,015,806	8,015,806				
2033	2034	3.00%	2,502,771,828	28,855,065	-	0.82	0.82	2,052,273	-	2,052,273	-	2,056,641	2,056,641				
Totals					28.52	39.33	67.85	\$132,222,030	\$822,947	\$133,044,977	\$51,582,302	\$81,296,282	\$132,878,584			\$174,308	\$1,044

\*SLRF interest rate as of 5/15/23.

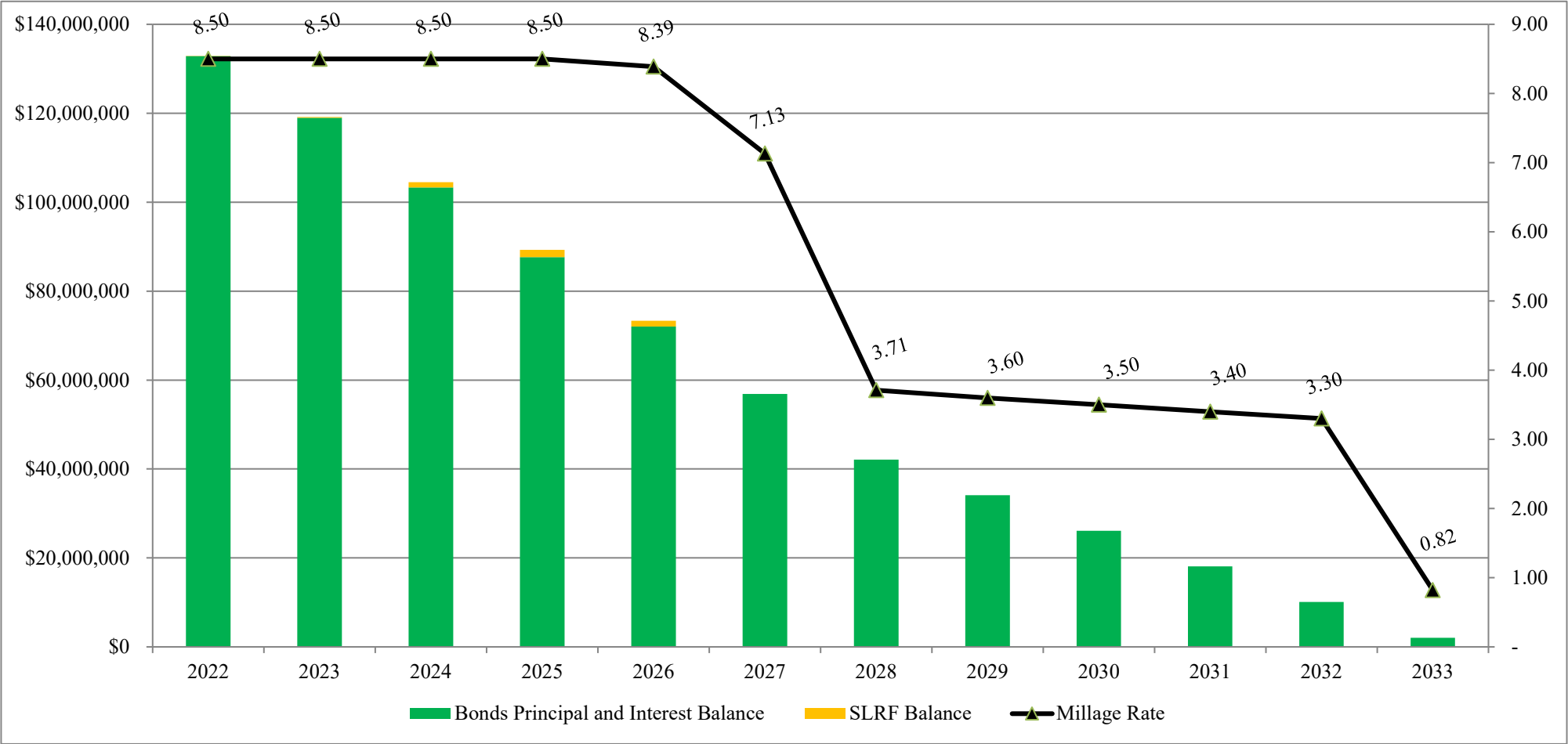
[1] Bonds approved after 1/1/15 are not subject to PPT reimbursement.

[2] Bonds approved before 1/1/15 are subject to PPT reimbursement.

(Subject to the attached letter dated May 15, 2023)

**DEXTER COMMUNITY SCHOOLS  
COUNTIES OF WASHTENAW AND LIVINGSTON, STATE OF MICHIGAN**

**REQUIRED 2023 ESTIMATED MILLAGE STUDY - CHART FORMAT**



(Subject to the attached letter dated May 15, 2023)

## DEXTER BOE STANDING COMMITTEES

### Policy Committee

The responsibilities of the Policy Committee include: reviewing and updating existing policies and bylaws on a regular schedule; reviewing potential new policies; and making recommendations to the Board on all policy issues regarding their revision and adoption. The Committee may use outside policy consultants and shall make recommendations necessary to be in full compliance with all State and Federal laws.

### Finance Committee

The responsibilities of the Finance Committee include: oversight of the annual budget preparation; reviewing and recommending the annual budget and budget amendments to the Board; reviewing District financial performance and reporting; reviewing and recommending appropriate financial policies; recommending selection of the District's auditor; working with the District's auditor on the annual audit including meeting with the auditor prior to the audit and reviewing the final Auditor's Report; and any other issues related to the financial activities and health of the District.

### Contracts and Negotiations Committee

The responsibilities of the Contracts and Negotiations Committee include developing Board priorities for the negotiating process with collectively bargained contracts. The Committee shall ensure that the full Board is informed and has the opportunity for input into determining appropriate priorities for each labor contract. Committee members may participate in negotiations as appropriate and when desirable for successful results. the Superintendent may request that the Committee review and recommend other employee or non-labor contracts when it is deemed appropriate. The Superintendent or his/her designee shall serve as the Committee Chair.

### Superintendent Evaluation Committee

The responsibilities of the Superintendent Evaluation Committee include facilitating the evaluation of the Superintendent by the Board in accordance with the Superintendent's contract, Board policies, and State law, and include meeting specified timelines.

### Facilities Committee

The responsibilities of the Facilities Committee include review and oversight of all District facilities including buildings and property. The Committee shall oversee bond proposal preparation and implementation related to construction projects, including working with architects and construction managers as appropriate. The Committee shall monitor projects, including budgets, and will oversee planning for future District needs when appropriate. The Committee will report to the Board when appropriate and make recommendations related to facilities.

## **AD HOC COMMITTEES**

Ad hoc committees may be created and changed at any time by the President, or by a majority of the members present at any meeting at which the need for a committee becomes evident, or by the Superintendent with the approval of the Board. Members of ad hoc committees shall serve until the committee is discharged.

Currently, the BOE is planning to form an Ad-Hoc Sex Education Advisory Board Process Committee at the start of the 2023-2024 school year.

## **RELEVANT POLICIES**

- [Bylaw 0155 Committees](#)
- [Bylaw 0168.3 Committee Meetings](#)



# DEXTER COMMUNITY SCHOOLS

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

## Committee Roster 2022-23

Updated August 2022

X = Chair      X = Member

<u>Committee</u>	<u>Alabré</u>	<u>Arnold</u>	<u>Bruderly</u>	<u>Greatorex</u>	<u>Kangas</u>	<u>Lundy</u>	<u>Szawara</u>	<u>Community Members</u>
Policy			<u>X</u>	X			X	
Finance	X	X			X	<u>X</u>		
Contracts & Negotiations			X	X		X		
Supt. Evaluation					<u>X</u>		X	
Facilities	X			<u>X</u>		X		Ron Darr Jerry Brand
WASB/LRN Rep.								
EFD Rep.				X				

The Superintendent is an ex-officio member of each committee.

# DECLARATION OF COMMITMENT

## BOARD OF EDUCATION

### DEXTER COMMUNITY SCHOOLS

We, the members of the Dexter Community Schools Board of Education, each July commit ourselves collectively and individually to do the following:

- A. We will devote time, thought, and study to our duties and responsibilities as Board members.
- B. We will build and maintain good relationships with each other and with the Superintendent.
- C. We will emphasize planning, policy-making, and public relations, leaving management to the Superintendent.
- D. We will prepare ourselves well for each Board meeting; keep our comments concise, organized, and clear; and listen carefully to others who have the floor.
- E. We will vote our individual convictions and avoid factionalism.
- F. We will individually refrain from deliberations and decisions on matters in which we have a vested interest or a conflict of interest.
- G. We will respect all confidential information received and refrain from disclosing opinions expressed in confidence by each other and the Superintendent.
- H. We will listen courteously to citizens, refer those with personal requests and criticisms to the Superintendent, and keep the Superintendent apprised of community concerns.
- I. We will set clear goals for the Superintendent, support him/her, and help him/her to be as effective as possible.
- J. We will belong to organizations for Board members and be active in these associations.
- K. We will establish goals for our school district and make the community aware of these goals.
- L. We will abide by the *Code of Ethical Relationships for Board of Education Members and Educational Administrators* provided by the Michigan Association of School Boards (MASB).

If one (1) of us thinks another has violated any provision of this agreement, s/he will talk with the other in an attempt to resolve the issue. If the attempt fails s/he will bring the matter to the attention of the entire Board. If any grievances arise, we will deal with them at the earliest opportunity.

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_



**DEXTER COMMUNITY SCHOOLS  
BOARD OF EDUCATION  
CONFLICT OF INTEREST DECLARATION**

I have read and do understand the Dexter Community Schools Policy and Procedures on Conflict of Interest and agree to abide by them.

Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

Please list below business relationships with DCS which contain real or potential conflicts of interest. (If none, please specify "NONE").

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Please list the names of any close relatives who are employed by the Dexter Schools.

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## ***Norms of the Dexter Board of Education***

Revised 4/28/21

### **Board Discussion**

- Wait to speak until recognized by the Board President or meeting Chair.
- Once a trustee has spoken, other trustees ought to have an opportunity to speak before the trustee speaks again.
- Keep comments concise.
- Stay on topic.
- Ask questions to seek understanding, rather than to challenge.
- Avoid side-bar conversations which are distracting to those at the table and in the room.
- Treat fellow trustees, staff and community members with respect.

### **Board Agenda**

- Plan the agenda so that discussion and business comes earlier when trustees are fresh.
- Strive for two-hour meetings.
- As a general rule, agenda items—except for routine matters—should first appear as *Discussion* items before coming to the Board for *Action*.
- Any trustee who would like to see an item placed on the agenda, should contact the Board President or Superintendent.
- If a trustee would like a *Consent* or *Action* item moved to *Discussion*, the item will be moved except for extenuating circumstances.
- Continue providing committee updates.

### **Meeting Minutes**

- Any corrections to Board of Education meeting minutes should be submitted to the Superintendent's Assistant by 9:00 am the day of the meeting. If the requested correction is substantial, the Board President will resolve the issue and the amended minutes will be presented at the meeting for Board approval.

### **Public Comment**

- A podium will be provided for public comment and presentations.
- The Board President should appropriately acknowledge commenters, but will not engage in discussion.
- Trustees should refrain from speaking during public comment.
- At the conclusion of public comment, the Board President may provide clarification on topics--or ask the Superintendent to set the record straight--if misinformation has been shared during the public comment section of the meeting.



- Meeting Minutes will include commenter's name and topic, but not a summary of thoughts expressed.

### *School and Community Group Presentations*

- Those presenting to the Board should be provided with time parameters, preferably keeping presentations to ten minutes or less.
- There should be no more than two presentations per meeting.
- Trustees should be sensitive when asking questions of presenters, but may ask questions for clarity.
- Everyone who presents before the Board should leave the meeting feeling valued.

### *E-mail and Electronic Communication*

- Board members must not use email, texting, instant messaging and other electronic forms to communicate with each other, or members of the public, during board or committee meetings.
- Trustees should make sure that they are able to receive community e-mail messages sent through the district website.
- Refrain from sending intra-Board e-mail messages to avoid accusation of deliberation outside of public meetings.
- Best practice is to send e-mail messages to the Superintendent's Assistant and to be forwarded to the Board and Superintendent.
- The Board President or Acting President will respond to e-mail and correspondence sent to the Board as a whole.
- Trustees who choose to respond to e-mail or correspondence must make it clear that they are not speaking for the Board. Only the President or Acting President may speak for the Board.

### *Board Decisions*

- Board decisions should take place in an open, transparent fashion at a posted public meeting, with an opportunity for all trustees to have input during deliberation.
- Once a vote has been taken, all trustees should support the decision.

---

Board Member

---

Date

## ***Social Media Guidelines for School Board Members***

Adapted from TASB School Law eSource

Revised 4/28/21

Many School Board members are active users of social media, including online platforms like Facebook and Twitter, blogs and personal websites. When communicating online about school district business, Board members ought to follow best practices. Consider the following guidelines when using social media as public officials.

### ***Clarify that you are communicating about school district business as an individual member of the Board, not as an official district spokesperson.***

When community members hear from Board members, they often assume that these trustees are speaking for the Board and the district. They do not distinguish between a single Board member's musings, and Board policy and District direction. It must be clear that the official spokesperson for the Board is the President, and the official spokesperson for the district is the Superintendent.

### ***Deliberating with a quorum of the Board about school district business violates the Open Meetings Act.***

A message sent to an internet-based group whose membership is unknown could constitute a deliberation and a meeting under OMA. Board members should not use online communications as a vehicle for communicating with each other outside of meetings. In addition to the risk of an OMA violation, such communication undermines good working relationships, and the purpose of open meetings.

### ***Direct complaints or concerns presented online to the appropriate administrator.***

When a community member approaches a Board member with a concern, in person or online, the Board member ought to direct the person to an appropriate administrator and/or encourage them to access the "Let's talk" link or other function on Dexter's website. This maintains chain-of-command and separates "management," which is the work of administration, from "governance," which is the work of the Board.

### ***Avoid posting content that indicates you have already formed an opinion on pending matters.***

When an issue is presented to the Board of Education it is with the understanding that the Board will sit as a deliberative body and operate with due process. Social media posts by a Board member expressing an opinion on a pending matter may be considered evidence of bias or prejudgment and call into question the validity of Board action.

***Ask for community input to be provided through appropriate channels and do not allow your social network to direct your decisions as a trustee.***

Soliciting input from the community is part of the district’s communication strategy. Yielding governance decisions to social networks may violate local policy, Board norms, ethics, and, in some instances, the law.

***Only post content that the district has already been released to the public.***

In light of the sensitivity of many school district matters and the risk of inadvertent disclosure of confidential material, a trustee should limit the use of social media to sharing content already released to the public by the District.

***When attempting to restate what happened at a previous Board meeting, clarify that the posting is not an official record of the meeting and share information only from the open portions of the meeting.***

The minutes are the official record of the meeting. When describing what took place at a Board meeting, remember to honor the vote of the Board. Whether in the minority or the majority, once the motion is approved, the Board has spoken and policy has been enacted. It is particularly destructive to use social media to vent about a contentious decision.

***Retain electronic records—including your own posts and content others post to your account—when required to do so by district’s records retention policy.***

Generally speaking, posts about school district business ought to be retained if the content goes beyond simply sharing existing district information—like a link to the website—or routine correspondence—date/time/location of an upcoming Board meeting.

---

Board Member

---

Date

## Facilities Committee Minutes

**Date:** Thursday, June 29, 2023

**Project:** Update on Series 2 work

**Location:** Bates School

**Time:** 10:30am

**Attendees:**

Board Committee Members: Daniel Alabre, Mara Greateorex

Staff Committee Members: Sharon Raschke, Craig McCalla, Chris Timmis

Community Committee Members: Jerry Brand

Others Present: Greg Brand

**A. Call to Order:** 10:38 am

**B. Approve Agenda:**

- a. Motion - Moved by Jerry Brand. Second by Daniel Alabre; Motion passed

**C. Approve Minutes:**

- a. Motion - Moved by Jerry Brand. Second by Daniel Alabre; Motion passed

**D. Public Participation:** NA

**E. Action/Discussion:**

- a. Update status of series 2 bond work
  - i. Allowance for building controls - discussion of change order for W.J. O'Neil Company
  - ii. Facility committee has been notified and agrees with moving forward with the W.J. O'Neil Company change order per the quote of \$383,677.75.
  - iii. boiler replacements happening at Creekside and Wylie
  - iv. roof top equipment is being set this summer
  - v. chiller and cooling tower to be installed after cooling season 2023
- b. Update status of track and turf renovation
  - i. Turf is scheduled to be completed by July 6th, 2023
  - ii. Track is scheduled to be completed by July 29th, 2023
- c. Update Mill Creek emergency repair status
  - i. The Mill Creek roof was repaired but there are many items that need to be fixed before final completion is accepted
  - ii. DCS is working with Granger on getting all punch list items completed

**F. Public Participation:** NA

**G. Adjournment:** 11:20 AM



# DEXTER COMMUNITY SCHOOLS

## COMMUNICATIONS SURVEY

June 2023

### **SUMMARY**

On May 31, DCS invited district staff, students, and families, as well as the general community, to provide feedback on District communications. This request was distributed via email to 6,900 email addresses, on the DCSD app, and shared on social media. The format was an anonymous four-question Google poll with simple demographics. We received 1,227 responses with the vast majority being from parents.

Communications tools families currently utilize are (in order of frequency) District Emails, Teacher Emails, District Texts, Automated Phone Calls, Building Emails, PowerSchool and/or Canvas, the Website, the DCSD App, and Calendar Notifications.

Respondents' most preferred methods of communication were user-generated notifications (PowerSchool, Canvas, etc.); District Emails; Teacher Emails. Most respondents were satisfied with the length and frequency of emails, but around ~21% would like shorter emails and ~17% would like less frequent emails.

93% of respondents feel they are receiving all the basic information needed; 51% of respondents overall feel they get almost everything they need. 7% indicated they are missing important information.

36% of respondents chose "none needed" when asked which topics they'd like to receive more information about. Of the 64% who indicated they'd like more information, the most common topics were:

- Calendar & Special Events – 61%
- Curriculum – 47%
- Learning Support – 41%

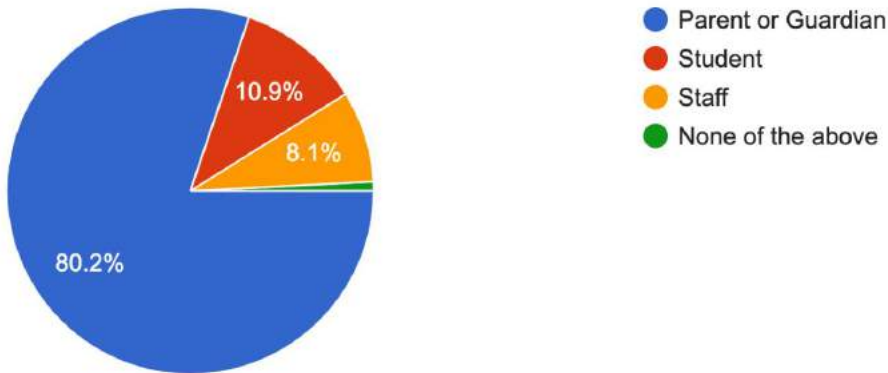
Based on this feedback, District Communications goals for this year include (but aren't limited to):

- Sharing with staff key topics and streamlined formatting for emails, including best practices;
- Coordinating email scheduling to reduce number and frequency of emails where possible;
- Switching the DCS App to provide a comprehensive, easily accessible reference for families and staff with more customizable options and the ability to opt out of certain types of messages;
- Increasing communication about athletics, Community Education, and other extracurricular activities;
- Ensuring building calendars are up to date;
- Explaining to families how to set up calendar notifications and promoting their use;
- Continuing to watch for and support families who appear to be missing critical information.

## RESPONDENT ROLES

Your primary relationship to DCS: (pick one)

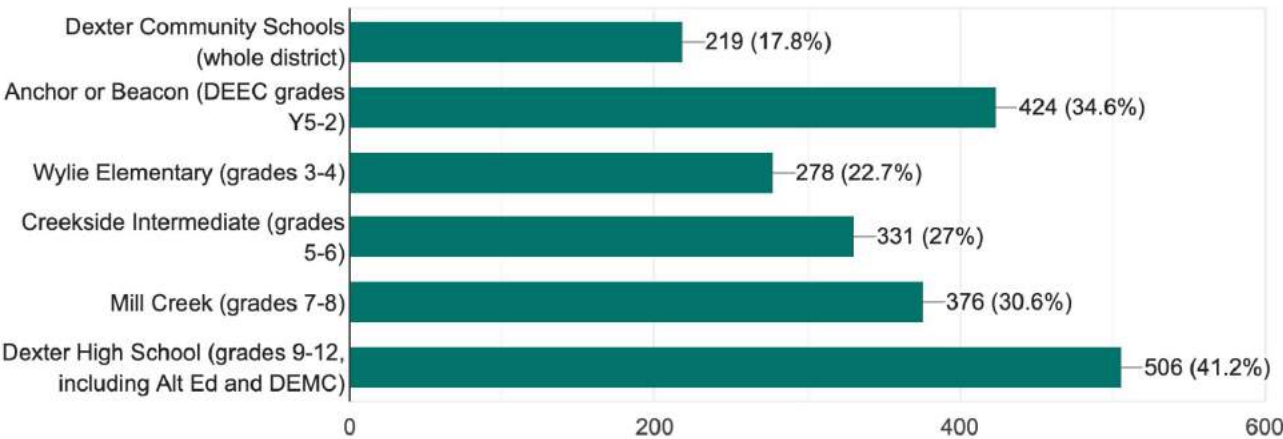
1,227 responses



## BUILDING AFFILIATIONS

Your building relationships with DCS: (check all that apply)

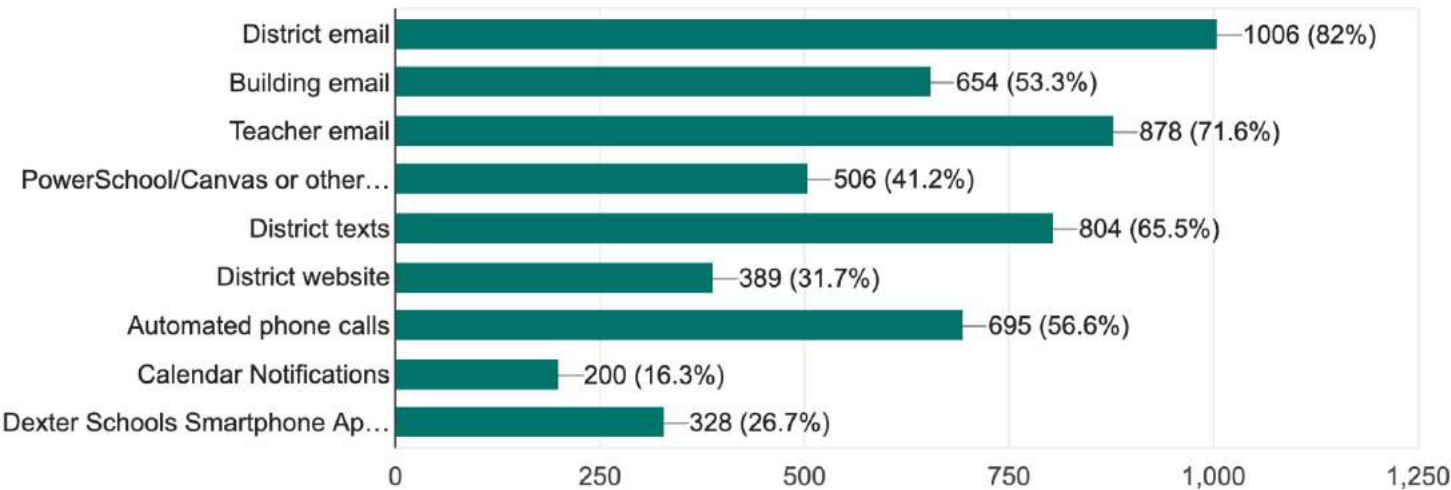
1,227 responses



CURRENT COMMUNICATIONS TOOL USAGE

Which DCS Communications Tools Do You Use Regularly? (check all that apply)

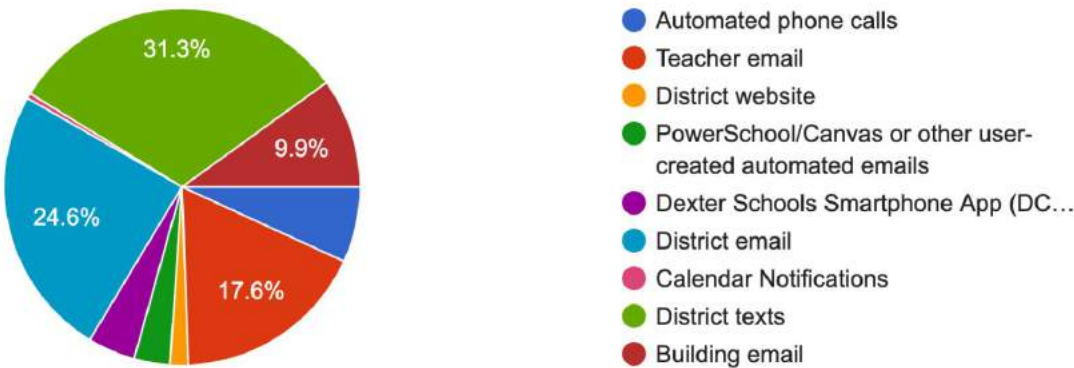
1,227 responses



PREFERRED COMMUNICATIONS TOOLS

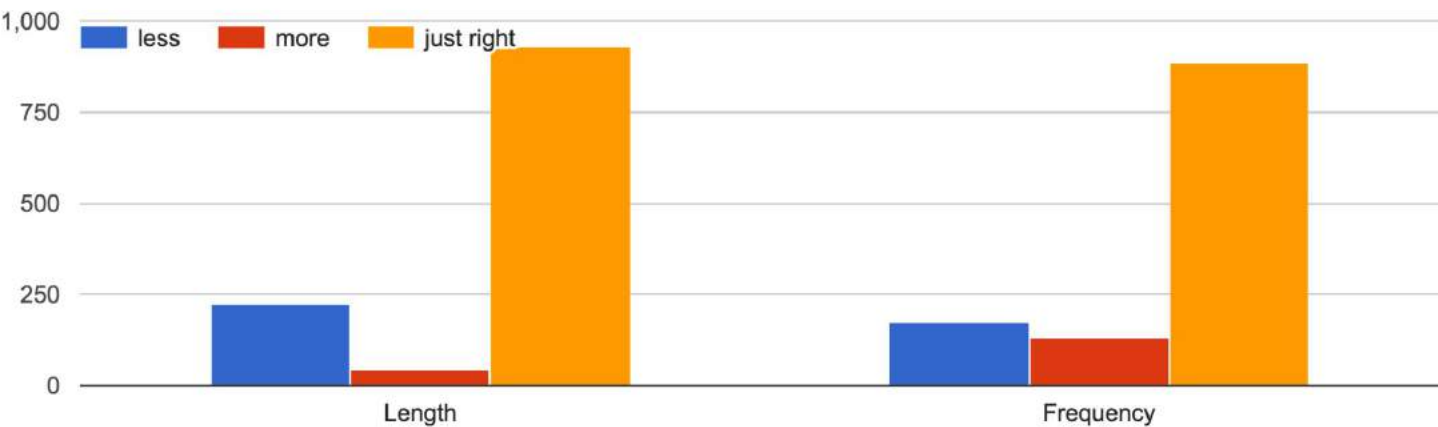
Which DCS Communications Tool Is your FIRST Choice for information? (pick one)

1,227 responses



## FORMATTING EFFICACY

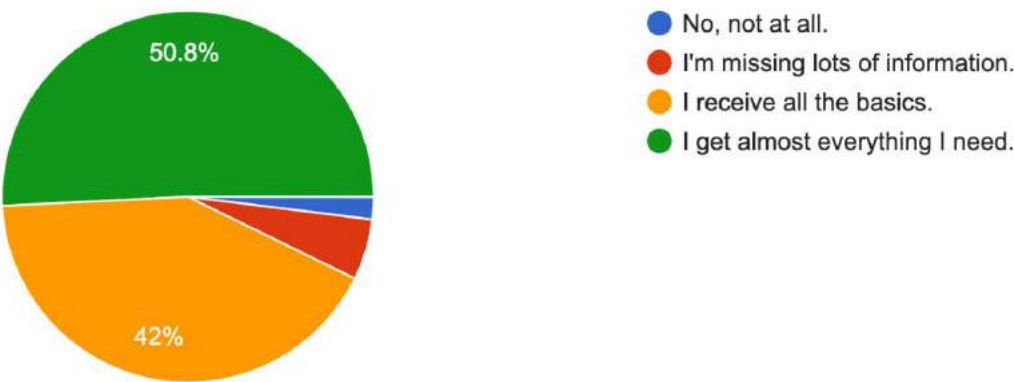
How can we improve the emails we send out?



## OVERALL EFFICACY

Do you feel like you have the information you need to support your student(s)? (choose one)

1,227 responses





## **IS THERE A TOPIC YOU WOULD LIKE TO RECEIVE MORE INFORMATION ABOUT?**

786 respondents indicated they would like more information on the following topics:

- Calendar & Special Events – 61% of people who want more info
- Curriculum – 47% of people who want more info
- Learning Support – 41% of people who want more info

Additional Requests (fewer than 10 per item):

- More info about music program events
- More info about attendance
- More info about sports events & opportunities
- More info about extracurricular opportunities
- More info about scheduling
- More info about ongoing student progress
- More info about Community Education
- More info about late buses
- Chain of command for sharing concerns
- Board of Education topics; district administration

There were a handful of comments/requests (<15) that were personally identifiable or irrelevant to this survey that are not being cataloged here.



**OPENINGS  
FOR  
YOUNG 5-  
11TH GRADE  
STUDENTS**

**SCAN HERE  
TO APPLY!**



**DEXTER COMMUNITY SCHOOLS IS ACCEPTING**

# **SCHOOLS OF CHOICE APPLICATIONS**



**APPLY BETWEEN  
JULY 24 & AUG 4, 2023**

**FOR MORE INFO, PLEASE  
CALL 734-424-4102**

**OR VISIT  
[www.dexterschools.org/  
district/choice](http://www.dexterschools.org/district/choice)**