

# **BOARD OF EDUCATION MEETING PACKET**

**January 22, 2024**

**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.*

## MEETING AGENDA

### A. CALL TO ORDER

1. Roll Call

### B. MEETING MINUTES (12/11/2023)

### C. APPROVAL OF AGENDA

### D. SCHOOL PRESENTATIONS

1. BOE Recognition Month
2. ~~Shining Shooting Star~~–Kalli Nowitzke
3. ~~Creekside Market Day~~ **Postponed**

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

### F. ADMINISTRATIVE & BOARD UPDATES

1. Superintendent
  - a. Transportation Update
  - b. Multigenerational Center Update
2. Board President
3. Student Representatives

### G. CONSENT ITEMS

1. December Budget Report
2. Personnel - Retirements

### H. ACTION ITEMS

1. Policies - First Reading
2. Approve Trustee Training
3. Approve Signatories
4. DHS Course Name Change
5. Rezoning Request
6. Approve School Calendar
7. Series 2 Bond Work

### I. DISCUSSION ITEMS

1. Quarterly Financial Narratives

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

### K. BOARD COMMENTS

### L. INFORMATION ITEMS

1. Finance Minutes 12/6/2023 (draft)
2. Multigenerational Community Center Minutes 12/15/2023 (draft)
3. Policy Minutes 12/18/2023 (draft)
4. SEAB Minutes 12-20-2023

### M. CLOSED SESSIONS

1. Superintendent Evaluation *per MCL 15.268(a)*

### N. ADJOURNMENT

---

## CALENDAR

\*February 5, 2024 - Board Meeting - 7:00pm Bates Boardroom

\*February 26, 2024 - Board Meeting - 7:00pm Bates Boardroom

---

***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 OF EDUCATION MEETING NOTES**  
**JANUARY 22, 2024**

**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 December 11, 2023 as presented/amended."

**C. 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. BOE Recognition Month

January is National Board of Education Recognition Month. Dr. Timmis will share tokens of appreciation for the Board from buildings and programs.

2. Shining Star

DHS Special Education Teacher Kalli Nowitzke will be recognized for her stellar work.

3. Creekside Market Day

Creekside staff will share a presentation on their second annual Market Day.

**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

- a. Transportation Update

- b. Multigenerational Community Center Update

2. Board President

3. Student Representatives

**G. CONSENT ITEMS**

Consent items are typically approved in bulk.

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

**BOARD OF EDUCATION MEETING NOTES**  
**JANUARY 22, 2024**

1. December Budget Report

Your packet includes summary financial information for the month of December.

- \* *If separated, an appropriate motion might be, "I move that the Board of Education receive the November 2023 budget report."*

2. Personnel - Retirements

Your packet contains retirement letters from two DCS professional staff.

- \* *If separated, an appropriate motion might be, "I move that the Board of Education acknowledge the retirements of Angela Chea and Chad Wiltrakis, effective at the end of this school year."*

**H. ACTION ITEMS**

1. Policies - First Reading

Your packet includes draft policies requiring updates to match recent legislative changes. These were reviewed and discussed by the policy committee at their December 18, 2024 meeting. At that meeting, the policy committee discussed moving to Thrun as a policy provider as soon as it's feasible.

It will be most efficient for the Board to adopt the Thrun employment policies at this time rather than adopting the NEOLA versions now and then the Thrun versions when that transition happens within a few months. The committee has recommended the following action:

- Adopt updates to current policies (bylaws) 0122 and 0131.1.
- Rescind current policies 3130, 3139 **now** and **3142 effective 7-1-2024** to allow adoption of Thrun policies on the same subjects.
- Adopt policies T-4108, T-4207, T-4407, and T-4408 effective immediately.
- Adopt policies T-4402, T-4403, T-4405, T-4409, and T-4503 effective July 1, 2024.

These policies are presented for action this evening. There are four separate motions for clarity.

- \* An appropriate motion might be, "I move that the Board of Education approve policies 0122 and 0131.1 for first reading."
- \* An appropriate motion might be, "I move that the Board of Education approve rescission of policies 3130, 3139, and 3142 for first reading."
- \* An appropriate motion might be, "I move that the Board of Education approve policies T-4108, T-4207, T-4407, and T-4408 for first reading."
- \* An appropriate motion might be, "I move that the board of Education approve policies T-4402, T-4403, T-4405, T-4409 and T-4503 (all effective July 1, 2024) for first reading."

**BOARD OF EDUCATION MEETING NOTES**  
**JANUARY 22, 2024**

2. Approve Trustee Training  
The District encourages Board of Education trustees to take board certification classes and other educational seminars on school governance. The state is currently reimbursing districts up to \$99 per course for trustee attendance at qualified trainings.
  - \* An appropriate motion might be, "I move that the Board of Education approve funding for interested trustees to take up to six CBA courses between now and June 30, 2024, including registration fees and associated travel, lodging, and meal costs."
3. Approve Signatories  
Your packet contains a memo and recommendation regarding updating the authorized signatories for the District.
  - \* An appropriate motion might be, "I move that the Board of Education authorize CFO Christie Beuche and Senior Project Manager Sharon Raschke as signatories on the accounts and responsible for the duties outlined in the attached memo."
4. DHS Course Name Change  
The packet includes a summary from Executive Director of Instruction Ryan Bruder regarding a proposed course name change for IB Theater, effective Fall 2024. This is a clerical change; there is no material change to the content of the course.
  - \* An appropriate motion might be, "I move that the Board of Education approve the renaming of *IB Theatre* to *IB Theater SL* and *IB Theatre HL*, effective Fall 2024."
5. Rezoning Request  
In preparing to sell district property located at 2505 Baker, which was zoned residential when it was purchased in 2013, the District discovered that sometime during the intervening years, the City rezoned the property as public facilities. While DCS believes this was in error, the City has informed the District that we must complete the rezoning petition process which would take 6-9 months. Additional details are available in the attached letter. The District would like to formally request that the City expedite the zoning process to reduce financial harm to the District.
  - \* An appropriate motion might be, "I move that the Board of Education approve the attached letter to the City of Dexter regarding property at 2505 Baker Rd."
6. Approve School Calendar  
Your packet contains the 2024-2025 school year calendar which was recently ratified by the Dexter Education Association and needs to be approved by the Board. This item is presented for action tonight.
  - \* An appropriate motion might be, "I move that the Board of Education approve the attached 2024-2025 school year calendar."

**BOARD OF EDUCATION MEETING NOTES**  
**JANUARY 22, 2024**

7. Series 2 Bond Work

This evening's packet includes presentation slides regarding the following Series 2 Bond projects, including:

- DHS Pool and Wylie Pool
- DHS Sprinkler Replacement
- Creekside Temperature Controls Replacement
- Creekside Windows & Shades Replacement
- DHS and Mill Creek Door Replacement
- Wylie Service Service Replacement
- DHS Flex Space Renovations
- Jenkins ECLC Roof Replacement

The facility committee will be meeting Monday, Jan. 22nd at 5:30pm to discuss bids. The bids summary and recommendations will be shared and discussed at the board meeting in order for the board to vote.

\* **An appropriate motion might be, "I move that the Board of Education approve eight separate contracts as outlined in the attached recommendation from Granger dated 1-22-2024."**

**I. DISCUSSION ITEMS**

1. Quarterly Financial Narratives

Your packet includes a financial update and narrative report. Financial updates to the Board are provided at the close of November, March, May, and June each year. This report is through November 30th, 2023. Included with this financial update is a compilation of individual financial narratives that were prepared by the administrators, program directors, and department managers. This item is presented for discussion only this 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. Finance Minutes 12/6/2023 (draft)
2. Multigenerational Community Center Minutes 12/15/2023 (draft)
3. Policy Minutes 12/18/2023 (draft)
4. SEAB Minutes 12-20-2023

The Board has one closed session this evening.



**BOARD OF EDUCATION MEETING NOTES**  
**JANUARY 22, 2024**

- \* An appropriate motion might be, "I move that the Board of Education move into closed session for the purpose of discussing the Superintendent's evaluation."

**M. CLOSED SESSION**

- 1. Superintendent Evaluation - *per MCL 15.268(a)*

**N. ADJOURNMENT**



**DEXTER COMMUNITY SCHOOLS  
BOARD OF EDUCATION MEETING MINUTES  
DECEMBER 11, 2023**

**A. CALL TO ORDER – 7:01pm**

1. Roll Call

**Members Present:** Daniel Alabré, Elise Bruderly, Mara Greateorex, Jennifer Kangas, Dick Lundy, Melanie Szawara;  
Student Representative Marty Watson

**Members Absent:** Brian Arnold; Student Representative Mischa Rafferty

**Administrative & Supervisory Staff:** Christie Bueche, Ryan Bruder, Barb Leonard, Craig McCalla, Melanie Nowak, Sharon Raschke, Chris Timmis, Hope Vestergaard

**DEA:** Jessica Baese

**WWBDAMA:** Paul Brown

**Guests:** Emily Xu, John Sikora, Angel Sikora, Vivian Hoffman, Ben Hoffman, Bill Dubuque, Todd Mitchell, Girls Varsity Field Hockey Team, Keely Tamer, et al.

**Press:** none

**B. MEETING MINUTES**

Elise Bruderly made a motion to approve the meeting minutes from 11/20/2023 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. Jennifer Kangas seconded the motion. **Motion Carried (unanimous).**

**D. SCHOOL PRESENTATIONS**

1. Field Hockey Recognition

The Board of Education recognized the Girls Varsity Field Hockey team for their Division 2 State Championship this year. Nine members of the DHS band heralded the team by playing the school fight song. This highly accomplished team's achievements include:

- State division champions for four out of the last five years;
- 5 players on the All-SEC team;
- 6 players received All-State Academic honors;
- 6 SEC Senior Scholar Athletes;
- 4 1st Team All-State players and 4 2nd Team All-State players;
- 2 MHSFCA Dream Team players;
- 1 SEC Sportsmanship Award;
- Head Coach Keely Tamer was honored as the All SEC Coach of the year.

Board President Mara Greateorex congratulated the players and their coaches: Head Coach Keely Tamer and Assistant Coaches Amy Binder, Nikki Calloway, and Joy Hook.

**DEXTER COMMUNITY SCHOOLS  
BOARD OF EDUCATION MEETING MINUTES  
DECEMBER 11, 2023**

2. Shining Star

This planned recognition was postponed until a future meeting.

**E. PUBLIC PARTICIPATION**

1. John Sikora shared his family's experiences with bullying.

**F. ADMINISTRATIVE & BOARD UPDATES**

1. Superintendent Update

Dr. Timmis shared:

- The three no-transport forums had attendance of 40, 35, and 40 people each; Principal for Operations Craig McCalla shared some of the forum feedback and noted some of the plan tweaks the District is exploring to improve the proposed plan, including: the possibility of earlier drop-offs, additional short runs for Y5-4 to group stops so that the youngest students don't have to cross Baker, Dexter Ann Arbor, or Main St; creative ways to hire more drivers including referral bonuses. The timeline is currently pending until the District is able to test some of these options.
- Multigenerational Community Center funds should be available sometime in February; the District can't enter into an agreement until that time but admin are doing the prep work in order to be ready at that time; Senior Project Manager Sharon Raschke will be meeting with the Senior Center facility committee and the Senior Center Board this week; three community center forums with the general public have been scheduled and there will be an additional forum for seniors at the Senior Center. Additional grant applications are still pending.

2. Board President Update - none

3. Student Representatives Update

Student Representative Marty Watson shared that the Drama Club is starting work on their production of Frozen; winter sports are starting off hot, especially basketball; NHS is holding a blood drive at DHS this week; the choir Madrigal Dinner is December 15; other music performances are happening this week and next; February 28th, DHS is hosting a Polar Plunge to raise money for Special Olympics.

**G. CONSENT ITEMS**

1. Elise Bruderly made a motion that the Board of Education receive the November budget report. Melanie Szawara seconded the motion. **Motion Carried (unanimous).**

**H. ACTION ITEMS**

1. New Courses Approval

Melanie Szawara made a motion that the Board of Education approve the following new courses for inclusion in the DCS Comprehensive Course Catalog: Anatomy and Physiology 2, Chemistry of Cooking, IB Computer Science SL/HL

**DEXTER COMMUNITY SCHOOLS  
BOARD OF EDUCATION MEETING MINUTES  
DECEMBER 11, 2023**

and Mandarin 2. Elise Bruderly seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**

2. Approve SEAB Bylaws

Jennifer Kangas made a motion that the Board of Education approve the Sex Education Advisory Board Bylaws. Melanie Szawara seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**

3. Schools of Choice Slots for Fall 2024

Melanie Szawara made a motion that the Board of Education offer thirty slots for the DHS IB Diploma Programme (ten in 9th grade, ten in 10th grade, and ten in 11th grade) plus a minimum of one student in each grade level from Young 5 through 8th grade, as well as at least one slot for the Virtual School and one slot for the Early Middle College for the 2024-2025 school year. Jennifer Kangas seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**

4. November Budget Amendment

Dick Lundy made a motion that the Board of Education adopt the November 2023-2024 Budget Amendment Resolutions [for the General Fund, Community Service Fund, Student/School Activity Fund, and the Food Services Fund]. Daniel Alabr  seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**

5. Name MAISL Alternate Director

Melanie Szawara made a motion that the Board of Education designate Christie Bueche as the Alternate Director to the MAISL Joint Risk Management Trust. Jennifer Kangas seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**

I. **DISCUSSION ITEMS – none**

J. **PUBLIC PARTICIPATION – none**

K. **BOARD COMMENTS – none**

L. **INFORMATION ITEMS**

1. Finance Minutes 10/16/2023
2. Multigenerational Center Committee Minutes 10/11/23 and 10/26/2023
3. Nice Job Notes - September 2023

At approximately 8:10 pm, Elise Bruderly made a motion that the Board of Education move into closed session following a three-minute break, for the purpose of discussing negotiations. Jennifer Kangas seconded the motion. **Roll Call Vote (unanimous).**

**DEXTER COMMUNITY SCHOOLS  
BOARD OF EDUCATION MEETING MINUTES  
DECEMBER 11, 2023**

**M. CLOSED SESSION**

1. Negotiations *per MCL 15.268(c)*

At approximately 8:41pm, the Board returned to open session.

At approximately 8:42pm, Daniel Alabré made a motion that the Board of Education move into closed session for the purpose of discussing attorney-client privileged information.

2. Attorney-Client Privileged Information *per MCL 15.268(h)*

At approximately 9:23pm, the Board returned to open session.

**N. ADJOURNMENT**

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

MINUTES/hlv

---

Jennifer Kangas  
Secretary, Board of Education



# Board Monthly Financial Report

Fiscal Year to Date 12/31/23

Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
<b>Fund(COA) 11 - General Fund</b>							
Account Type <b>Revenue</b>							
Function Code <b>R100 - Local Sources - 100</b>							
	6,487,345.00	177,987.79	495,411.36	.00	5,991,933.64	8	492,408.96
Function Code <b>R100 - Local Sources - 100 Totals</b>	\$6,487,345.00	\$177,987.79	\$495,411.36	\$0.00	\$5,991,933.64	8 %	\$492,408.96
Function Code <b>R200 - Non-Education Sources - 200</b>							
	.00	.00	.00	.00	.00	+++	.00
Function Code <b>R200 - Non-Education Sources - 200 Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Function Code <b>R300 - State Sources - 300</b>							
	38,283,196.00	3,259,365.81	10,573,385.09	.00	27,709,810.91	28	9,037,792.80
Function Code <b>R300 - State Sources - 300 Totals</b>	\$38,283,196.00	\$3,259,365.81	\$10,573,385.09	\$0.00	\$27,709,810.91	28 %	\$9,037,792.80
Function Code <b>R400 - Federal Sources - 400</b>							
	1,099,130.00	.00	900.00	.00	1,098,230.00	0	628.00
Function Code <b>R400 - Federal Sources - 400 Totals</b>	\$1,099,130.00	\$0.00	\$900.00	\$0.00	\$1,098,230.00	0 %	\$628.00
Function Code <b>R500 - ISD / Other Sources - 500</b>							
	6,286,069.00	2,050,692.82	3,070,571.50	.00	3,215,497.50	49	2,459,237.59
Function Code <b>R500 - ISD / Other Sources - 500 Totals</b>	\$6,286,069.00	\$2,050,692.82	\$3,070,571.50	\$0.00	\$3,215,497.50	49 %	\$2,459,237.59
Function Code <b>R600 - In from other Funds - 600</b>							
	402,545.00	5,507.40	158,042.18	.00	244,502.82	39	128,116.19
Function Code <b>R600 - In from other Funds - 600 Totals</b>	\$402,545.00	\$5,507.40	\$158,042.18	\$0.00	\$244,502.82	39 %	\$128,116.19
Account Type <b>Revenue Totals</b>	\$52,558,285.00	\$5,493,553.82	\$14,298,310.13	\$0.00	\$38,259,974.87	27 %	\$12,118,183.54
Account Type <b>Expense</b>							
Function Code <b>100 - Instruction</b>							
Sub Function Code 110 - Basic Functions - 110	24,971,236.00	4,253,141.07	9,901,348.88	16,551.42	15,053,335.70	40	9,202,786.15
Sub Function Code 120 - Added Needs - 120	7,122,240.00	930,685.36	2,596,774.72	8,932.82	4,516,532.46	36	2,585,920.33
Function Code <b>100 - Instruction Totals</b>	\$32,093,476.00	\$5,183,826.43	\$12,498,123.60	\$25,484.24	\$19,569,868.16	39 %	\$11,788,706.48
Function Code <b>200 - Supporting Services</b>							
Sub Function Code 210 - Support Services-Pupil - 210	6,318,675.00	1,025,131.33	2,328,886.35	132,655.90	3,857,132.75	37	2,122,520.57
Sub Function Code 220 - Support Services-Instructional - 220	2,745,768.00	388,271.76	1,504,567.13	20,562.20	1,220,638.67	55	1,553,369.56
Sub Function Code 230 - Support Services-Administration - 230	830,966.00	92,498.98	364,618.80	285.50	466,061.70	44	440,633.81
Sub Function Code 240 - Support Services-School Admin - 240	2,941,349.00	510,879.52	1,358,169.07	500.00	1,582,679.93	46	1,260,204.00
Sub Function Code 250 - Support Services-Business - 250	912,353.00	234,277.68	483,177.64	.00	429,175.36	53	366,137.27
Sub Function Code 260 - Operations and Maintenance - 260	5,416,610.00	779,240.16	2,815,634.84	250,384.68	2,350,590.48	52	2,351,513.23
Sub Function Code 270 - Pupil Transportation - 270	1,781,479.00	317,565.15	863,662.27	36,925.57	880,891.16	48	830,099.09
Sub Function Code 280 - Support Services-Central - 280	677,288.00	96,243.66	314,505.51	15,900.00	346,882.49	46	322,882.94
Function Code <b>200 - Supporting Services Totals</b>	\$21,624,488.00	\$3,444,108.24	\$10,033,221.61	\$457,213.85	\$11,134,052.54	46 %	\$9,247,360.47
Function Code <b>300 - Community Services</b>							
Sub Function Code 320 - Community Recreation - 320	208,023.00	33,001.08	139,161.14	44,288.41	24,573.45	67	111,651.83
Sub Function Code 330 - Community Activities - 330	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 350 - Care of Children - 350	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 360 - Welfare Activities - 360	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 370 - Non Public School Pupils - 370	7,840.00	950.00	950.00	.00	6,890.00	12	945.80
Sub Function Code 390 - Other Community Services - 390	.00	.00	.00	.00	.00	+++	.00
Function Code <b>300 - Community Services Totals</b>	\$215,863.00	\$33,951.08	\$140,111.14	\$44,288.41	\$31,463.45	65 %	\$112,597.63
Function Code <b>400 - Facilities Construction &amp; Other Payments or Adjustments</b>							
Sub Function Code 400 - Other Government Agencies - 400	.00	.00	.00	.00	.00	+++	.00
Function Code <b>400 - Facilities Construction &amp; Other Payments or Adjustments Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Function Code <b>500-600 - Other Financing Uses</b>							



# Board Monthly Financial Report

Fiscal Year to Date 12/31/23

Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Sub Function Code 500 - Debt Service - 500	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 600 - Fund Modifications - 600	1,421,535.00	.00	.00	.00	1,421,535.00	0	.00
Function Code <b>500-600 - Other Financing Uses</b> Totals	<b>\$1,421,535.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,421,535.00</b>	<b>0 %</b>	<b>\$0.00</b>
Account Type <b>Expense</b> Totals	<b>\$55,355,362.00</b>	<b>\$8,661,885.75</b>	<b>\$22,671,456.35</b>	<b>\$526,986.50</b>	<b>\$32,156,919.15</b>	<b>41 %</b>	<b>\$21,148,664.58</b>
Fund(COA) <b>11 - General Fund</b> Totals	<b>(\$2,797,077.00)</b>	<b>(\$3,168,331.93)</b>	<b>(\$8,373,146.22)</b>	<b>(\$526,986.50)</b>	<b>\$6,103,055.72</b>	<b>299 %</b>	<b>(\$9,030,481.04)</b>





# Board Monthly Financial Report

Fiscal Year to Date 12/31/23

Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
<b>Fund(COA) 23 - Community Service Fund</b>							
Account Type <b>Revenue</b>							
Function Code <b>R100 - Local Sources - 100</b>							
	2,789,717.00	211,564.40	1,610,880.18	.00	1,178,836.82	58	1,621,541.83
Function Code <b>R100 - Local Sources - 100 Totals</b>	\$2,789,717.00	\$211,564.40	\$1,610,880.18	\$0.00	\$1,178,836.82	58 %	\$1,621,541.83
Function Code <b>R300 - State Sources - 300</b>							
	69,266.00	.00	365.00	.00	68,901.00	1	1,280.00
Function Code <b>R300 - State Sources - 300 Totals</b>	\$69,266.00	\$0.00	\$365.00	\$0.00	\$68,901.00	1 %	\$1,280.00
Function Code <b>R400 - Federal Sources - 400</b>							
	125,000.00	55,074.08	55,074.08	.00	69,925.92	44	409,770.92
Function Code <b>R400 - Federal Sources - 400 Totals</b>	\$125,000.00	\$55,074.08	\$55,074.08	\$0.00	\$69,925.92	44 %	\$409,770.92
Function Code <b>R500 - ISD / Other Sources - 500</b>							
	.00	.00	.00	.00	.00	+++	.00
Function Code <b>R500 - ISD / Other Sources - 500 Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Function Code <b>R600 - In from other Funds - 600</b>							
	312,125.00	.00	.00	.00	312,125.00	0	.00
Function Code <b>R600 - In from other Funds - 600 Totals</b>	\$312,125.00	\$0.00	\$0.00	\$0.00	\$312,125.00	0 %	\$0.00
Account Type <b>Revenue Totals</b>	\$3,296,108.00	\$266,638.48	\$1,666,319.26	\$0.00	\$1,629,788.74	51 %	\$2,032,592.75
Account Type <b>Expense</b>							
Function Code <b>100 - Instruction</b>							
Sub Function Code 110 - Basic Functions - 110	163,646.00	16,562.11	69,417.00	.00	94,229.00	42	62,371.99
Function Code <b>100 - Instruction Totals</b>	\$163,646.00	\$16,562.11	\$69,417.00	\$0.00	\$94,229.00	42 %	\$62,371.99
Function Code <b>200 - Supporting Services</b>							
Sub Function Code 220 - Support Services-Instructional - 220	11,993.00	.00	.00	.00	11,993.00	0	208.86
Sub Function Code 240 - Support Services-School Admin - 240	2,767.00	.00	.00	.00	2,767.00	0	.00
Sub Function Code 250 - Support Services-Business - 250	2,252.00	.00	.00	.00	2,252.00	0	.00
Sub Function Code 260 - Operations and Maintenance - 260	62,550.00	20,657.97	69,436.40	5,869.08	(12,755.48)	111	27,678.66
Sub Function Code 270 - Pupil Transportation - 270	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 290 - Support Services-Other - 290	1,779,256.00	138,873.16	770,545.69	29,973.56	978,736.75	43	646,751.34
Function Code <b>200 - Supporting Services Totals</b>	\$1,858,818.00	\$159,531.13	\$839,982.09	\$35,842.64	\$982,993.27	45 %	\$674,638.86
Function Code <b>300 - Community Services</b>							
Sub Function Code 310 - Community Services Direction - 310	306,065.00	47,488.94	144,489.41	.00	161,575.59	47	108,264.71
Sub Function Code 320 - Community Recreation - 320	227,177.00	19,453.28	130,656.70	.00	96,520.30	58	149,755.76
Sub Function Code 350 - Care of Children - 350	1,028,180.00	105,756.13	576,865.19	.00	451,314.81	56	603,085.06
Sub Function Code 390 - Other Community Services - 390	125,000.00	19,815.33	74,180.05	.00	50,819.95	59	44,222.33
Function Code <b>300 - Community Services Totals</b>	\$1,686,422.00	\$192,513.68	\$926,191.35	\$0.00	\$760,230.65	55 %	\$905,327.86
Function Code <b>500-600 - Other Financing Uses</b>							
Sub Function Code 600 - Fund Modifications - 600	178,963.00	5,507.40	80,647.47	.00	98,315.53	45	82,234.71
Function Code <b>500-600 - Other Financing Uses Totals</b>	\$178,963.00	\$5,507.40	\$80,647.47	\$0.00	\$98,315.53	45 %	\$82,234.71
Account Type <b>Expense Totals</b>	\$3,887,849.00	\$374,114.32	\$1,916,237.91	\$35,842.64	\$1,935,768.45	49 %	\$1,724,573.42
Fund(COA) <b>23 - Community Service Fund Totals</b>	(\$591,741.00)	(\$107,475.84)	(\$249,918.65)	(\$35,842.64)	(\$305,979.71)	42 %	\$308,019.33



# Board Monthly Financial Report

Fiscal Year to Date 12/31/23

Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Fund(COA) 25 - School Lunch Fund							
Account Type Revenue							
Function Code R100 - Local Sources - 100							
	396,027.00	28,307.86	183,078.52	.00	212,948.48	46	447,454.08
Function Code R100 - Local Sources - 100 Totals	\$396,027.00	\$28,307.86	\$183,078.52	\$0.00	\$212,948.48	46 %	\$447,454.08
Function Code R300 - State Sources - 300							
	1,366,825.00	309,688.57	472,023.69	.00	894,801.31	35	23,615.61
Function Code R300 - State Sources - 300 Totals	\$1,366,825.00	\$309,688.57	\$472,023.69	\$0.00	\$894,801.31	35 %	\$23,615.61
Function Code R400 - Federal Sources - 400							
	723,922.00	39,359.41	227,311.49	.00	496,610.51	31	202,533.17
Function Code R400 - Federal Sources - 400 Totals	\$723,922.00	\$39,359.41	\$227,311.49	\$0.00	\$496,610.51	31 %	\$202,533.17
Function Code R500 - ISD / Other Sources - 500							
	163,625.00	38,791.10	38,791.10	.00	124,833.90	24	35,592.27
Function Code R500 - ISD / Other Sources - 500 Totals	\$163,625.00	\$38,791.10	\$38,791.10	\$0.00	\$124,833.90	24 %	\$35,592.27
Account Type Revenue Totals	\$2,650,399.00	\$416,146.94	\$921,204.80	\$0.00	\$1,729,194.20	35 %	\$709,195.13
Account Type Expense							
Function Code 200 - Supporting Services							
Sub Function Code 210 - Support Services-Pupil - 210	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 260 - Operations and Maintenance - 260	3,728.00	.00	1,919.12	.00	1,808.88	51	1,942.70
Sub Function Code 290 - Support Services-Other - 290	2,457,088.00	278,666.14	1,050,743.88	502,914.30	903,429.82	43	644,107.97
Function Code 200 - Supporting Services Totals	\$2,460,816.00	\$278,666.14	\$1,052,663.00	\$502,914.30	\$905,238.70	43 %	\$646,050.67
Function Code 500-600 - Other Financing Uses							
Sub Function Code 600 - Fund Modifications - 600	211,082.00	.00	77,394.71	.00	133,687.29	37	45,260.07
Function Code 500-600 - Other Financing Uses Totals	\$211,082.00	\$0.00	\$77,394.71	\$0.00	\$133,687.29	37 %	\$45,260.07
Account Type Expense Totals	\$2,671,898.00	\$278,666.14	\$1,130,057.71	\$502,914.30	\$1,038,925.99	42 %	\$691,310.74
Fund(COA) 25 - School Lunch Fund Totals	(\$21,499.00)	\$137,480.80	(\$208,852.91)	(\$502,914.30)	\$690,268.21	971 %	\$17,884.39



# Board Monthly Financial Report

Fiscal Year to Date 12/31/23

Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Fund(COA) 27 - Cooperative Activities Fund							
Account Type Revenue							
Function Code R100 - Local Sources - 100							
	.00	378.73	751.61	.00	(751.61)	+++	.00
Function Code R100 - Local Sources - 100 Totals	\$0.00	\$378.73	\$751.61	\$0.00	(\$751.61)	+++	\$0.00
Function Code R200 - Non-Education Sources - 200							
	754,812.00	.00	.00	.00	754,812.00	0	.00
Function Code R200 - Non-Education Sources - 200 Totals	\$754,812.00	\$0.00	\$0.00	\$0.00	\$754,812.00	0 %	\$0.00
Function Code R300 - State Sources - 300							
	8,500,000.00	.00	.00	.00	8,500,000.00	0	.00
Function Code R300 - State Sources - 300 Totals	\$8,500,000.00	\$0.00	\$0.00	\$0.00	\$8,500,000.00	0 %	\$0.00
Account Type Revenue Totals	\$9,254,812.00	\$378.73	\$751.61	\$0.00	\$9,254,060.39	0 %	\$0.00
Account Type Expense							
Function Code 300 - Community Services							
Sub Function Code 390 - Other Community Services - 390	505,000.00	331.00	893.40	.00	504,106.60	0	.00
Function Code 300 - Community Services Totals	\$505,000.00	\$331.00	\$893.40	\$0.00	\$504,106.60	0 %	\$0.00
Function Code 400 - Facilities Construction & Other Payments or Adjustments							
Sub Function Code 400 - Other Government Agencies - 400	8,749,812.00	3,725.00	10,175.00	.00	8,739,637.00	0	.00
Function Code 400 - Facilities Construction & Other Payments or Adjustments Totals	\$8,749,812.00	\$3,725.00	\$10,175.00	\$0.00	\$8,739,637.00	0 %	\$0.00
Account Type Expense Totals	\$9,254,812.00	\$4,056.00	\$11,068.40	\$0.00	\$9,243,743.60	0 %	\$0.00
Fund(COA) 27 - Cooperative Activities Fund Totals	\$0.00	(\$3,677.27)	(\$10,316.79)	\$0.00	\$10,316.79	+++	\$0.00



# Board Monthly Financial Report

Fiscal Year to Date 12/31/23

Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Fund(COA) <b>29 - Student/School Activity Fund</b>							
Account Type <b>Revenue</b>							
Function Code <b>R100 - Local Sources - 100</b>							
	2,289,598.00	106,551.90	631,919.00	.00	1,657,679.00	28	667,004.49
Function Code <b>R100 - Local Sources - 100 Totals</b>	<b>\$2,289,598.00</b>	<b>\$106,551.90</b>	<b>\$631,919.00</b>	<b>\$0.00</b>	<b>\$1,657,679.00</b>	<b>28 %</b>	<b>\$667,004.49</b>
Account Type <b>Revenue Totals</b>	<b>\$2,289,598.00</b>	<b>\$106,551.90</b>	<b>\$631,919.00</b>	<b>\$0.00</b>	<b>\$1,657,679.00</b>	<b>28 %</b>	<b>\$667,004.49</b>
Account Type <b>Expense</b>							
Function Code <b>200 - Supporting Services</b>							
Sub Function Code <b>290 - Support Services-Other - 290</b>	2,289,598.00	98,154.12	306,535.33	17,517.52	1,965,545.15	13	355,473.25
Function Code <b>200 - Supporting Services Totals</b>	<b>\$2,289,598.00</b>	<b>\$98,154.12</b>	<b>\$306,535.33</b>	<b>\$17,517.52</b>	<b>\$1,965,545.15</b>	<b>13 %</b>	<b>\$355,473.25</b>
Account Type <b>Expense Totals</b>	<b>\$2,289,598.00</b>	<b>\$98,154.12</b>	<b>\$306,535.33</b>	<b>\$17,517.52</b>	<b>\$1,965,545.15</b>	<b>13 %</b>	<b>\$355,473.25</b>
Fund(COA) <b>29 - Student/School Activity Fund Totals</b>	<b>\$0.00</b>	<b>\$8,397.78</b>	<b>\$325,383.67</b>	<b>(\$17,517.52)</b>	<b>(\$307,866.15)</b>	<b>+++</b>	<b>\$311,531.24</b>
Grand Totals	<b>(\$3,410,317.00)</b>	<b>(\$3,133,606.46)</b>	<b>(\$8,516,850.90)</b>	<b>(\$1,083,260.96)</b>	<b>\$6,189,794.86</b>	<b>250 %</b>	<b>(\$8,393,046.08)</b>

# DEXTER HIGH SCHOOL

2200 N. Parker Road, Dexter, Michigan 48130  
(734) 424-4240 fax (734) 424-4214

---



Dear Dexter Board of Education members,

I am writing to inform you of my decision to retire from teaching at the end of the 2023 - 2024 school year, effective June 30th, 2024. I am grateful to this district for its support throughout my 25 years of teaching at Dexter High School.

I have been lucky to have the opportunity to work with an incredibly dedicated staff (including teachers, administrators and support staff) throughout my career. I retire happy in the knowledge that there are so many strong and talented educators that will continue to do amazing work with the students that come through these doors.

In the coming months, please let me know if there is anything else that is required specifically of me before I leave. I am also happy to assist in any hiring process that might take place before the end of the school year. Although I am sad to leave, I am looking forward to a new stage in life and the new opportunities that await.

It has been a privilege to teach here.

With sincere gratitude,

Angela Chea  
DHS Teacher  
AP U.S. History  
IB 20th Century World History  
Model UN Advisor



Chad Wiltrakis



January 12, 2024

Board of Education  
Dexter Community Schools  
2704 Baker Road  
Dexter, Michigan 48130

Dexter Board of Education,

I hope this letter finds you well. After careful consideration and reflection, I have decided that it is time for me to retire from my position as a teacher at Creekside Intermediate School. It is with mixed emotions that I write this letter, as I have cherished my time here and the opportunity to work with the incredible students, staff, and parents over the years.

My decision to retire has not been an easy one, but I believe that it is the right time for me to move on to the next chapter of my life. As I look back on my two years of service at Creekside, I am filled with gratitude for the wonderful experiences, relationships, and memories that I have gained during my tenure.

I want to express my deepest appreciation to you, the school administration, my colleagues, and the entire school community for the support, encouragement, and camaraderie that I have received throughout my career. It has been an honor and a privilege to be part of such a dedicated and passionate team.

I am also grateful for the opportunity to have worked with countless students who have inspired me and enriched my life in so many ways. Teaching has always been a labor of love for me, and I will carry the fond memories of my time in the classroom with me into retirement.

My last day at Creekside will be June 30, 2024, which will allow ample time for a smooth transition for my successor. I am committed to ensuring a seamless handover of my responsibilities and will be available to provide any assistance needed during this period.

As I prepare for retirement, I look forward to spending more time with my family, pursuing personal interests, and exploring new adventures. While I will miss the daily interactions and the sense of purpose that teaching has given me, I am excited about the opportunities that lie ahead.

Thank you again for the support and the wonderful memories. I will always carry the spirit of Creekside Intermediate School with me in my heart. Please feel free to contact me at [REDACTED] or [REDACTED] if you ever need anything or would like to stay in touch.

Wishing Creekside Intermediate School and Dexter Community Schools continued success and prosperity in the future.

Warm regards,

Chad Wiltrakis



**Revised Bylaw - Special Update - November 2023**

Adopted March 17, 2003

Last Revised April 22, 2019

**0122 - BOARD POWERS**

The District shall operate as a General Powers School District. As such it has all of the rights, powers, and duties expressly stated in statute; may exercise a power implied or incident to any power expressly stated in statute; and, except as provided by law, may exercise a power incidental or appropriate to the performance of any function related to the operation of the District in the interests of public elementary and secondary education in the District including, but not limited to, all of the following:

- A. Educating Students. In addition to educating students in grades K- 12, this function may include operation of preschool, lifelong education, adult education, community education, training, enrichment, and recreation programs for other persons.
- B. Providing for the safety and welfare of students while at school or at a school-sponsored activity or while enroute to or from school or a school-sponsored activity.
- C. Acquiring, constructing, maintaining, repairing, renovating, disposing of, or conveying school property, facilities, equipment, technology, or furnishings.
- D. Hiring, contracting for, scheduling, supervising, or terminating employees, independent contractors, and others to carry out District powers.

~~E.~~ The District shall indemnify its employees.

- E. Receiving, accounting for, investing, or expending District money; borrowing money and pledging District funds for repayment; and qualifying for State-School Aid and other public or private money from local, regional, State, or Federal sources.

The District may enter into agreements or cooperative arrangements with other entities, public or private, or join organizations as part of performing the functions of the School District.

The District is a body corporate and shall be governed by a school board. An act of this Board is not valid unless approved, at a meeting of the Board, by a majority vote of the members lawfully serving on the Board.

The Board may submit to the School electors a question that is within the scope of the powers of the School electors and that the Board considers proper for the management of the School system or the advancement of education in the School District. Upon the adoption of a question by the Board, the Board shall submit the question to the School electors by complying with Michigan election law (M.C.L. 168.312).

The Board shall adopt bylaws. These bylaws may establish or change Board procedures, the number of Board officers, titles and duties of Board officers, and any other matter related to the effective and efficient functioning of the Board.

The Board has authority, based on statute, to make decisions regarding the following subjects without resort to prior bargaining:

- A. the policyholder of an employee group insurance benefit
- B. the starting day for the school year and the amount of student contact time to receive full State school aid
- C. the composition of the District's school-improvement committees established under M.C.L. 380.1277
- D. the decision whether or not to have inter-district and intra-district open-enrollment opportunities
- E. the decision whether or not to permit authorization of Charter Schools (public school academies)

- F. ~~contracting with outside parties for noninstructional support services provided by an employee group including the procedures for obtaining a contract, the identity of the outside party, and the impact on individual staff members or a bargaining unit if the employee group is given an opportunity to bid on providing the noninstructional support services~~
- G. use of volunteers
- H. decisions regarding the use of experimental or pilot programs including staffing, use of technology, provision of the technology, and the impact on individual staff members or a bargaining unit
- I. compensation or reimbursement of a staff member for monetary penalties imposed on the staff member under the Public Employment Relations Act
- J. ~~any decision regarding the placement of teachers, or the impact of that decision on an individual employee or the bargaining unit~~
- K. ~~for teachers covered under the Teacher Tenure Act, decisions about the development, content, standards, procedures, adoption, and implementation of policies regarding personnel decisions when conducting a staffing or program reduction or eliminating a position as well as decisions regarding recall or hiring after any such reduction~~

~~This includes the impact of any such decisions on an individual employee or the bargaining unit.~~

- L. ~~decisions about the development, content, standards, procedures, adoption, and implementation of a performance evaluation system under M.C.L. 380.1249 for teachers and administrators~~
- M. ~~decisions concerning the content of a teacher's or administrator's performance evaluation or the impact of such decision~~
- N. ~~decisions about the format, timing, or number of classroom observations required for evaluation under the Teacher Tenure Act (M.C.L. 38.83a)~~
- O. ~~decisions concerning the classroom observation of an individual teacher, and the impact of such decision on an individual teacher or the bargaining unit~~
- P. ~~decisions about the development, content, standards, procedures, adoption, and implementation of the method of performance based compensation for teachers and administrators in accordance with M.C.L. 380.1250~~
- Q. ~~decisions about how performance evaluation is used to determine the performance based compensation for teachers and administrators~~
- R. ~~decisions concerning the performance based pay of an individual teacher or administrator, or the impact of such decision on such individual or the bargaining unit~~
- S. ~~decisions about the development, content, standards, procedures, adoption, and implementation of a policy regarding discipline or discharge for teachers covered under the Teacher Tenure Act (M.C.L. 38.71)~~
- T. ~~decisions concerning the discipline or discharge of a teacher covered under the Teacher Tenure Act (M.C.L. 38.71) or the impact of such decision on an individual teacher or the bargaining unit~~
- U. insertion of statutorily required emergency manager language into all collective bargaining agreements
- V. ~~decisions on whether to enter into an intergovernmental agreement to consolidate, to jointly perform, or to collaborate on one (1) or more functions or services [Note: the impact on employees of such decisions remains a mandatory subject of bargaining]~~
  - 1. ~~procedures of obtaining a contract for such an agreement to transfer of functions or responsibilities~~

2. ~~identities of any other parties to such an agreement~~
- W. ~~any requirement that would violate section 10(3), M.C.L. 423.210(3) (Right to Work Law)~~
- X. ~~decisions about the development, format, content, and procedures of the notification to parents and legal guardians required under M.C.L. 380.1249a (the requirement to make the notifications is effective with the 2018–2019 school year)~~

© Neola 202318

Legal

M.C.L. 380.11a, 380.1131 et seq.

M.C.L. 423.201, 202, 206, and 215

M.C.L. 168.301 et seq.



## **BYLAWS AND POLICIES**

0131.1 revised

Adopted March 17, 2003

Last Revised April 22, 2019

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board and the District and shall be bound to follow such bylaws and policies.

Those bylaws and policies which are not dictated by the statutes or rules of the State Board of Education or ordered by the Superintendent of Public Instruction or a court of competent authority may be adopted, amended, and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected, except that the Board may, upon a vote and where compelling reasons exist, cause to adopt, amend, or suspend bylaw or policy contained herein, provided the amendment, adoption, or suspension does not conflict with law. Any resolution adopting, amending, or suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board unless the Board moves to adopt the resolution in final form.

Bylaws and policies shall be adopted, amended, repealed, or suspended by a majority vote of the Board.

Periodically, it may be deemed necessary to make technical corrections to policies that have already been adopted through normal procedures. These technical corrections may include statutory references, scrivener's errors, renumbering that does not change the order of the sections or subsections, grammatical corrections or additions including punctuation or typographical errors, as well as alterations and omissions not affecting the construction or meaning of any sections, subsections, chapters, titles, or policies as a whole. Technical corrections may also include the updating of the named individuals in these policies where the originally named individual no longer works for the District or no longer works in the applicable position. Should the Board choose to make such technical corrections, it may be accomplished by resolution without going through the normal policy adoption procedures.

The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting. **In the event of a policy conflict, the most recently adopted policy takes precedent.**

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be printed in the Board policy manual. Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

Revised 6/9/14

© Neola 2018

Legal  
M.C.L. 380.1201 et seq.





Book	Policy Manual
Section	3000 Professional Staff
Title	ASSIGNMENT AND TRANSFER <b>RESCIND NOW</b>
Code	po3130
Status	Active
Adopted	March 17, 2003
Last Revised	April 22, 2019

#### 3130 - **ASSIGNMENT AND TRANSFER**

The Board of Education believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District.

The Superintendent shall be responsible for the proper assignment and transfer of all professional staff members and shall attempt to effect the optimum assignment of the professional staff in conformance with any applicable contractual or legal requirements, State certification requirements, and Federal requirements. S/He shall establish an audit procedure to ensure that each instructional staff member's teaching certificate is currently in compliance with appropriate State certification criteria and has not been nullified or, if applicable, that the professional staff member is otherwise qualified to teach as allowed by law.

Revised 2/2/09

© **Neola 2018**

Legal  
M.C.L. 380.1231, 1233, 1233b  
E.S.E.A./N.C.L.B. – 20 U.S.C. 6319







Book	Policy Manual
Section	3000 Professional Staff
Title	STAFF DISCIPLINE
Code	po3139
Status	Active
Adopted	March 17, 2003
Last Revised	May 7, 2018

**RESCIND NOW**

### 3139 - **STAFF DISCIPLINE**

Whenever it becomes necessary to discipline a member of the staff, the Superintendent shall utilize related procedures described in the current negotiated agreement, to the extent not inconsistent with the current negotiated agreement, the following principles and procedures.

A teacher may only be discharged, demoted or otherwise disciplined for a reason that is not arbitrary or capricious. In all instances, discipline, discharge and demotion shall occur in accordance with the statutory requirements under the Teacher Tenure Act and the Revised School Code.

The administrator/Superintendent shall conduct an investigation of any alleged act or omission by a teacher that could result in disciplinary action. The teacher shall be provided with oral or written notice of the issue or incident being investigated.

The investigation shall include, at a minimum, interviews of appropriate persons and a meeting with the subject teacher and, if requested or if required by the bargaining agreement, his/her designated representative (either another employee or a union representative if part of a bargaining unit) to allow the teacher an opportunity to respond to the complaint. Prior notice of this meeting shall be provided to the teacher for any discipline that may result in a suspension or loss of pay. The meeting shall not proceed without the teacher's designated representative; however, the meeting shall not be unduly delayed to secure the attendance of the teacher's preferred representative. The District may substitute another representative from the union to timely process the investigation.

After completion of the investigation, if discipline is to be imposed, the teacher shall receive written notice of the discipline and this notice shall also be placed in the teacher's file.

Discipline may include, but is not limited to:

- A. written warning;
- B. written reprimand;
- C. suspension (paid or unpaid);
- D. discharge;
- E. financial penalty in accordance with Michigan law.

The District does not have to apply discipline in a progressive manner, but, rather, may impose discipline consistent with the seriousness of the teacher's conduct, as determined by the District. Additionally, nothing in this policy limits the District's right to take other appropriate action, such as placing a teacher on administrative leave during the pendency of an investigation or issuing a counseling memorandum, which is considered instructional, not disciplinary.

If it appears that disciplinary action beyond written reprimand may be necessary, the administrator should contact the Superintendent to discuss the disciplinary action that is to be taken.

Any disciplinary action that is not subject to Board review as described below may be submitted to the Superintendent for review within five (5) work days of the teacher's receipt of the written confirmation. The Superintendent is not required to conduct an independent investigation. S/He shall meet with the administrator who issued the discipline and with the teacher and his/her designated representative, if requested. The Superintendent may affirm, revise or reject any disciplinary action taken against a teacher and his/her decision is final.

The following disciplinary actions may only be imposed by the Board in adherence with the requirements of the Teacher Tenure Act:

- A. discharge of a tenured or probationary teacher;
- B. demotion of a tenured teacher (which includes suspension for fifteen (15) or more consecutive days without pay or a reduction in compensation by more than equivalent of thirty (30) days compensation in one (1) school year);
- C. non-renewal of a probationary teacher.

Revised 4/28/08

Revised 12/12

© **Neola 2017**

Legal

M.C.L. 38.101 et seq., 38.74, 380.1230d, 380.1535a



Book	Policy Manual
Section	3000 Professional Staff
Title	PROBATIONARY TEACHERS
Code	po3142
Status	Active
Adopted	March 17, 2003
Last Revised	August 27, 2018

**RESCIND EFFECTIVE 7-1-24**

#### 3142 - **PROBATIONARY TEACHERS**

The Board of Education recognizes its obligation to employ only those professional staff members best trained and equipped to meet the educational needs of the students of this District. The Board shall discharge that obligation by retaining in service only those probationary teachers who meet those standards.

Teachers, new to the District, who have not previously acquired tenure in the State of Michigan, will be in a probationary status for the first five (5) years of employment before becoming eligible for tenure in the District, except as provided below. A teacher must receive ratings of Effective or Highly Effective on the last three (3) annual performance evaluations to achieve tenure.

Probationary teachers who are rated highly effective on the annual performance evaluation in years 2, 3 and 4 achieve tenure after four (4) years. Any teacher having tenure in the district as of July 19, 2011, will not be required to serve additional probation.

Teachers, new to the District, who have previously acquired tenure in any other Michigan school district, shall be required to serve two (2) years of probation before becoming eligible for tenure in the District but may, at the Board's option, be placed immediately on continuing tenure.

The Superintendent shall ensure that all probationary teachers are provided an Individualized Development Plan, evaluated in a timely manner by appropriate administrators, notified of areas of which performance is not meeting expectations, and are provided assistance in improving their performance.

The Board shall annually review the performance of all probationary teachers by a date adequate to ensure timely compliance with all statutory, contractual, and other applicable timelines. The Superintendent shall provide to the Board a written recommendation with regard to each such teacher specifically noting the extent to which the probationary teacher's performance is meeting District expectations. On the basis of its review, the Board may, in its discretion, (1) non-renew employment based on unsatisfactory performance; or (2) continue the probationary period of employment if not otherwise eligible for tenure (not to exceed the statutory probation periods). The Board's review of such recommendation shall comport with all applicable statutory, contractual, or other legal requirements.

The Superintendent shall ensure that appropriate notices of the Board's actions are timely sent and delivered to all affected probationary teachers. The Superintendent shall further ensure that appropriate guidelines are drafted implementing the requirements of the Teacher Tenure Act.

A teacher who is in a probationary period may be dismissed from his/her employment by the Board at anytime.

Revised 12/12  
Revised 8/12/13



## **Series 4000: District Employment**

### **T-4100 Employee Rights and Responsibilities**

#### ***T-4108 Union Activity and Representation***

The District will not engage in any of the following:

- interfere with, restrain, or coerce employees in the exercise of their rights under the Public Employment Relations Act (PERA);
- discriminate in regard to hire, terms, or other conditions of employment based on membership or non-membership in a labor organization;
- discriminate against an employee because he/she has given testimony or instituted proceedings under PERA;
- initiate, create, dominate, contribute to, or interfere with the formation or administration of any labor organization; and
- use public school resources to assist a labor organization in collecting dues or service fees from wages of public school employees, unless a collective bargaining agreement expressly permits dues or service fee deductions from wages. Upon the expiration of the collective bargaining agreement, the District is not obligated to collect labor organization dues or service fees. Unless prohibited by a collective bargaining agreement, the District may charge an administrative fee to the labor organization for collecting and processing dues and other deductions on the organization's behalf.

This Policy is not intended to change or alter the terms of a collective bargaining agreement between the Board and a labor organization. Collective bargaining agreement terms supersede any inconsistencies with this Policy unless contrary to state or federal law.

An employee who is subject to an investigatory interview that may result in discipline or reasonably believes that an investigatory interview may result in discipline may bring to the investigatory meeting another employee, or a union representative, if the employee is in an exclusively represented bargaining unit. If the employee's union representative of choice is not immediately available, the investigatory meeting need not be delayed and may proceed with another representative present.

The District may permit a union representative to attend other meetings, but is not obligated to do so unless required by law or by an applicable collective bargaining agreement. District administration is not required to inform an employee of the right to union representation.

An employee is not entitled to have legal representation present at an employment-related meeting with District administration unless the Superintendent or designee gives prior permission.

Legal authority: MCL 423.209, 423.210; *Janus v AFSCME*, Council 31, 138 S. Ct. 2448 (2018); *NLRB v J Weingarten, Inc*, 420 US 251 (1975)

Date adopted:

Date revised:

## **Series 4000: District Employment**

### **T-4200 Employee Conduct and Ethics**

#### ***T-4207 Third-Party Contracting***

This Policy is not intended to change or alter the terms of a collective bargaining agreement between the Board and a labor organization. Collective bargaining agreement terms supersede any inconsistencies with this Policy unless contrary to state or federal law. Unless expressly prohibited by a collective bargaining agreement and to the maximum extent permitted by law, the Board or designee may contract with third parties as determined by the Board.

Any selected third-party contractor must fully comply with Policies 0122, 4120.04, 4130.04, 1421, 3121, 4121, 8142, 8321.

Legal authority: MCL 380.11a(3)

Date adopted:

Date revised:





## **Series 4000: District Employment**

### **T-4400 Professional Staff**

#### ***T-4402-R Placement (Effective July 1, 2024)***

This Policy is not intended to change or alter the terms of a collective bargaining agreement between the Board and a labor organization. Collective bargaining agreement terms supersede any inconsistencies with this Policy unless contrary to state or federal law.

#### **A. Teacher as Defined by Revised School Code Section 1249**

The appropriate placement of effective teachers is an essential component in promoting student academic growth, educational outcomes, and quality educational services. The Superintendent or designee may make teacher placement decisions at their discretion consistent with this Policy.

Placement includes, but is not limited to, assignment, transfer, or the filling of a position with current staff or newly hired teachers. For vacant positions see Paragraph C (Vacancy).

Placement does not include reduction in force or recall decisions governed by Policy 3131.

Consistent with Revised School Code Section 1248, teacher placement decisions shall be based on the following clear and transparent factors:

- a. Staffing the curriculum with the most effective, certified, and qualified teachers to instruct the applicable courses, grades, and school schedule.
- b. Appropriate certification, approval, or authorization for all aspects of the assignment. The certification, approval, or authorization, as applicable, will be determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations.
- c. Teacher placement decisions must be made based on teacher effectiveness criteria established in Revised School Code Section 1249 and Policy 3220.
- d. Teacher placement decisions will be guided by the following criteria:
  - i. Retaining the most effective teachers who are certified (or otherwise approved or authorized) and qualified to instruct the courses within the curriculum, academic level(s), and department(s).
  - ii. Teachers must be properly certified, approved, or authorized for all aspects of their assignments. The teacher's certification, authorization, or approval status will be:

- A) Determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations; and
- B) Based on documentation on file with the Superintendent's office.
  - 1) A teacher must maintain valid certification, approval, or authorization, as applicable, and is responsible for filing a copy of the certificate, approval, or authorization with the Superintendent's office in compliance with Revised School Code Section 1532.
  - 2) If a teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition to the Superintendent's office.
- iii. In addition, teachers must be fully qualified for all aspects of their assignments, as determined by the Board, based on documentation on file with the Superintendent's office, including:
  - A) Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;
  - B) Credentials needed for District, school, or program accreditation;
  - C) District-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the teacher's effectiveness in that assignment and is integrated into instruction;
  - D) Relevant special training, other than professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way;
  - E) Disciplinary record, if any
  - F) Length of service in a grade level(s) or subject area(s);
  - G) Recency of relevant and comparable teaching assignments;
  - H) Previous effectiveness ratings;
  - I) Attendance and punctuality;
  - J) Rapport with colleagues, parents, and students;
  - K) Ability to withstand the strain of teaching;
  - L) Compliance with state and federal law; and

M) Other relevant factors as determined by the Superintendent or designee.

- e. Length of service may be considered as a tiebreaker if a teacher placement decision involves 2 or more teachers and all other factors distinguishing those teachers from each other are equal.

B. Placement of Non-Teaching Professionals Not Subject to Revised School Code Section 1249

If a collective bargaining agreement or individual employment contract governs the Non-Teaching Professional's employment, the Superintendent or designee will comply with the applicable language on placement.

If a collective bargaining agreement or individual employment contract does not address the placement of Non-Teaching Professionals, the Superintendent or designee is authorized to place Non-Teaching Professionals at their discretion.

C. Vacant Positions

1. Vacancies may be posted consistent with Policy 3121 and 3213. The Superintendent or designee determines when a vacancy exists. Generally, a vacancy is an unassigned, open position or a newly created position which the District intends to permanently fill.
2. Vacancies may be filled by a certified and qualified internal or external candidate consistent with this Policy. The Superintendent or designee has full discretion to assign Professional Staff or contractors to cover employee absences consistent with business necessity and operational needs.

Legal authority: MCL 380.11a, 380.601a, 380.1248, 380.1249

Date adopted:

Dated revised:



## **Series 4000: District Employment**

### **T-4400 Professional Staff**

#### ***T-4403-R Performance Evaluation (Effective July 1, 2024)***

Performance evaluations are essential to provide quality educational services and to measure competency. This Policy does not diminish the Board's authority or ability to non-renew a professional staff member's contract at the end of the contract's term, consistent with applicable statutes, collective bargaining agreements, Policies, and individual employment contracts. This Policy is not intended to change or alter the terms of a collective bargaining agreement between the Board and a labor organization. Collective bargaining agreement terms supersede any inconsistencies with this Policy unless contrary to state or federal law.

##### **A. Teachers as Defined by Revised School Code Section 1249**

Teachers will be evaluated pursuant to a performance evaluation system consistent with Revised School Code Section 1249 and the Teachers' Tenure Act. This performance evaluation system will include, as appropriate, the following:

1. a year-end evaluation process that meets statutory standards;
2. an evaluation tool that incorporates components required by law, including:
  - a. locally agreed-on student growth and assessment data or student learning objectives, as defined by Revised School Code Section 1249;
  - b. the teacher's performance; and
  - c. objective criteria.
3. an individualized development plan (IDP) with performance goals developed by the evaluator in consultation with the teacher and recommended training designed to improve the teacher's effectiveness for:
  - a. all probationary teachers;
  - b. teachers rated minimally effective or ineffective during the 2023-24 school year;
  - c. teachers rated needing support or developing; or
  - d. at the evaluator's discretion when performance deficiencies are noted.
4. classroom observations of at least 15 minutes each which include, at a minimum, a review of the teacher's lesson plan, the state curriculum standard used in the lesson, and pupil engagement, with appropriate written feedback and a post-observation meeting between the teacher and the school administrator conducting the observation to discuss those items;

5. a mid-year progress report, if required by law, which aligns with the teacher's individualized development plan, includes specific performance goals developed by the evaluator, and any recommended training identified by the evaluator;
6. a year-end performance evaluation effectiveness rating, of effective, developing, or needing support;
7. tenured teachers rated as highly effective or effective on the 3 most recent consecutive year-end evaluations may be evaluated triennially, but if the teacher is not rated as effective on one of the triennial year-end evaluations, the teacher must receive year-end evaluations;
8. a mentor for teachers rated developing or needing support or for teachers in the first year of probation;
9. opportunity for a tenured teacher rated needing support on a year-end evaluation to request a review consistent with Revised School Code Section 1249;
10. a tool approved by MDE, a modified MDE tool, or a local evaluation tool if adopted in compliance with Revised School Code Section 1249 and corresponding regulations;
11. website posting of required information for the evaluation tool;
12. training on the evaluation tool for teachers and evaluators as required by law; and
13. other components that the Superintendent or designee deems relevant, important, or in the District's best interests.

If a tenured teacher is rated ineffective or needing support on 3 consecutive year-end evaluations, the teacher shall be discharged consistent with due process. The District is not precluded from discharging a teacher at other times as provided by the Teachers' Tenure Act.

If a teacher receives an unevaluated rating, the teacher's rating from the school year immediately before the designation must be used.

#### B. Non-Teaching Professionals Subject to the Teachers' Tenure Act

The performance evaluation system for a Non-Teaching Professional with a teaching certificate subject to the Teachers' Tenure Act must include multiple observations. An IDP will be developed during the employee's probationary period. Except during the probationary period, which must include annual evaluations, the Superintendent or designee will evaluate the employee's performance at intervals determined by the Superintendent or designee. The Superintendent or designee has discretion to select and use an evaluation tool that serves the District's best interests.

The Superintendent or designee also has discretion to implement an IDP if performance deficiencies are noted, regardless of the employee's effectiveness rating.

To the extent required by law, a tenured Non-Teaching Professional subject to the Teachers' Tenure Act rated as needing support may request a review consistent with Revised School Code 1249.

#### C. Non-Teaching Professionals Not Subject to the Teachers' Tenure Act

For Non-Teaching Professionals without a teaching certificate who are not subject to the Teachers' Tenure Act, the Superintendent or designee will evaluate the employee's performance at intervals determined by the Superintendent or designee, except annual evaluation will be performed during the employee's probationary period. The Superintendent or designee has discretion to select and use an evaluation tool that serves the District's best interests.

An IDP may be established at the Superintendent's or designee's discretion.

Legal authority: MCL 38.71 et seq.; MCL 380.11a, 380.601a, 380.1233b, 380.1248, 380.1249; 380.1249a(2)

Date adopted:

Date revised:





## **Series 4000: District Employment**

### **T-4400 Professional Staff**

#### ***T-4405-R Reduction in Force and Recall (Effective July 1, 2024)***

This Policy is not intended to change or alter the terms of a collective bargaining agreement between the Board and a labor organization. Collective bargaining agreement terms supersede any inconsistencies with this Policy unless contrary to state or federal law.

#### **A. Reduction in Force and Recall for Classroom Teachers**

When making program and staffing decisions resulting in the elimination of a teaching position or the recall of a teacher to a vacant teaching position, the Board will retain the most effective classroom teachers who are certified and qualified to instruct courses within the applicable curriculum, academic levels, and departments. The Board has the exclusive right to determine the size of the teaching staff based on curricular, fiscal, and other operating conditions. To the extent that the determinations involve Revised School Code Section 1248 requirements, the clear and transparent procedures of this Policy guides the implementation of that statute.

##### **1. General Provisions**

- a. The Superintendent is responsible, acting within the approved budget, for establishing the number and nature of teaching assignments to implement the approved curriculum. If the Superintendent determines that insufficient funds are budgeted for the existing teaching staff or that a reduction in teaching staff is necessary due to program, curricular, or other operational considerations, the Superintendent may recommend to the Board the teaching positions to be reduced.
- b. Reduction in force and recall decisions must be made based on teacher effectiveness criteria established in Revised School Code Section 1249 and Policy T-4403R, 3220, and 2242.
- c. Decisions about the reduction and recall of teachers will be guided by the following criteria:
  - i. Retaining the most effective teachers who are certified (or otherwise approved or authorized) and qualified to instruct the courses within the curriculum, academic level(s), department(s), and school schedule(s). A probationary teacher rated as effective or highly effective on the teacher's most recent annual year-end performance evaluation is not subject to displacement by a tenured teacher solely because the other teacher is tenured under the Teachers' Tenure Act.

- ii. Teachers must be properly certified, approved, or authorized for all aspects of their assignments. The teacher's certification, authorization, or approval status will be:
  - A) Determined by the Revised School Code, MDE's Teacher Certification Code, MDE's Rules for Special Education Programs and Services, and other applicable statutes and regulations; and
  - B) Based on documentation on file with the Superintendent's office.
    - 1) A teacher must maintain valid certification, approval, or authorization, as applicable, and is responsible for filing a copy of the certificate, approval, or authorization with the Superintendent's office in compliance with Revised School Code Section 1532.
    - 2) If a teacher petitions for nullification of the teaching certificate or any endorsement, the teacher must promptly provide written notice of that petition to the Superintendent's office.
- iii. In addition, teachers must be fully qualified for all aspects of their assignments, as determined by the Board, based on documentation on file with the Superintendent's office, including:
  - A) Compliance with applicable state or federal regulatory standards, including standards established as a condition to receipt of foundation, grant, or categorical funding;
  - B) Credentials needed for District, school, or program accreditation;
  - C) District-provided professional development, training, and academic preparation for an instructional assignment that is anticipated to contribute to the teacher's effectiveness in that assignment and is integrated into instruction;
  - D) Relevant special training, other than professional development or continuing education as required by state or federal law, and integration of that training into instruction in a meaningful way;
  - E) Disciplinary record, if any;
  - F) Length of service in a grade level(s) or subject area(s);
  - G) Recency of relevant and comparable teaching assignments;
  - H) Previous effectiveness ratings;
  - I) Attendance and punctuality;
  - J) Rapport with colleagues, parents, and students;

- K) Ability to withstand the strain of teaching;
  - L) Compliance with state and federal law; and
  - M) Other relevant factors as determined by the Superintendent or designee.
- iv. Teachers must provide the District with current information and documentation supporting the teacher's certification and qualifications.
    - A) Reduction and recall decisions will be based on the teacher's certification and qualifications in the District's records at the time of the decision.
    - B) A laid off teacher must maintain current contact information (address, phone, and email address) with the Superintendent's office.
    - C) Failure to maintain current contact information may negatively impact the teacher's recall.
  - v. Teacher reductions and recalls are by formal Board action.
  - vi. Before the Board authorizes a teacher reduction, the Superintendent or designee will notify, in writing, the affected teacher of an opportunity to respond, either in person or in writing, to the proposed reduction.
  - vii. The Superintendent or designee will provide written notice of Board reduction in force or recall decisions to each affected teacher.
  - viii. A teacher's length of service with the District or tenure under the Teachers' Tenure Act will not be the sole factor in reduction in force and recall decisions.
- d. Teacher reduction in force decisions will be implemented by the following:
    - i. If 1 or more teaching positions are to be reduced, the Superintendent will first identify the academic level(s) or department(s) affected by the reduction. Among those teachers who are certified, approved, or authorized and qualified to instruct the remaining curriculum within the affected academic level(s) or department(s), selection of a teacher(s) for reduction in force will be based on the factors set forth in this Policy.
    - ii. Teachers within the affected academic level(s) or department(s) who are certified and qualified for the remaining positions will be retained consistent with the factors set forth in this Policy.
    - iii. When a teaching position is identified for reduction and there exists a concurrently vacant teaching position for which the teacher in the position to be reduced is both certified and qualified, and the teacher has received an overall rating of at least effective on that teacher's most

recent year-end performance evaluation, that teacher may be assigned to the vacant position consistent with Policy T-4402 unless the Superintendent or designee determines that the District's educational interests would not be furthered by that assignment.

- iv. If more than 1 teacher whose position has been identified for reduction is certified and qualified for a concurrently vacant teaching assignment, the Superintendent or designee will fill the vacancy consistent with Policy T-4402, unless the Superintendent determines that the District's educational interests would not be furthered by that assignment.
- v. If the reduction or recall decision involves more than 1 teacher and multiple teachers and all factors distinguishing those teachers from each other are equal, the Board may approve and implement a tiebreaker mechanism using a discrete part(s) of the evaluation system. For example, if the reduction or recall decision involves more than one teacher and all factors distinguishing those teachers from each other are equal, the teacher with the higher year-end effectiveness score reflected in the Professional Responsibilities portion of the evaluation will have preference for reduction or recall, as applicable. If this year-end effectiveness score is also tied, seniority (as established by the most recent seniority list for the bargaining unit to which the tenured teachers belong or, if none exists, the District's records) will determine preference for reduction or recall.

## 2. Teacher Recall Process

- a. A teacher is eligible for recall under this Policy for 12 months from the date the District implemented the reduction in force.
- b. The Superintendent will first identify the academic level(s) or department(s) where a teaching vacancy exists.
- c. Before or in lieu of initiating the recall of a laid-off teacher, the Superintendent may reassign teachers to fill vacancies in accordance with Policy T-4402.
- d. After or in lieu of any reassignment of existing teaching staff, the Superintendent may take either of the following actions to fill a vacancy:
  - i. Recall the laid-off teacher who is certified and qualified for the vacancy, provided the teacher was rated at least effective. If more than 1 laid-off teacher is certified and qualified for recall to a vacant teaching assignment, the Superintendent or designee will fill the vacancy consistent with Policy T-4402; or
  - ii. Post the vacancy and consider all applicants if the Superintendent determines that:

- A) the District's educational interests would not be furthered by recalling an otherwise eligible laid-off teacher who meets the certification and qualification standards for the position, considering the factors in Policy T-4402; or
  - B) no teacher on layoff meets the certification and qualification requirements for the position as otherwise stated herein.
- e. The Superintendent or designee will provide written notice of the Board's recall decision to any recalled teachers and will establish the time within which a teacher must accept recall to preserve the teacher's employment rights.
  - f. A laid-off teacher who is offered an interview for a vacancy and who fails to appear at that interview forfeits all rights to recall and continued employment.
  - g. A laid-off teacher who is recalled and fails to accept recall by the time designated in the recall notice, or who does not report for work by the deadline specified in the recall notice after filing a written acceptance of recall with the Superintendent, will forfeit all rights to recall and continued employment unless the Superintendent, in the Superintendent's sole discretion, has extended the time limit in writing.

If a collective bargaining agreement or individual employment contract governs reduction in force or recall, the Superintendent or designee will adhere to the applicable language.

**B. Reduction in Force and Recall of Non-Teaching Professionals Not Subject to Revised School Code Section 1249**

For Non-Teaching Professionals governed by a collective bargaining agreement, the Superintendent will implement the collective bargaining agreement's standards and procedures that pertain to reduction in force or recall when recommending a reduction in force or recall to the Board.

If no collective bargaining agreement exists, or if an existing agreement does not address reduction in force or recall of Non-Teaching Professionals, the Superintendent will recommend a reduction in force or recall among Non-Teaching Professionals using the same standards and procedures as set forth in this Policy for teachers.

**C. Unemployment Compensation**

A teacher or Non-Teaching Professional who is laid off and who is paid unemployment compensation chargeable to the District during the summer immediately following a reduction in force and who is recalled on or before the beginning of the next school year will be paid according to an annual adjusted salary rate such that the employee's unemployment compensation received plus

the adjusted annual salary rate will be equal to the annual rate of salary the employee would have earned for the school year had the employee not been laid off.

Legal authority: MCL 38.71 et seq.; MCL 380.11a, 380.601a, 380.1248, 380.1249, 380.1532

Date adopted:

Date revised:

## **Series 4000: District Employment**

### **T-4400 Professional Staff**

#### ***T-4407 Discipline***

Maintaining appropriate procedures and standards for addressing misconduct and other inappropriate behavior by Professional Staff is a critical component in furthering an effective educational environment and in providing quality educational services to students. Off-duty conduct may result in discipline if it adversely impacts the District and is not a legally protected activity. Information about substantiated unprofessional conduct will not be suppressed or removed from a personnel file consistent with Revised School Code Section 1230b. This Policy is not intended to change or alter the terms of a collective bargaining agreement between the Board and a labor organization. Collective bargaining agreement terms supersede any inconsistencies with this Policy unless contrary to state or federal law.

#### **A. Probationary Professional Staff**

Probationary Professional Staff discipline or demotion may occur for any lawful reason.

1. If the complaint alleges suspected child abuse or neglect, the matter must be immediately reported to Children's Protective Services.
2. An employee who is subject to an investigatory interview that may result in discipline or who reasonably believes an investigatory interview may result in discipline may bring a representative consistent with Policy T-4108.
3. The Superintendent or designee is authorized to place a Professional Staff member on paid, non-disciplinary administrative leave pending the completion of an investigation when, in the judgment of the Superintendent or designee, placing the Professional Staff member on leave will protect the investigatory process or work environment.
4. Disciplinary measures may include warning, reprimand, unpaid suspension, financial penalty, or discharge. This Policy does not require that disciplinary measures be applied progressively or sequentially. The District may apply appropriate disciplinary measures for the circumstances. The District may also consider preventative measures, including training, coaching, and other remedial measures.
5. Discipline will be confirmed in writing and placed in that person's personnel file. The person's year-end performance evaluation may also reflect the discipline.
6. The Superintendent or designee is authorized to impose discipline except for:
  - a. Nonrenewal of a probationary teacher; or
  - b. Discharge of a probationary teacher.

The Board's action may be based upon the Superintendent's or designee's written recommendation and applicable procedures set forth in the Teachers' Tenure Act.

#### B. Tenured and Non-Probationary Professional Staff

Tenured teacher discipline or demotion will occur only for a reason(s) that is not arbitrary or capricious. Likewise, the disciplining of Non-Teaching Professionals will be governed by the arbitrary or capricious standard unless expressly stated otherwise in a collective bargaining agreement, employee handbook, or individual employment contract. Under the arbitrary or capricious standard, a disciplinary decision must be supported by a preponderance of the evidence and the discipline must have a rational relationship to the established misconduct or inappropriate behavior.

Before imposing discipline, the Superintendent or designee will investigate whether a Professional Staff member engaged in conduct that may justify discipline. The investigation should include discussions with witnesses determined by the Superintendent or designee to have relevant information and a review of tangible evidence (e.g., documents, video, electronic communications). The Professional Staff member will be provided an opportunity to respond to the allegation(s).

If a Professional Staff member is governed by a collective bargaining agreement or individual employment contract, the Superintendent or designee will adhere to the disciplinary standards and procedures in that agreement. If the collective bargaining agreement or individual employment contract does not have an applicable provision, then the standards and procedures outlined below will apply.

The following procedures may be used for investigating allegations of Professional Staff misconduct or inappropriate conduct:

1. The Superintendent or designee may consult with legal counsel in appropriate cases and may request that legal counsel assist with an investigation.
2. The Superintendent or designee will give the Professional Staff member oral or written notice of the allegation(s).
3. If the complaint alleges suspected child abuse or neglect, the matter must be immediately reported to Children's Protective Services.
4. The Superintendent or designee will give oral or written notice of the time, date, and location of a meeting to provide the Professional Staff member with an opportunity to respond to the allegation(s) and substantiating factor(s).
5. An employee who is subject to an investigatory interview that may result in discipline or who reasonably believes an investigatory interview may result in discipline may bring a representative consistent with Policy T-4108.



6. The Superintendent or designee is authorized to place a Professional Staff member on paid, non-disciplinary administrative leave pending the completion of an investigation when, in the judgment of the Superintendent or designee, placing the Professional Staff member on leave will protect the investigatory process or work environment.
7. If an investigation concludes that a preponderance of the evidence (i.e., more likely than not) establishes that the Professional Staff member engaged in conduct warranting discipline, the appropriate level of discipline will be guided by the following:
  - a. the seriousness of the offense;
  - b. the Professional Staff member's prior disciplinary and employment record;
  - c. whether other Professional Staff members have engaged in similar or like past conduct known to the District's administration and the discipline imposed for those infractions;
  - d. the existence of aggravating or mitigating factors, as determined by the Superintendent or designee;
  - e. applicable federal or state law;
  - f. the Professional Staff member's acceptance of responsibility;
  - g. the likelihood of recurrence; and
  - h. any other factors the Superintendent or designee determine are relevant.
8. Disciplinary measures may include:
  - a. warning;
  - b. reprimand;
  - c. unpaid suspension;
  - d. financial penalty; or
  - e. discharge.

This Policy does not require that disciplinary measures be applied progressively or sequentially. The District may apply appropriate disciplinary measure. The District may consider additional preventative measures to address the misconduct, including training, coaching, and other remedial measures.

9. Discipline will be confirmed in writing and placed in that person's personnel file. The discipline imposed may also be reflected in the person's year-end performance evaluation.

10. The Superintendent or designee is authorized to impose discipline except for:

- a. the discharge of a Professional Staff member; or
- b. the demotion of a tenured teacher, as defined in the Teachers' Tenure Act.

The Board's action may be based on the Superintendent's or designee's written recommendation and applicable procedures in the Teachers' Tenure Act.

11. A tenured teacher's salary may be escrowed after tenure charges are approved by the Board.

Legal authority: MCL 38.71 et seq.; MCL 380.11a, 380.601a; *NLRB v J Weingarten, Inc*, 420 US 251 (1975)

Date adopted:

Dated revised:

## **Series 4000: District Employment**

### **T-4400 Professional Staff**

#### ***T-4408 Termination***

This Policy is not intended to change or alter the terms of a collective bargaining agreement between the Board and a labor organization. Collective bargaining agreement terms supersede any inconsistencies with this Policy unless contrary to state or federal law.

##### **A. Probationary Teachers**

For purposes of this Policy, the “termination” of a probationary teacher occurs when the probationary teacher is discharged during the term of an existing individual employment contract between the probationary teacher and the Board. Discontinuation of a probationary teacher’s employment at the expiration of an individual employment contract is not termination for purposes of this Policy and is addressed separately in Policy T-4409.

The Board may terminate a probationary teacher for misconduct, inappropriate behavior, performance that is not effective, or for any other lawful reason at any time.

The Superintendent or designee may recommend the termination of a probationary teacher to the Board. The recommendation will include the reason(s) for the proposed termination.

Probationary teachers recommended for termination by the Superintendent or designee will be provided advance notice of the allegations; an opportunity for a hearing in closed or open session before the Board; and the time, date, and location of the Board hearing.

##### **B. Tenured Teachers**

The Superintendent or designee may recommend the termination of a tenured teacher by filing tenure charges with the Board. The Board will consider whether to proceed on the tenure charges or modify the charges. A tenured teacher may be terminated for a reason that is not arbitrary or capricious.

The tenured teacher may challenge the Board’s decision to discharge or demote the teacher by timely filing an appeal with the State Tenure Commission.

##### **C. Non-Teaching Professionals**

Unless otherwise provided by a collective bargaining agreement or individual employment contract, a Non-Teaching Professional may be terminated by the Board for any reason that is not arbitrary or capricious, subject to due process.

The Superintendent or designee may recommend the termination of a Non-Teaching Professional to the Board. The recommendation will include the reason(s) for the proposed termination.

Non-Teaching Professionals recommended for termination by the Superintendent or designee will be provided advance written notice of the allegations; an opportunity for a hearing in closed or open session before the Board; and the time, date, and location of the Board hearing.

Legal authority: MCL 38.83(2), 38.101, 38.121

Date adopted:

Date revised:

## **Series 4000: District Employment**

### **T-4400 Professional Staff**

#### ***T-4409-R Non-Renewal (Effective July 1, 2024)***

For purposes of this Policy, “non-renewal” of a probationary teacher refers to the discontinuation of the employment relationship between the Board and a probationary teacher at the expiration of the probationary year following the process set forth in the Teachers’ Tenure Act.

Teachers must serve a probationary period as required by the Teachers’ Tenure Act. A probationary teacher’s contract may be non-renewed for performance-based reasons or any other lawful reason.

This Policy is not intended to change or alter the terms of a collective bargaining agreement between the Board and a labor organization. Collective bargaining agreement terms supersede any inconsistencies with this Policy unless contrary to state or federal law.

#### **A. Probationary Period**

1. A probationary teacher rated developing, or needing support may be subject to non-renewal consistent with the Teachers’ Tenure Act. To attain tenure, a probationary teacher must be rated effective (after July 1, 2024) or highly effective (before July 1, 2024) on the teacher’s 3 most recent year-end annual performance evaluations and serve at least 4 full school years. A teacher’s probationary period may extend beyond 4 years .
2. For a teacher who previously held tenure in another Michigan public school district, the teacher is subject to a 2-year probationary period, unless the Board acts to reduce the teacher’s probationary period.
3. Unless otherwise provided by a collective bargaining agreement or individual employment contract:
  - a. Non-Teaching Professionals who are not subject to the Teachers’ Tenure Act are subject to 5 years of probationary service and may be non-renewed or terminated at-will by the Board; and
  - b. After 5 years, the non-probationary Non-Teaching Professional may be non-renewed or terminated for any reason that is not arbitrary or capricious, subject to due process.

#### **B. Non-renewal**

1. Probationary teacher non-renewal is subject to the non-renewal procedures specified in the Teachers’ Tenure Act. This Policy shall be implemented consistent with that statute.

2. Before non-renewing a probationary teacher, the probationary teacher must receive written notice of the Superintendent's or designee's recommendation for non-renewal and the time, date, and place of the Board meeting at which the Board will consider the recommendation. The recommendation for non-renewal will state the reason(s) for the recommendation and may include supporting documentation.
  3. The probationary teacher must receive written notice of Board action to non-renew the teacher's contract at least 15 calendar days before the end of the school year (June 30) except as provided in subsection 4 below. If the teacher is hired after the beginning of the school year, notice of non-renewal must be received at least 15 calendar days before the teacher's anniversary date of hire.
  4. For a teacher who previously held tenure in another Michigan public school district, the teacher must receive written notice of non-renewal at least 60 calendar days before the completion of the probationary period.
- C. The probationary teacher will be provided an opportunity to address the Board in open or closed session and respond to the Superintendent's or designee's recommendation to non-renew.
  - D. The Board must take action in open session on the recommendation to non-renew the probationary teacher.
  - E. The probationary teacher must be served with written notice of the Board's action non-renewing the teacher's employment and a copy of the Board action within the timeframe required by the Teachers' Tenure Act. The non-renewal notice will specify that a probationary teacher has the right to appeal the timeliness or legal effect of a notice of non-renewal. The appeal must be filed with the State Tenure Commission within 20 calendar days after the probationary teacher's receipt of the notice of non-renewal. A copy of the Teachers' Tenure Act should also be included with the notice.

Legal authority: MCL 38.81 et seq., 38.91 et seq.

Date adopted:

Date revised:

## **Series 4000: District Employment**

### **T-4500 Administrators/Supervisors**

#### ***T-4503-R Performance Evaluation (Effective July 1, 2024)***

Performance evaluations of Administrators are an essential element of providing quality educational services and measuring an employee's competency. This Policy does not alter the Board's authority or ability to terminate an Administrator's employment during the term of an individual employment contract or to non-renew an Administrator's contract at the end of the contract's term. This Policy is not intended to change or alter the terms of a collective bargaining agreement between the Board and a labor organization. Collective bargaining agreement terms supersede any inconsistencies with this Policy unless contrary to state or federal law.

#### **A. Building Level and Central Office Instructional Administrators**

The Superintendent or designee will ensure that building level and central office Administrators who are regularly involved in instructional matters are evaluated consistent with a performance evaluation system under Revised School Code Sections 1249 and 1249b. This performance evaluation system will include, if appropriate, the following:

1. an annual evaluation process that meets statutory standards and is based on objective criteria;
2. an annual evaluation by the Superintendent or designee, unless the Administrator qualifies for a biennial evaluation. This paragraph does not preclude more frequent Administrator evaluations as determined necessary by the Superintendent or designee;
3. an individualized improvement plan if the Administrator is rated developing or needing support or if performance deficiencies are noted;
4. student growth and assessment data or student learning objectives, as defined by Revised School Code Section 1249;
5. an evaluation and feedback provided in writing with an overall effectiveness rating of effective, developing, or needing support;
6. dismissal of an Administrator rated ineffective or needing support on 3 consecutive evaluations;
7. opportunity for an Administrator rated needing support to request a review consistent with Revised School Code 1249b;
8. a mentor for an Administrator for the first 3 years in which the Administrator is in a new administrative position;

9. a midyear progress report each year that the administrator is evaluated that includes specific performance goals for the remainder of the year and any recommended training identified by the evaluator;
10. for a building level administrator's evaluation, the evaluator will visit the school building where the administrator works, review the building level school administrator's school improvement plan, and observe classrooms with the administrator to collect evidence of school improvement plan strategies being implemented and the impact the school improvement plan has on learning;
11. an evaluation tool approved by the MDE, a modified MDE tool, or a local evaluation tool adopted in compliance with Revised School Code Sections 1249 and 1249b;
12. website posting of required information pertaining to the evaluation tool;
13. appropriate training for evaluators; and
14. other components that the Superintendent or designee deems relevant, important, or in the District's best interest.

**B. Non-Instructional Administrators, Supervisors, and Directors**

The Superintendent or designee may evaluate Non-Instructional Administrators, Supervisors, and Directors based on the appropriate evaluation instrument as determined by the Board and consistent with any applicable collective bargaining agreement or individual employment contract. An individual improvement plan may be implemented to remediate and enhance employee performance.

Legal authority: MCL 380.11a, 380.601a, 380.1249, 380.1249b

Date adopted:

Date revised:



TO: Board of Education

FROM: Sharon Raschke

DATE: January 22, 2024

RE: **Signatory Updates**

During the annual business meeting in July of each year, the Board of Education establishes various authorizations and designates persons to act on its behalf in several areas. To provide for the fiscal activities of the new Dexter Multigenerational Community Center, a new special revenue fund, the Cooperative Services Fund, was established. In my new role as Senior Project Manager, I will continue to be involved in various aspects of the financial operation that parallel the role of the Chief Financial Officer as well as be a resource for the transition of the new Chief Financial Officer.

To provide for the mid-year changes, I recommend the Board of Education make the following updates at the January 22, 2024 regular school board meeting.

**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
- ***Cooperative Activities***
- Student/School Activities
- Food & Nutrition

I recommend the signatories for the Accounts Payable account be any two of the Board President, Board Treasurer, Superintendent, Chief Financial Officer and/or the ***Senior Project Manager***. 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, Chief Financial Officer and/or the ***Senior Project Manager***. 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, Chief Financial Officer and/or the **Senior Project Manager** 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, Chief Financial Officer and/or the **Senior Project Manager** be authorized to sign contracts, agreements and purchase orders in conducting District business.

#### **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 and/or the **Senior Project Manager** be designated to assume specified responsibilities of the Treasurer.

#### **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 and/or the **Senior Project Manager**. The ETO may enter into an Automated Clearing House (ACH) arrangement for the 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 and/or the **Senior Project Manager** be designated the investment officer for the Dexter Community School District.

Dexter Community Schools Board of Education Executive Summary and Recommendation
--

**Purpose:**

Separate IB Theatre, currently one class, into two classes: *IB Theatre SL* and *IB Theatre HL*.

**Explanation:**

Currently, IB Theatre is offered as both the SL (first year) and HL (second year) courses taught during the same time in the same classroom. The request is to separate the name of the course into two courses: *IB Theatre SL* and *IB Theatre HL* for PowerSchool and Canvas efficiencies.

The two classes can be taught together concurrently because the assessment tasks are similar for both classes. For example, the research assessments for SL and HL focus on different aspects of drama and theater and the two assignments are done simultaneously so the whole class is learning research, analysis, and writing skills. When the HL students need actors, costumes, and other backstage duties for their HL solo performance video, the SL students fill in those roles and meet the outcomes of the first-year course. The classes each have 4 assessment tasks, but the expectations and often the content of those tasks are different and at different levels of expertise.

**Recommendation:**

The Dexter Board of Education approve the name change of current course *IB Theatre* to *IB Theatre SL* and *IB Theatre HL*, effective for Fall 2024.

**Clerical Note:**

When an existing course name is changed in PowerSchool, that change is reflected on all transcripts including for previous graduates. To avoid that problem, this name change will also include the creation of four “new” courses in PowerSchool: *IB Theatre SL A*, *IB Theatre SL B*, *IB Theatre HL A*, and *IB Theatre HL B* (with “A” and “B” indicating the semester). The previous *IB Theatre* course in PowerSchool will be deactivated, preserving an accurate record for students who have taken different versions of IB Theatre.





# DEXTER COMMUNITY SCHOOLS

Sharon Raschke, Ed.D., Senior Project Manager

Bates School, 2704 Baker Road, Dexter, Michigan 48130  
raschkes@dexterschools.org

---

January 22, 2024

City of Dexter  
3515 Broad St.  
Dexter, MI 48130

Re: Zoning of Dexter Community Schools property at 2505 Baker Rd.

In 2013, Dexter Community Schools purchased the residential property at 2505 Baker Rd under a Life Lease Agreement with the then owner. The decision to purchase was because of its alignment with Dan Hoey Rd. and proximity to the Creekside Intermediate School and its parking lot. The intention was to eventually create a driveway off of the 3-way intersection at Dan Hoey and Baker Rd. School buses and other school traffic would more freely enter and exit at a controlled intersection versus the left and right hand turns off of Baker Rd. into the various school driveways at Creekside that resulted in poor traffic flow. The school district constructed and paid for the driveway in 2018 when the Washtenaw County Road Commission constructed the roundabout at the intersection.

The school district would like to sell the house and remainder of the parcel at this time. Because the 2505 Baker Rd. house is adjacent to other residential homes and the school district has no intention of acquiring those houses, returning 2505 Baker Rd. to the tax rolls would provide additional housing in the City and reduce the cost and maintenance burden to the school district. In moving forward with Board policy to sell real estate, the school district engaged an appraisal of 2505 Baker Rd. To our surprise and dismay, the appraiser informed us that the parcel was zoned by the City of Dexter as public facilities, and could not be sold as residential. This house, plus the two houses to the north, 2521 and 2537 Baker Rd., were all zoned residential at the time the school district purchased 2505 Baker Rd. in 2013. The two houses to the north, 2521 and 2537 Baker Rd., both retained their residential zoning while the school property was rezoned.

While the school district believes the City of Dexter inadvertently and erroneously rezoned the 2505 Baker Rd, the school district was informed by the City of Dexter's Community Development Manager, Michelle Anoil, that the school district would now need to go through a 6-9 month process to have 2505 Baker Rd. rezoned. The process she outlined includes petitioning the City Planning Commission and City Council to amend the Master Plan to change the future land use designation of the property (a 4-6 month process), then petition the City Planning Commission and City Council to amend the Zoning Map (another 2-3 month process).

While the City of Dexter has offered no alternative to its lengthy process, please proceed with rezoning the property at 2505 Baker Rd. back to its former zoning, to allow this house to be sold as residential. The Dexter Community Schools Board of Education requests the City of Dexter, its Mayor, its Planning Commission, and its City Council expedite this process. The school district is financially harmed each day it is being prevented from selling its real estate and having to pay for utilities and otherwise

maintain a residential structure that it is not using. Furthermore, the City of Dexter is forgoing the collection of property taxes on this property.

Thank you for your cooperation in this matter.

Sincerely,

A handwritten signature in black ink that reads "Sharon Raschke". The script is cursive and fluid.

Sharon Raschke

Cc: Board of Education  
Chris Timmis, Superintendent  
City of Dexter, Mayor  
City of Dexter, City Council  
City of Dexter, Planning Commission

## 2024-2025 Draft G

## August/September

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

## October

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

## November

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

## December

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

## January

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

Smstr Days

1 90

2 90

Total 180

PD (Full Days): 5

PD (Partial Days): 2

Teacher Days (not PD): 2

Total Teacher Days: 183

## Dexter Community Schools

## August/September

## PD hours

Aug 26 - Teacher Report/Work Day

Aug 27 - All Day DPPD

Aug 28 - Report to Bldg

Sep. 2 - Labor Day

Sep. 3 - AM classes only; PM in district

## October

Oct. 11 - All day DPPD

Oct. 14 - No School

## November

Nov. 1 - Fall conference window begins

Nov.1 - All Day DPPD

Nov. 7 - AM classes /PM conferences

Nov. 8 - AM classes only

Nov. 27 - No School

Nov. 28-29 - Thanksgiving Break

## December

Dec. 13 - AM students, PM DPPD

Dec. 22-31 - Winter Break

## January

Jan. 1-3 - Winter Break

Jan. 20 - MLK Jr. Day

Jan. 23 - Am Classes; PM Bldg

Jan. 24 - AM classes (S1 ends), PM records day

## February

Feb. 14 - All Day DPPD

Feb. 17 - President's Day

## March

Mar. 24-28 - Spring Break

Mar. 31 - No School

## April

Apr. 18 - AM students, PM DPPD

## May

May 23 - All Day DPPD

May 26 - Memorial Day

## June

June 11 - AM Classes (S2 ends), PM records day

June 12 - Optional Teacher Checkout

Total PD hours

30.75

## February

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

## March

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

## April

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

## May

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

## June

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

Non-school Days

Early Release Days

Half day PD

Full day PD



# 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)

---

## 2024-25 PARENT CALENDAR

*pending BOE adoption 1-22-2024*

### SEPTEMBER

September 3

First Day of School

Half Day for Students

### OCTOBER

October 11

Professional Development

No School for Students

October 14

Fall Break

No School

### NOVEMBER

November 1

Professional Development

No School for Students

November 7

Parent-Teacher Conferences

Half Day for Students

November 8

Half Day

Half Day for Students

November 27, 28, 29

Thanksgiving Break

No School

### DECEMBER

December 13

Professional Development

Half Day for Students

December 23-31

Winter Break - No School

### JANUARY

January 1-3

Winter Break

No School

January 20

Martin Luther King, Jr. Day

No School

January 23

Professional Development

Half Day for Students

January 24

Records Day

Half Day for Students

### FEBRUARY

February 14

Professional Development

No School for Students

February 17

Presidents' Day

No School

### MARCH

March 24-31

Spring Break

No School

### APRIL

April 18

Professional Development

Half Day for Students

### MAY

May 23

Professional Development

No School for Students

May 26

Memorial Day

No School

### JUNE

June 11

Last Day of School

Half Day for Students

### School Hours:

**Anchor, Beacon, Wylie, Mill Creek:** 8:14am-3:07pm; half-days 8:14am-11:40am

**Creekside, Dexter High School:** 8:00am-2:53pm; half-days 8:00am-11:25am



January 22, 2024

Dr. Chris Timmis  
Superintendent of Schools  
Dexter Community Schools  
2704 Baker Road  
Dexter, MI 48130

Re: Dexter Community Schools 2017 Bond Project  
Contract Recommendation  
Series 2 Work

Dear Dr. Timmis:

Bids for the Series 2 work were received on behalf of Dexter Community Schools (DCS) on January 11, 2024. A tabulation of the bids received is attached for your reference.

We have reviewed proposals, interviewed the low bidders, and are recommending the lowest responsive bidder as the best value to DCS.

Pending final review of financial and other qualification criteria, Granger recommends that DCS award the subcontracts indicated below and assign them to Granger for management.

Alternates were discussed at the 1/22/24 Facility Committee Meeting and the selected alternates are included below. The yellow highlights on the bid tabulations indicate the recommended alternates for 06-02 and 23-01 categories and the recommended amounts for all bid categories.

Note that the below contract recommendation does not include furniture, professional fees, or construction contingency. With the recommended contract amounts and these costs there is approximately \$40,000 remaining in construction funds for series 2.

Bid Category	Bidder	Base Bid	Recommended Alternates	Recommended Contract
06-01 General Trades	The Spieker Company	\$649,000	\$0	\$649,000
06-02 Interior Architectural Woodwork	Trend Millwork, LLC	\$158,000	\$41,800	\$199,800
07-01 Roofing	Duke Roofing Company	\$114,100	\$0	\$114,100
08-01 Aluminum & Glazing	Phoenix Contractors, Inc.	\$162,000	\$0	\$162,000
13-01 Special Construction (Pools)	Baruzzini Contracting, LLC	\$681,342	\$0	\$681,342
21-01 Fire Suppression	Professional Sprinkler, Inc.	\$549,080	\$0	\$549,080
23-01 Building Automation System	Metro Controls	\$630,396	\$1,728,617	\$2,357,005
26-01 Electrical	Huron Valley Electric	\$303,600	\$0	\$303,600



HEADQUARTERS  
6267 Aurelius Rd  
Lansing, MI 48911-4230  
517.393.1670 P  
517.393.1382 F

WEST MICHIGAN  
940 Monroe Ave NW, Ste 142  
Grand Rapids, MI 49503  
616.454.2900 P  
616.454.9700 F

SOUTHEAST MICHIGAN  
39475 13 Mile Rd, Ste 204  
Novi, MI 48377  
248.724.2950 P  
248.489.5753 F

Bid Category	Bidder	Base Bid	Recommended Alternates	Recommended Contract
Total Recommendation				\$5,015,927

All work will be contracted and performed per the contract documents developed by TMP and Granger.

We request that the Board of Education consider and take action on the contract recommendation above at the meeting scheduled for January 22, 2024.

Please feel free to contact me if you have any questions or require additional information.

Sincerely,  
GRANGER CONSTRUCTION COMPANY



Gregory Brand, PE  
Senior Project Manager

att: Bid Tabulation

cc: C. McCalla, DCS  
C. Bueche, DCS  
D. Larsen, TMP



# BP #1 – DHS and Wylie Pool

---

- DHS
  - Replace 3 Drain Grates
  - Replace 8 Lights
  - Replace grate and valve extensions at filter
  - Work would take place summer of '24 after Wylie is operational



# BP #1 – DHS and Wylie Pool

---

- Wylie
  - Replace 5 Drain Grates
  - Replace 11 Lights
  - Replace grate and valve extensions at filter
  - Replace exterior door with wider door
  - Rebuild filter tank and add surge tank
  - Replace filter and reconfigure piping
  - Work would take place summer of '24 after final school sports season



# BP #2 – DHS Sprinkler Replacement

---

- Replace all sprinkler heads in building
- Replace 400 pipe drops to heads
- Report on condition of pipe throughout building
- \$50,000 allowance to replace damaged/corroded pipe when found
- Work would take place summer of '24



# BP #3 – Creekside Temperature Controls Replacement

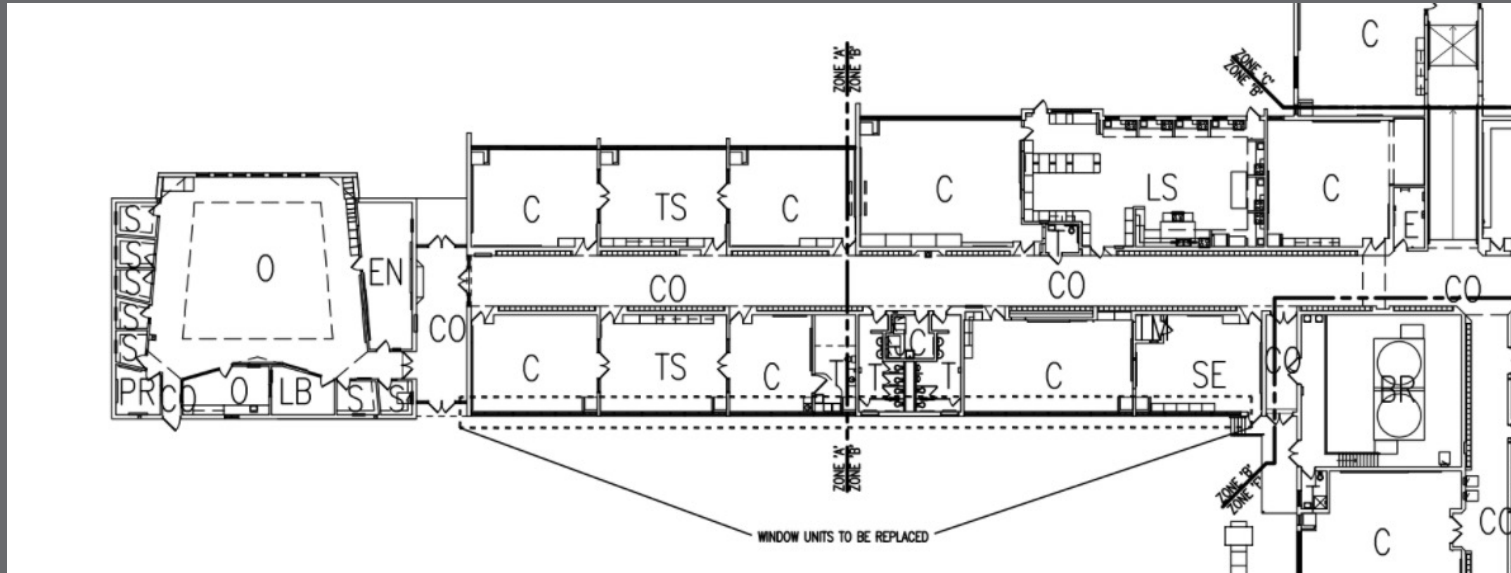
---

- Replace all existing controls, actuators, etc. on building automation system/temperature controls.
- Salvage any usable parts for re-use at Wylie/DHS
- Alternates to perform work at DHS and/or Wylie as well
- Work would take place Summer of '24 through the '24-'25 school year.



# BP #4 – Creekside Windows

- Replace windows and window shades with new.
- New shades will be roller shades.
- Work will take place summer of '24



# BP #5 – DHS and MC Door Replacement

---

- DHS
  - Replace two pairs of damaged gym doors on 1<sup>st</sup> floor
  - Replace pair of damaged doors going into loading dock from hallway
- Work will take place summer of '24





# BP #5 – DHS and MC Door Replacement

---

- Mill Creek
  - Replace main gym doors and egress doors from gym to outside, along with frost stoops.
  - Replace stairwell doors across from cafeteria on 1<sup>st</sup> and 2<sup>nd</sup> floor
  - Modify kitchen entry door
  - Replace loading dock door
  - Replace southernmost stairwell door on 1<sup>st</sup> floor
  - Replace northernmost stairwell doors on 2<sup>nd</sup> floor
- Work will take place summer of '24



# BP #6 – Wylie Service Replacement

---

- Replace Primary Switch lineup behind Wylie
- Serves Wylie, Wylie Pool, Mill Creek, and DEEC
- Power will be out to all buildings for 1-2 weeks
- Work will take place summer of '25



# BP #7 – DHS Flex Space Renovations

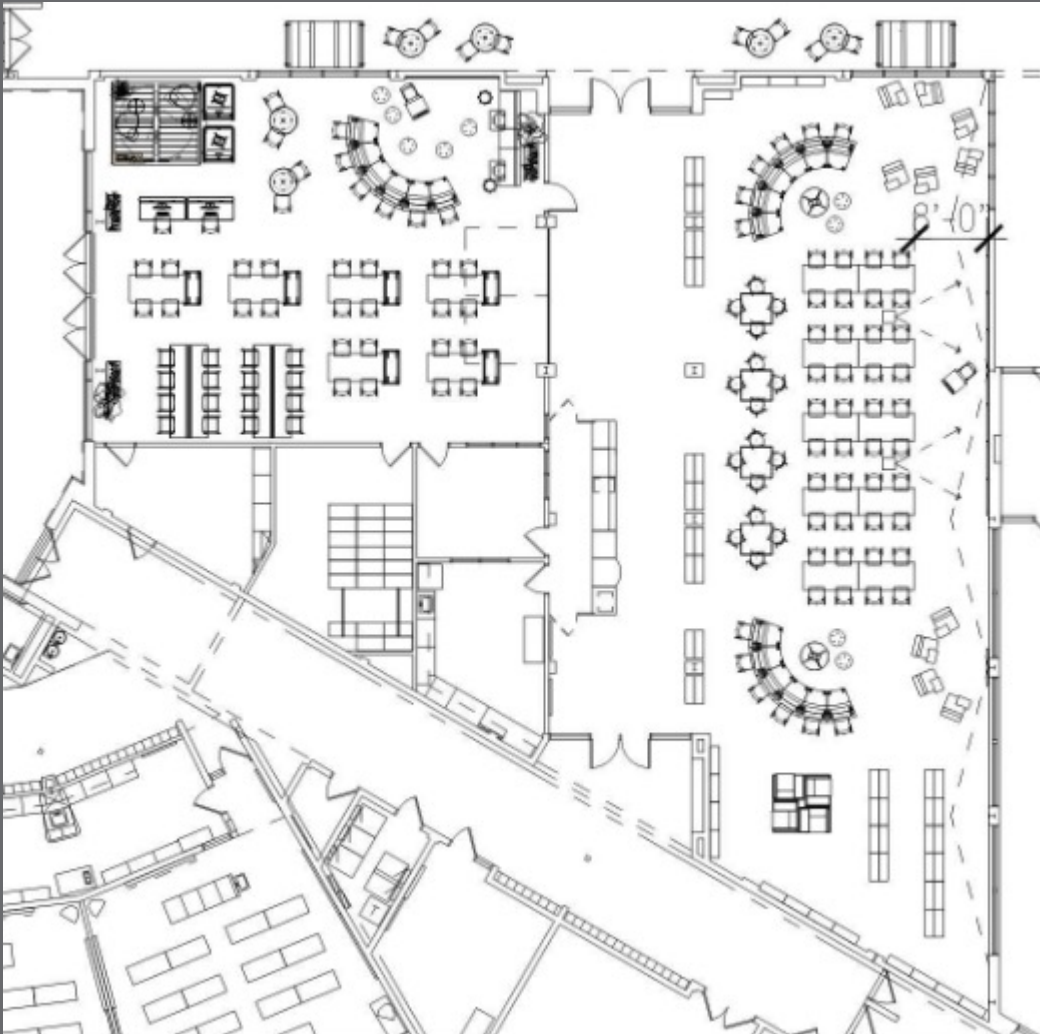
---

- Modify existing Media Center into two spaces: a media center with large group presentation area while maintaining existing bookshelf space, and a Collaboration Center with flexible furniture
- Remove unused lockers and add seating areas in classroom pods for small group work
- Potentially includes furniture for courtyard and outside media center
- Furniture is separate bid package, budget is included
- Work would take place summer of '24

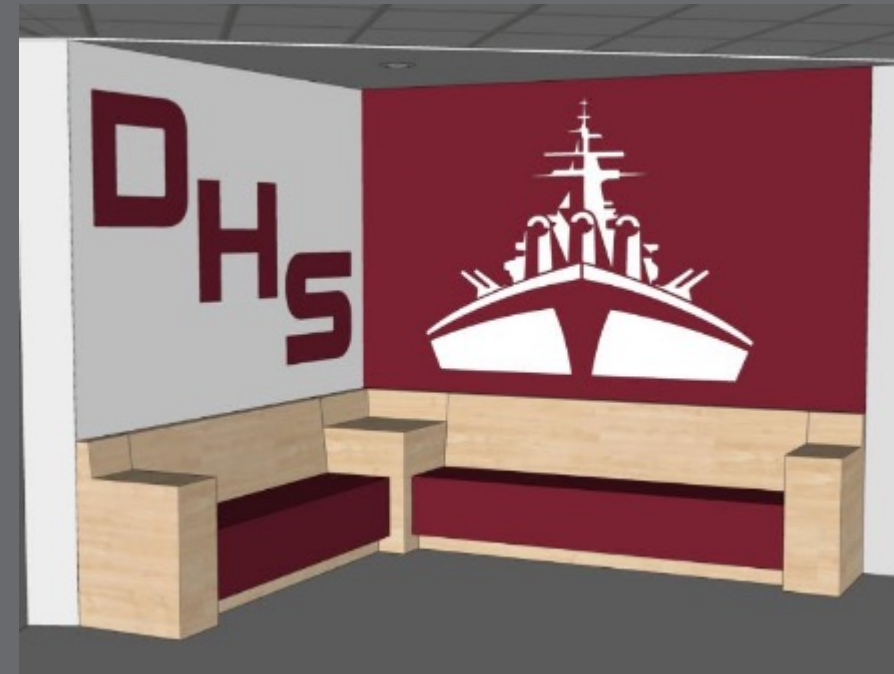
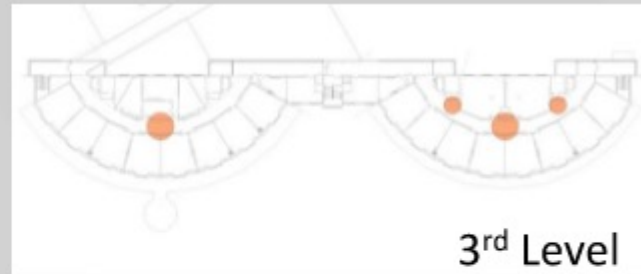
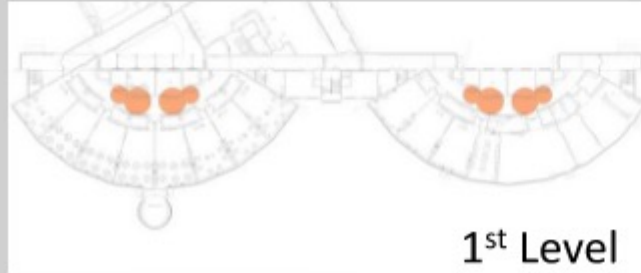


# BP #7 – DHS Flex Space Renovations

---



# Proposed Flex Space Locations



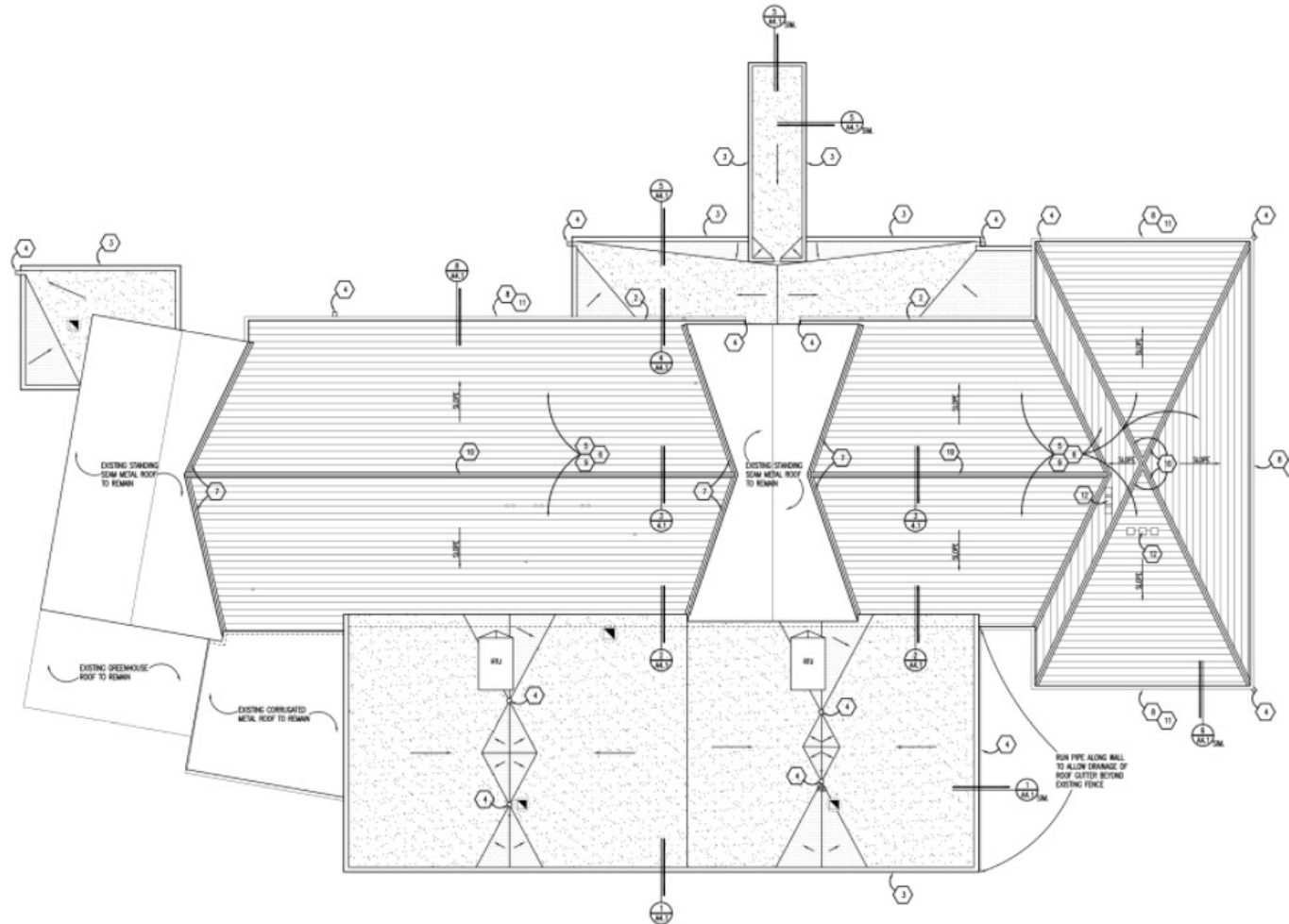
# BP #8 – Jenkins Roof Replacement

---

- Replace roofing at Jenkins main building
- Alternates for work at Wylie and/or Anchor
- Work would take place summer of '24

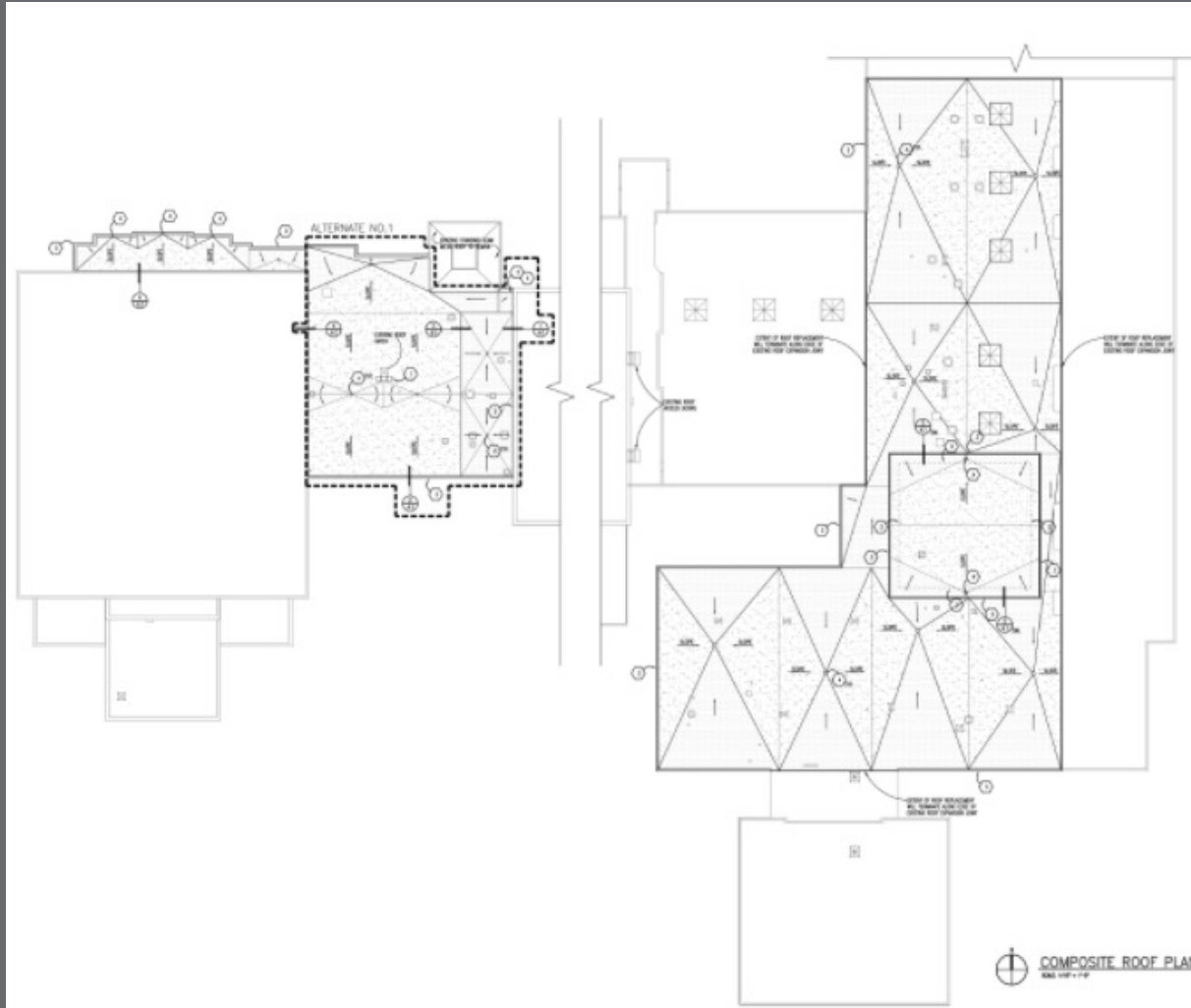


# BP #8 – Jenkins Roof Replacement - Jenkins





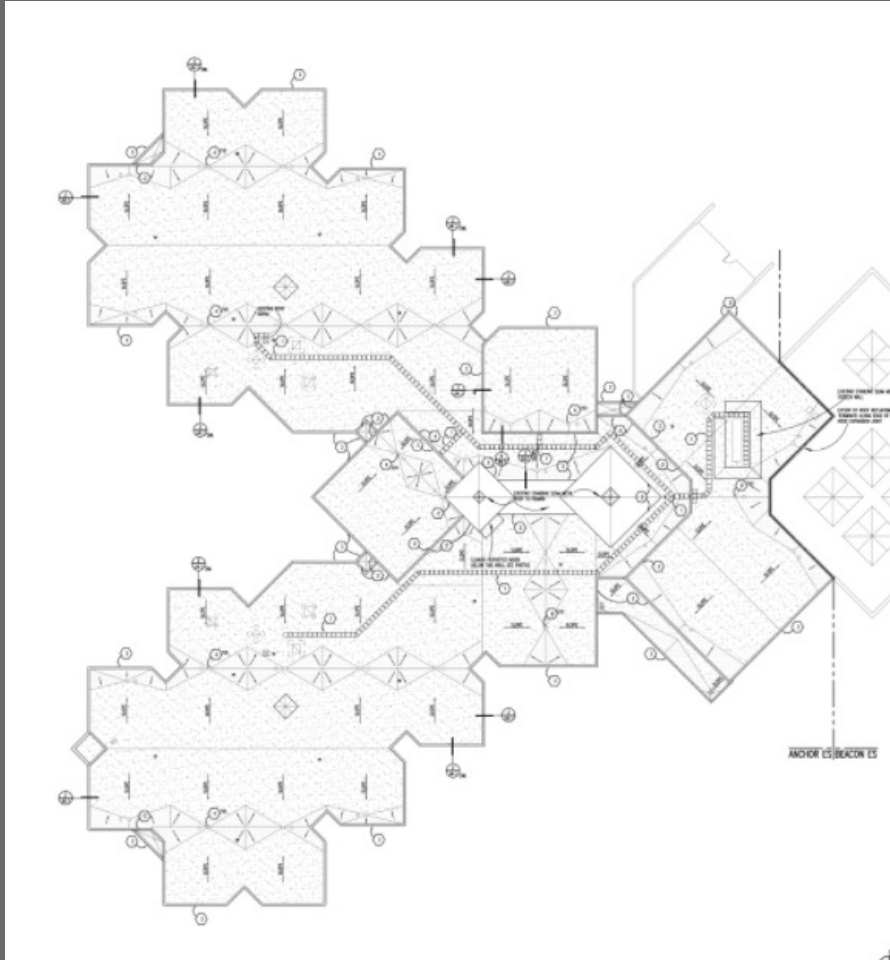
# BP #8 – Jenkins Roof Replacement - Wylie



- Replace roofing at pool locker rooms and over lobby area
- Replace roofing over majority of classrooms per roof report



# BP #8 – Jenkins Roof Replacement - Anchor



- Replace all rubber roof



To: Board of Education

From: Christie Bueche

Date: December 22, 2023

RE: Financial Update – November 30, 2023

Financial updates to the Board are provided at the close of November, March, May, and June each year. The purpose of this memo is to provide an overview of financial performance through November 30, 2023. Included with this Financial Update is a compilation of individual financial narratives that were prepared by the administrators, department managers, and program directors.

The “Board Monthly Financial Report” summarizes the revenue and expenditures of the General Fund, Community Services Fund, Food Services Fund, and Student/School Activity Fund to the functional level, consistent with the actual Board adopted budget. The Board receives this report monthly.

#### Financial Summary

The budget is developed based on planned funding, staff, and programs with the most accurate information available at the time. Consistent with what we have done historically, we budget based on full staffing and do not prorate based on vacancies that might occur due to mid-year turnover or leaves of absence. Administrators, directors, and managers are conservative and careful in authorizing spending. Some expenses, such as utilities, can be volatile and may be somewhat unpredictable. Other expenses, such as tax refunds and deductibles on property insurance claims, are budgeted based on historical data, but favorable circumstances may allow us to minimize such expenditures in a given year. Inherent to our philosophy, budgets are not spent out simply because money has been approved. When final results come in under budget the excess funds are either carried over to the following year, when applicable by board policy, or added to fund balance.

#### COVID-Related Funding

We have drawn all of our Federal ESSER funds but are now receiving one-time categoricals from the State that target various issues that resulted from the COVID pandemic such as mental health and learning loss.

The expenditures, revenues, spending requirements, and timelines cross over multiple fiscal years. Some funding is being used to offset normal operating costs that will reduce pressure on the General Fund. Some funding is being used for extra support and materials. Attached to this narrative is an updated summary of the COVID and other related one-time funding sources.

### Review of Revenue Budget Categories

General Fund Revenue – Revenue amounts are projected or estimated based on the amount and timing of payments for state aid per pupil foundation, number of students, local property taxes, federal grants, state grants, local grants, and other local revenue.

Foundation – The state aid per pupil foundation was based on \$9,608, a \$458 increase from 2022-23. The 2023-24 foundation is paid based on 90% October 2023 and 10% February 2023 student counts. The October 2023 student count was 3,363.95, a decrease of 14.04 students from October 2022.

Other State Categoricals – Also included are the Foundation Guarantee, At Risk, Board Member Training, CTE, Early Literacy, Data Collection, First Robotics, Bilingual Education, Mental Health and Security, Retirement Rate offsets, Retirement Reform Payment, Retirement unfunded stabilization payments, District Transportation Costs, FAFSA Completion, and other additional COVID grants from State funds that are in various stages in application and approval process.

Other Financing Sources – The budgeted transfers into General Fund are 10% of the expenditures of Food & Nutrition (\$211,082), Community Education (\$66,661), and ECLC Jenkins/Bates (\$112,302) self-supporting programs. Transfers through November 30 were \$77,395, \$35,953, and \$39,187, respectively. All programs will be financially able to return 10% to offset a portion of the indirect costs of their operations.

### Review of Expense Budget Categories

The percentage of expenses used that are reported in the financial reports include expenses paid and encumbered (open purchase orders). Buildings and other programs have varying levels of purchase orders that have been issued for anticipated expenses. This may be misconstrued that a building or department has spent a larger portion of its annual budget or is doing better or worse than previous years. Please be cautious of making judgments without having the background information that supports the budget information presented.

Payroll – Expenses for salaries affect every building/program area with staff. The budget for salaries is based on annualized contracts. Year to date payroll is approximately 25% complete for teaching staff and 42% complete for non-teaching staff.

Leaves of absence affect overall results compared to budget. When staff has enough sick days banked to be paid for the duration of the leave, we incur the cost of the absent staff plus the cost of a substitute for that position. When a portion of the leave of absence is unpaid the lower cost of the substitute results in a reduced cost of coverage for a particular position. So far this year we have managed or are managing leaves of absence for 27 employees, including 20 teachers, 1 Building and Grounds, 1 administrator, 4 paraeducators, and 1 individual. Paid leaves create vacancies that need to be filled with substitute employees, if we can find them, and result in a negative variance to budget. More often, absences and vacancies create overtime or extra pay situations. For teachers whose leave of absence was the entire school year, we already adjusted the budget for the savings due to the unpaid portion of the leave.

Health Related Benefits – The 2023-24 budget for health related expenses is a combination of MESSA fully insured medical, dental, vision, LTD, Life, and BCBS fully insured medical.

Because we did not do the budget amendment until December, none of the health has been posted thru November 30. The total health benefit budget is \$4,700,000. The health costs will vary from budget mostly because of unfilled positions, periods of unpaid leave outside FMLA, and enrollment changes at open enrollment.

The limit that a public employer may contribute to a medical benefit plan for calendar year 2023 increased 1.3% and 2024 increased 4.1 percent. MESSA rates will increase 7% on January 1, 2024. The District contribution for DAA, DEA, DESPA, and individual contracted employees will increase 3% based on the various employee contracts. Bus drivers subscribe to Blue Care Network (BCN) which renews each July 1. The 2023-24 BCN rates increased 5.99% on July 1, 2023. The District contribution for Bus Drivers increased 1.3% based on the contract settlement. The group declined to pursue alternative plans.

**Retirement Costs** – Expenses for MPSERS retirement affect every building/program area with staff. The rate charged per employee is completely dependent on the individual employee's retirement elections. We budgeted 47.64% for the blended MPSERS rate. The employer contribution to the defined benefit plan is 20.96%-31.34%. The employer contribution to the defined contribution plan is 1%-9%. The District's MPSERS liability and rate stabilization rate is estimated to be 16.89% of the budgeted 2023-24 wages. The amount paid for the rate stabilization flows through our books, meaning we receive revenue to match the expenses billed by MPSERS. The majority of employees' elections require the District to pay 48.23% in total. We pay as much as 47.05% for employees electing the newest defined benefit plan. The District pays 46.85% for newly hired employees who completely opt out of the State Retirement system and make contributions on their own toward retirement. The General Fund budget for retirement is \$12,889,458, or 23.2% of the General Fund expenses. After offsetting \$6,153,263 from funding categoricals, the net MPSERS retirement cost budget is \$6,736,195, or 12.2% of the budget. The state categorical funding is not guaranteed. If eliminated, the full retirement cost would be a district obligation.

**Payroll Taxes/FICA** – Employees are participating in our Section 125/Cafeteria programs for pretax payroll deductions of health insurance premiums, Dependent Care FSA, Medical Care FSA, and Health Savings Accounts. Consequently, wages are exempt from FICA and Medicare payroll taxes. This saves both the employee and employer portions. The employer savings on FICA and Medicare create a positive variance on the related benefit lines. In addition, deductions for the MPSERS ORS Healthcare fund are also exempt. We anticipate approximately \$143,000 favorable variance due to FICA savings this year. Employees saved an equal amount.

**Board of Education** – This category includes activities of the Board of Education including board stipends, workshops, legal, unemployment, audit, and election costs. No major budget variances are expected at this time

**Executive Administration** – This category is for the office of the superintendent. The budget includes superintendent and per contractual obligations. No major budget variances are expected at this time.

**Business Office** – This category includes the business office and associated services. I have been working alongside our former CFO for the past month and have had the opportunity to meet

many other district employees in various departments and buildings, as well as, members of the community. The Business Office staff is stable and helping navigate who does what. No major budget variances are expected at this time.

Business Services – This category includes severance payments, board insurance, non-health claim deductibles, interest expense, and tax refunds/collection costs. No major budget variances are expected at this time.

Operations/Utilities/Security – This category includes our Principal of Operations and associated operations budget, district utilities, school safety (including the liaison officer), and property insurance. No major budget variances are expected at this time.

Supporting Services Central – This category includes communication services, personnel, and data collection/reporting. No major budget variances are expected at this time.

Other Financing Uses – This category is for recording transfers out of General Fund, primarily for subsidizing other Funds of the District. From the 2021-22 fiscal year end excess revenue, an amount equal to three years of projected Athletics subsidy was transferred to the Community Services Fund and assigned for the Athletics program. The 2023-24 budget includes an additional subsidy of \$312,125 for Athletics. The total General Fund support for the Athletics program is \$982,714.

Debt Services – This category is for the Common Debt Retirement of the 1998 Debt, 2017 Building and Site and Refunding Debt, 2021 Taxable Refunding Debt, and 2023 Building and Site Debt.

Revenues are property tax collections. Expenditures are principal and interest payments on the bonded debt. No borrowing was necessary from the School Bond Loan Fund to cover our obligations for the November 1, 2023 debt interest payment. We structured the debt to minimize the need to borrow from School Bond Loan Fund going forward. However, the account is still open and available if the need arises. Our final payoff requirement for the School Bond Loan Fund is 2034.

While the goal is that these funds have revenue equal to expenses and no fund balance, the timing of payments on the debt and the taxes received from collections generate some fluctuation in balances.

To: Board Of Education

From: Christie Bueche

Date: December 22, 2023

RE: Building/Department Financial Narratives – November 30, 2023

The following is a compilation of information received from administrators and program directors/managers regarding the budget status as of November 30, 2023.

**Dexter Early Elementary Complex (DEEC)** – Anchor and Beacon Elementary Schools are currently operating within the budget established at the beginning of the 2023-24 school year, with combined expenditures comparable to previous years. The DEEC has spent 25% of the combined budget. At this time, the DEEC anticipates that it will continue to operate within its budgetary constraints for the remainder of the school year.

Our combined parent group, DEEC PTO, continues to supplement our budgets by providing grants for student programs, such as assemblies and field trips, and additional classroom needs. The DEEC PTO was able to hold the annual “DEEC Dash” Fun Run, Walk or Roll Fundraiser this fall and raised over \$40,000. PTO Grants support teachers and students by providing them with hands-on materials to use to supplement the curriculum and create engaging learning experience for all students. Some PTO funds will also be used for after school events like Art & Literacy and STEAM nights.

We are looking forward to next semester which will offer enrichment opportunities for all students. There will be author visits, Mad Science assembly, Common Chords Musical performances and more. Students will also attend field trips to Leslie Science Center, Hudson Mills, and local Dexter businesses.

**Wylie** – Wylie Elementary School expenses continue to be in line with expenditures from previous years. Wylie is currently operating within its budget for the 2023-24 school year. We have spent 23% of our budget. Our staffing numbers have decreased compared to last year.

We have been allocating funding this year to support MTSS (Multi-Tiered System of Support). We are creating regulation stations in all of our learning spaces to continue the positive work happening at the DEEC. In addition, we have purchased and are using the same resource book as the DEEC to support positive student behavior interventions. We continue to add books to our Rainbow Library for our students to grow their reading skills. The Wylie PTT continues to support Wylie financially through grants and enrichment experiences for our students.

**Creekside** – Creekside Intermediate School is operating within the budget established for the 2023-24 school year and expenses have been consistent with expenditures from last year. We currently have a long-term substitute for our choir class, but overall substitute costs have decreased from the prior year. Professional development has been mostly “in house” for our coaches and teachers. We have spent 21% of our budget as of November 30. Staffing has

remained fairly consistent and we are maintaining a healthy budget. We anticipate carrying over a portion of our budget.

**Mill Creek** - Mill Creek Middle School continues to operate under the budget estimated at the start of the fiscal year. Expenses for 2023-24 have been consistent with expenditures from previous years. As of November 30, we have spent 23% of our budget. I do not anticipate any fiscal challenges that will alter our original plan of operating under the established budget.

**Dexter High School** - Dexter High School is currently operating well within its budget for the 2023-24 school year. We are operating at 29% of our budget this year. We experienced no major issues with the budget this year. We have found efficiencies within our staffing and master schedule. We are also on track to underspend our per-pupil accounts. We had a decent amount of carry-over from last year and we are utilizing those funds for our special projects. Overall, we are pleased with utilization of our resources this year.

**Dexter Alternative School** – Dexter Alternative School is currently operating within its budget for the 2023-24 school year. As of November 30, we have spent 16% of our budget and do not anticipate any fiscal challenges that will significantly alter our budgeting expectations.

**Special Education** - The Special Education Department is currently operating within its budget established for the 2023-24 school year. Based on fall count data the district is supporting 458 students who are identified as needing special education and are receiving services within the district.

Expenditures have included the purchase of updated assessment measures to determine special education eligibility, updated progress monitoring tools, and updated curriculum resources materials to support the specialized instructional needs of students.

**Curriculum and Instruction** – The Improvement of Instruction budget is projected to conclude the 2023-24 school year within its designated budget. This academic year has ushered in numerous opportunities for Dexter Community Schools. Notably, students in grades K-4 now benefit from personalized and differentiated literacy support through the utilization of Lexia Core5 Software. Additionally, a pilot program of Lexia Power Up has been introduced for select students in grades 5-8. Further investments have been made to facilitate the implementation of new ELA curricular resources, namely Bookworms for grades K-2 and Being a Reader and Being a Writer for grades 3-4.

Expenditures within the Improvement of Instruction budget encompass these innovative initiatives and traditional allocations. This includes support for NWEA MAP and MPG for grades K-8, Acadience Literacy Assessment in Kindergarten through Second Grade, student workbooks, and online resources for K-6 Everyday Math, TCI Social Studies, Mystery Science, as well as digital resources for classroom teachers.

We have also worked to establish a relationship with Schoolytics to provide data analytics for Dexter Community Schools and to enhance the Multi-Tiered Support System (MTSS) efforts, fostering improved communication across the district.

As of now, there are no foreseen fiscal challenges that would deviate from our original operational plan set forth within the established budget.



## **Community Services Programs – Athletics Program**

Dexter Athletics has started the 2023-24 school year off with great success. Our school community should be extremely proud of the accomplishments so far and we look forward to our winter and spring successes as well. Our teams represented us in the SEC Conference and at the state level with great success.

SEC Champions:	Women's Golf, Field Hockey
State Qualifiers:	Boys Tennis, Football, Boys Soccer (District Champions), Boys Cross Country, Girls Golf, Girls Swim and Dive, Boys Water Polo, Equestrian
Individual:	Avery Manning Girls Golf (2nd Place) Brandon Anderson Cross Country (7th Place)
State Champions:	Field Hockey (2023 and 2022 Back to Back)

Dexter Athletics expenses are expected to increase overall due to the use of private transportation, an increase in officials' costs, new equipment expenditures, and our new salary structure for all coaches.

ABCD and Dexter Athletics continue to work together to develop strategies to increase revenue for all athletes and athletic teams.

We have had great success with the launching for our new registration software through Big Teams this winter and the use of Eleyo for the collection of participation fees. We continue to maintain our level of participation in athletics thus far this year.

## **Community Education Rec/Ed Program**

Community Ed had a successful summer and fall. We have had a staffing change and are currently operating with two full time staff while evaluating the need for a third. The status of each Community Ed program as of November 30 is as follows:

- After Care and Special Day Programs: The 2023-24 After Care program operated at full capacity (138 kids). To date, revenue is \$128,643 and expenses are \$11,004. We have switched to full week schedules for After Care. We did lose some families due to this change but we are able to service more families that need care on a daily basis. This change has made staffing easier.
- Recreation and Education Programs: Open Swim and pool parties continue to operate regularly. We have collected \$3,028 in revenue as of November 30. Swim lessons are on hold while the pools are booked with school practices and DCAC is currently low on instructors. We are expecting to reintroduce swim lessons in the spring.
- Adult and Youth programming: Programing is currently running at normal levels. Revenues are \$245,292. Expenses are \$97,730, 40% of revenue.
- Camp Dexter: We achieved revenue of \$220,686 and expenses were \$114,237. This summer we required full week schedules. We did receive some negative feedback on requiring full week schedules, however, we were at capacity almost every week.
- Facility Rentals: We had 30,410 hours of facility rentals and collected \$52,986 in Facility revenue. These hours include school events and athletics facility needs that the

Community Education office schedules. Facility requests and payments are all handled through Eleyo which is much more streamlined for both the community and staff.

#### Early Childhood Learning Center (ECLC) Jenkins/Bates Program

Jenkins Early Childhood Learning Center (ECLC) is operating within the budget established for the 2023-24 school year which includes a 2% increase in tuition. We have opened a third preschool half day classroom to better fulfill the needs of our community. We have the potential to continue our growth but have struggled with hiring staff. While our revenue is slightly less than our expenses, we do have committed fund balance to draw from if necessary. We will return 10% for indirect costs to General Fund this fiscal year.

**Buildings and Grounds** – The Buildings and Grounds department is currently operating within its budget for the 2023-24 school year. The overall budget spent at this time is 36%, compared to 37% of the overall budget spent last year through November. We anticipate ending this fiscal year within the current remaining allocation.

**Principal for Operations** – The work is being finished on the new heaters and boilers that were installed at Creekside and Wylie. The bid documents for work at the DHS and Wylie pools, DHS fire suppression system, building automation systems at DHS, Wylie, and Creekside, window replacement at Creekside, a DHS Flex space concept, roof work district wide, doors and hardware at Creekside and Mill Creek, and a replacement for the Wylie Primary Service Units are going out in December. With these projects, our goal is to use all the remaining construction funds from the 2017 Bond. The district solar field and walkway project and additional district signage projects are currently underway. We are in the processing of finalizing bids for a new set of pool stairs at the Wylie pool. We are also looking into the purchase of a long throw projector for the CPA and gathering bids for upgrades to our building elevators. We utilize, bond, district, and grant dollars to support the cost of these projects.

The South & West Washtenaw Consortium Building Trade students are completing two storage sheds at our Track and Field area and have poured concrete bases for two additional sheds at the varsity baseball, soccer, and softball area. We will be using the district funds to pay for smaller projects around the district. We are staying within the district and bond budgets for all purchases.

**Food and Nutrition** – Food and Nutrition, adjusted for revenue accruals and expenses encumbered, are \$937,967 revenue and \$984,654 expenses through November 30. Revenue is up this year with the return of free meals through the State of Michigan. We are still spending down our excess fund balance, that is reflected in our expenses exceeding revenue.

Detailed budget information is available upon request.

**Technology** – The Technology Department is currently progressing in alignment with the established budgetary objectives for the fiscal year. Throughout my 16-year tenure in education technology, the ongoing year stands out as exceptionally rewarding. Significantly, it marks the first time I have been part of a district-wide classroom technology refresh.

Admittedly, the implementation of such magnitude has not been without its challenges. Nevertheless, it is gratifying to witness the positive impact on both teaching staff and students.

Observing heightened levels of engagement and enthusiasm for learning during my walkthroughs of the buildings is truly invigorating.

**Transportation** – The Transportation Department continues to operate with limited staff at this time. We are currently operating at 30% of our allotted budget and anticipate staying within budget for the remainder of the year.

We were sad to see two of our drivers move on to other positions during November, prompting us to utilize our pre-arranged shutdown system more frequently than desired. We have consolidated routes where we can, but we still have four routes open at this time. The drivers have been pleased with the new 6-hour day and continue to work together to help the department cover as many extracurricular trips as possible. Teamwork is abundant.

We had two new drivers complete their CDL training as bus drivers. They are in the process of being trained to meet our high standards of student management before they will be assigned routes of their own and we expect them to be on a route of their own in December. We have one potential driver currently in the application and testing phase and could be ready by February 1.

We have one monitor position open that is needed to support our growing Special Needs routes. Our Utility employee, Mike Verbal continues to fill a driver position in the AM and helps in the PM on Tuesday and Thursday. We welcome back Barb Shelters (Hesse). Barb has returned after retirement as a substitute driver working three days a week in the afternoons.

We have implemented a new field trip bus request system this fall. Requests are now processed through Google forms which has eliminated numerous steps in our department and has made tracking easier.



**Dexter Community Schools**  
**COVID Grants and other related State Categoricals**

Grant Description	Grant	2019-20	2020-21	2021-22	2022-23	2023-24 estimate	Use of Funds
COVID-ESSER CARES	7960	\$ 174,666					Anchor K-2 Virtual/Hybrid Teachers
School emergency relief formula							
CPVOD - Child Care Block Grant	7970	\$ 38,769	\$ 38,769				Offset of costs for child care operations during COVID
		\$ 19,312	\$ 20,311				Tuition relief for parents for child care during COVID
COVID-District Covid CRF 103(2) paid by State Aid Status 7/2020	7980		\$ 44,690				Anchor K-2 Virtual/Hybrid Teachers
COVID-11p CRF \$350pp	7990		\$ 1,269,618				74.5 days of Anchor K-2 Virtual/Hybrid Teachers
paid by State Aid Status 8/2020							3.09% off schedule payment for virtual/hybrid instruction development
31o School Support	2380			\$ 443,926	\$ 292,991	\$ 146,496	District + K-2 Counselor \$261,790
							Psych .2 increase \$23,093
							District + K-2 Social Worker \$260,813
31aa Mental Health and School Safety	2490				\$ 393,979	\$ 739,090	Mental health supports and counseling
							for students and staff, School Safety
State Equalization Formula 11r(4)	3870		\$ 798,676				62.5 days of Anchor K-2 Virtual/Hybrid Teachers
State makeup to \$450 pp							
based on 3573 students							
Innovative Practices	3880			\$ 226,563			SPARK development 68 days 3/9-6/18/2021
State Section 23b(2d) \$100 pp							Additional Summer curriculum development
ESSER II Summer School	4310			\$ 1,222,100			Additional staff, camps, and supplies \$360,964
							Additional Transportation \$100,673
							SPARK development 44 days 1/4-3/8/2021
Section 23b(2a) \$550 pp							\$130,246
K-8 Dreads Summer							Admin summer \$370,274
							Summer B&G \$259,943
ESSER II HS Credit Recovery	4320			\$ 485,650			Additional staff, camps \$67,413
Section 23b(2b) \$550 pp							HS Counselors \$73,821
9-12 Summer Credit recovery							Admin summer \$196,752

**Dexter Community Schools**  
**COVID Grants and other related State Categoricals**

Grant Description	Grant	2019-20	2020-21	2021-22	2022-23	2023-24 estimate	Use of Funds
							Summer B&G \$147,664
ESSER II After School Section 23b(2c) \$25,000	4330			\$ 25,000			Development of programming K-6
ESSER II Teacher/Support Stipend Section 23c(4a-b) \$1000/teacher \$250/support	4340			\$ 93,000			Additional expenses of staff stipends
							Grant award \$318,750
							(prorated based on actual payout)
ESSER III 20% Learning Loss	4350			\$ 495,451	\$ 952,015		Anchor K-2 Teachers 43 days (2021-22) 87 days (2022-23)
	4351			\$ 371,876			Intervention Instruction K-4 \$230,570
							Reading Horizons materials \$141,306
IDEA Preschool ARP	4370			\$ 9,639			Special Education early intervention
ESSER III State Equalization 11t	4410			\$ 1,430,890	\$ 655,363		Intervention K-12 \$422,434 (22-23 \$385,930)
							Counselors K-8 \$493,678 (22-23 \$269,433)
							Nurse \$75,423
							Curriculum Leadership \$439,355
ESSER II Benchmark Assessment Section 104a	4430 3480			\$ 27,975	\$ 27,900		NWEA to support students with learning loss
ESSER II Learning Loss 98c	4510				\$ 176,393		Tutoring services, instructional coaches, and intervention staff
ESSER II Formula 11r(2)	4850						
Section 11r(2) 43.6% of ESSERII			\$ 352,948				31 days of Anchor K-2 Virtual/Hybrid Teachers
Section 11r(2) 56.4% of ESSERII				\$ 456,564			40 days of Anchor K-2 Teachers
MDHHS Health Resource Advocate	6180			\$ 100,000	\$ 100,000		Additional Nurse and COVID support
Pandemic-EBT Local Costs	6640			\$ 614	\$ 628		Admin costs of reporting for Pandemic Electronic Benefit Transfer
IDEA ARP Flowthrough	9830				\$ 119,626		Special Education services
97 School Safety	2440					\$ 395,272	Upgrading and adding security cameras
97b School Resource Officer	2540				\$ -		Grant application was denied
97c Risk Assessments	2550				\$ 26,000		District wide site assessment
97d Critical Incident Mapping	2560				\$ 44,638	\$ 20,362	Critical incident mapping

**Dexter Community Schools**  
**COVID Grants and other related State Categoricals**

Grant Description	Grant	2019-20	2020-21	2021-22	2022-23	2023-24 estimate	Use of Funds
97j Early Student Behavior Intervention Tools	2860					\$ 54,900	Purchase and implementation of tools that identify and collect early behaviors that require intervention to prevent abuse, self-harm, or violence
Grow Your Own	2480				\$ -		Grant application was denied
Future Educator Stipend	2600				\$ 9,600		Grant to fund future teacher education
147c2 MPSERS One-Time Deposit	2630				\$ 2,586,346		ORS paydown of MPSERS unfunded liability
35j Early Literacy	2820					\$ 336,705	Grant to improve literacy instructional practices
67f FAFSA Completion Challenge	2830					\$ 13,750	Grant to encourage students completing the FAFSA application
23g MI Kids Back-on-Track	2900					\$ 327,337	Grant to address students not proficient in math or reading
CRF- MAISA Device Purch Prog	4830		\$ 23,947				Rebates for tech devices purchased through Bond
			\$ 29,103				Rebate for virtual learning and connectivity
Unanticipated School Closure Summer Food Service Program (SFSP)	8580	\$ 730,812	\$ 1,064,551	\$ 97,806			Additional expenses of staff and supplies for community food meal kits and free breakfast and lunch meals for all students
National School Breakfast (NSLP)	8500			\$ 183,667			Free breakfast for students (2021-22 school year)
National School Lunch (NSLP)	8510			\$ 1,461,659			Free lunch for students (2021-22 school year)
National School Lunch Snack (NSLP)	8610			\$ 13,388			Free snack milk for students (2021-22 school year)
10 Cents A Meal for Michigan Kids and Farms	3730				\$ 12,500	\$ 40,185	Fresh produce from local vendors (funding received year after expense)
Local Food for Schools	8510				\$ 8,713		Local produce for students
Seamless Summer Option (SSO) Lunch	8510				\$ 11,972		Free Lunch for students (Summer 2022)
Supply Chain Assistance Funds	8510			\$ 68,885	\$ 106,188	\$ 86,037	Offset increased food costs due to supply chain issues

**Dexter Community Schools**  
**COVID Grants and other related State Categoricals**

Grant Description	Grant	2019-20	2020-21	2021-22	2022-23	2023-24 estimate	Use of Funds
Child Care Relief Fund Grant	7010			\$ 229,960			Fall 2021-Jenkins/ECLC staff bonuses, staff raises, reimbursed parent tuition for days closed due to COVID, reimburse 2020-21 excess cost of childcare staff.
	7010			\$ 225,020	\$ 32,000		Spring 2022-Jenkins/ECLC additional grant for operations, Staff bonus (paid 8/2022)
	7011			\$ 173,313	\$ 12,000		Spring 2022-Community Ed Rec/Ed staff pay, staff bonus (paid 8/2022)
	7010				\$ 178,760		Summer 2022-Jenkins/ECLC additional grant for operations
	7011				\$ 137,875		Summer 2022-Community Ed Rec/Ed additional grant for operations
General Fund Revenue		\$ 174,666	\$ 2,465,932	\$ 5,389,248	\$ 5,385,479	\$ 2,033,912	\$ 15,449,237
Capital Projects Fund Revenue		\$ -	\$ 53,050	\$ -	\$ -	\$ -	\$ 53,050
Food Service Fund Revenue		\$ 730,812	\$ 1,064,551	\$ 1,825,405	\$ 139,373	\$ 126,222	\$ 3,886,363
Community Services Fund		\$ 58,081	\$ 59,080	\$ 628,293	\$ 360,635	\$ -	\$ 1,106,089
Total Covid Funding		\$ 963,559	\$ 3,642,613	\$ 7,842,946	\$ 5,885,487	\$ 2,160,134	\$ 20,494,739





# Board Monthly Financial Report

Fiscal Year to Date 11/30/23

Sub Function Code	Adopted Budget	Current Month Actual	Actual FYTD	Adopted Budget - Actual	Encumbrances	% Rec'd/Spent	Prior Year FYTD
<b>Fund(COA) 11 - General Fund</b>							
Account Type <b>Revenue</b>							
Function Code <b>R100 - Local Sources - 100</b>							
	6,199,372.00	91,048.70	317,423.57	5,881,948.43	.00	5	233,260.67
Function Code <b>R100 - Local Sources - 100 Totals</b>	\$6,199,372.00	\$91,048.70	\$317,423.57	\$5,881,948.43	\$0.00	5 %	\$233,260.67
Function Code <b>R200 - Non-Education Sources - 200</b>							
	.00	.00	.00	.00	.00	+++	.00
Function Code <b>R200 - Non-Education Sources - 200 Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Function Code <b>R300 - State Sources - 300</b>							
	35,003,796.00	4,146,767.56	7,314,019.28	27,689,776.72	.00	21	6,129,503.51
Function Code <b>R300 - State Sources - 300 Totals</b>	\$35,003,796.00	\$4,146,767.56	\$7,314,019.28	\$27,689,776.72	\$0.00	21 %	\$6,129,503.51
Function Code <b>R400 - Federal Sources - 400</b>							
	970,713.00	900.00	900.00	969,813.00	.00	0	628.00
Function Code <b>R400 - Federal Sources - 400 Totals</b>	\$970,713.00	\$900.00	\$900.00	\$969,813.00	\$0.00	0 %	\$628.00
Function Code <b>R500 - ISD / Other Sources - 500</b>							
	5,173,869.00	8,546.98	1,019,878.68	4,153,990.32	.00	20	891,509.59
Function Code <b>R500 - ISD / Other Sources - 500 Totals</b>	\$5,173,869.00	\$8,546.98	\$1,019,878.68	\$4,153,990.32	\$0.00	20 %	\$891,509.59
Function Code <b>R600 - In from other Funds - 600</b>							
	413,658.00	152,534.78	152,534.78	261,123.22	.00	37	122,581.19
Function Code <b>R600 - In from other Funds - 600 Totals</b>	\$413,658.00	\$152,534.78	\$152,534.78	\$261,123.22	\$0.00	37 %	\$122,581.19
Account Type <b>Revenue Totals</b>	\$47,761,408.00	\$4,399,798.02	\$8,804,756.31	\$38,956,651.69	\$0.00	18 %	\$7,377,482.96
Account Type <b>Expense</b>							
Function Code <b>100 - Instruction</b>							
Sub Function Code 110 - Basic Functions - 110	22,714,595.00	1,809,937.48	5,648,207.81	17,066,387.19	7,651.42	25	5,109,157.42
Sub Function Code 120 - Added Needs - 120	6,675,086.00	771,699.12	1,666,089.36	5,008,996.64	11,671.11	25	1,644,909.86
Function Code <b>100 - Instruction Totals</b>	\$29,389,681.00	\$2,581,636.60	\$7,314,297.17	\$22,075,383.83	\$19,322.53	25 %	\$6,754,067.28
Function Code <b>200 - Supporting Services</b>							
Sub Function Code 210 - Support Services-Pupil - 210	5,763,435.00	437,391.47	1,303,755.02	4,459,679.98	142,981.00	23	1,238,834.23
Sub Function Code 220 - Support Services-Instructional - 220	2,936,458.00	189,058.71	1,116,295.37	1,820,162.63	27,075.55	38	1,184,751.53
Sub Function Code 230 - Support Services-Administration - 230	816,644.00	37,985.61	272,119.82	544,524.18	362.00	33	354,234.01
Sub Function Code 240 - Support Services-School Admin - 240	2,741,758.00	203,652.48	847,289.55	1,894,468.45	500.00	31	827,714.03
Sub Function Code 250 - Support Services-Business - 250	870,309.00	41,679.76	248,899.96	621,409.04	.00	29	213,288.07
Sub Function Code 260 - Operations and Maintenance - 260	4,634,889.00	489,840.45	2,036,394.68	2,598,494.32	287,131.43	44	1,658,362.25
Sub Function Code 270 - Pupil Transportation - 270	1,835,649.00	121,877.81	546,097.12	1,289,551.88	38,603.80	30	544,869.22
Sub Function Code 280 - Support Services-Central - 280	645,692.00	38,909.22	218,261.85	427,430.15	28,687.76	34	247,041.52
Function Code <b>200 - Supporting Services Totals</b>	\$20,244,834.00	\$1,560,395.51	\$6,589,113.37	\$13,655,720.63	\$525,341.54	33 %	\$6,269,094.86
Function Code <b>300 - Community Services</b>							
Sub Function Code 320 - Community Recreation - 320	208,023.00	38,191.53	106,160.06	101,862.94	47,129.43	51	94,552.14
Sub Function Code 330 - Community Activities - 330	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 350 - Care of Children - 350	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 360 - Welfare Activities - 360	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 370 - Non Public School Pupils - 370	7,751.00	.00	.00	7,751.00	.00	0	.00
Sub Function Code 390 - Other Community Services - 390	.00	.00	.00	.00	.00	+++	.00
Function Code <b>300 - Community Services Totals</b>	\$215,774.00	\$38,191.53	\$106,160.06	\$109,613.94	\$47,129.43	49 %	\$94,552.14
Function Code <b>400 - Facilities Construction &amp; Other Payments or Adjustments</b>							
Sub Function Code 400 - Other Government Agencies - 400	.00	.00	.00	.00	.00	+++	.00
Function Code <b>400 - Facilities Construction &amp; Other Payments or Adjustments Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Function Code <b>500-600 - Other Financing Uses</b>							



# Board Monthly Financial Report

Fiscal Year to Date 11/30/23

Sub Function Code	Adopted Budget	Current Month Actual	Actual FYTD	Adopted Budget - Actual	Encumbrances	% Rec'd/Spent	Prior Year FYTD
Sub Function Code 500 - Debt Service - 500	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 600 - Fund Modifications - 600	100,000.00	.00	.00	100,000.00	.00	0	.00
Function Code <b>500-600 - Other Financing Uses</b> Totals	<b>\$100,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$100,000.00</b>	<b>\$0.00</b>	<b>0 %</b>	<b>\$0.00</b>
Account Type <b>Expense</b> Totals	<b>\$49,950,289.00</b>	<b>\$4,180,223.64</b>	<b>\$14,009,570.60</b>	<b>\$35,940,718.40</b>	<b>\$591,793.50</b>	<b>28 %</b>	<b>\$13,117,714.28</b>
Fund(COA) <b>11 - General Fund</b> Totals	<b>(\$2,188,881.00)</b>	<b>\$219,574.38</b>	<b>(\$5,204,814.29)</b>	<b>\$3,015,933.29</b>	<b>(\$591,793.50)</b>	<b>238 %</b>	<b>(\$5,740,231.32)</b>



# Board Monthly Financial Report

Fiscal Year to Date 11/30/23

Sub Function Code	Adopted Budget	Current Month Actual	Actual FYTD	Adopted Budget - Actual	Encumbrances	% Rec'd/Spent	Prior Year FYTD
<b>Fund(COA) 23 - Community Service Fund</b>							
Account Type <b>Revenue</b>							
Function Code <b>R100 - Local Sources - 100</b>							
	3,005,935.00	195,456.67	1,399,315.78	1,606,619.22	.00	47	1,287,296.45
Function Code <b>R100 - Local Sources - 100 Totals</b>	\$3,005,935.00	\$195,456.67	\$1,399,315.78	\$1,606,619.22	\$0.00	47 %	\$1,287,296.45
Function Code <b>R300 - State Sources - 300</b>							
	75,668.00	.00	365.00	75,303.00	.00	0	1,280.00
Function Code <b>R300 - State Sources - 300 Totals</b>	\$75,668.00	\$0.00	\$365.00	\$75,303.00	\$0.00	0 %	\$1,280.00
Function Code <b>R400 - Federal Sources - 400</b>							
	.00	.00	.00	.00	.00	+++	366,135.00
Function Code <b>R400 - Federal Sources - 400 Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$366,135.00
Function Code <b>R500 - ISD / Other Sources - 500</b>							
	.00	.00	.00	.00	.00	+++	.00
Function Code <b>R500 - ISD / Other Sources - 500 Totals</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Function Code <b>R600 - In from other Funds - 600</b>							
	100,000.00	.00	.00	100,000.00	.00	0	.00
Function Code <b>R600 - In from other Funds - 600 Totals</b>	\$100,000.00	\$0.00	\$0.00	\$100,000.00	\$0.00	0 %	\$0.00
Account Type <b>Revenue Totals</b>	\$3,181,603.00	\$195,456.67	\$1,399,680.78	\$1,781,922.22	\$0.00	44 %	\$1,654,711.45
Account Type <b>Expense</b>							
Function Code <b>100 - Instruction</b>							
Sub Function Code 110 - Basic Functions - 110	153,962.00	14,803.85	52,854.89	101,107.11	.00	34	47,033.25
Function Code <b>100 - Instruction Totals</b>	\$153,962.00	\$14,803.85	\$52,854.89	\$101,107.11	\$0.00	34 %	\$47,033.25
Function Code <b>200 - Supporting Services</b>							
Sub Function Code 220 - Support Services-Instructional - 220	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 240 - Support Services-School Admin - 240	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 250 - Support Services-Business - 250	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 260 - Operations and Maintenance - 260	62,550.00	7,074.65	48,778.43	13,771.57	9,186.61	78	25,300.61
Sub Function Code 270 - Pupil Transportation - 270	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 290 - Support Services-Other - 290	1,626,393.00	304,998.45	631,672.53	994,720.47	48,191.87	39	472,512.72
Function Code <b>200 - Supporting Services Totals</b>	\$1,688,943.00	\$312,073.10	\$680,450.96	\$1,008,492.04	\$57,378.48	40 %	\$497,813.33
Function Code <b>300 - Community Services</b>							
Sub Function Code 310 - Community Services Direction - 310	301,441.00	15,999.28	97,000.47	204,440.53	.00	32	59,728.88
Sub Function Code 320 - Community Recreation - 320	347,824.00	36,085.36	111,203.42	236,620.58	.00	32	141,961.37
Sub Function Code 350 - Care of Children - 350	1,152,614.00	93,916.65	471,109.06	681,504.94	.00	41	511,021.81
Sub Function Code 390 - Other Community Services - 390	.00	16,534.08	54,364.72	(54,364.72)	.00	+++	44,222.33
Function Code <b>300 - Community Services Totals</b>	\$1,801,879.00	\$162,535.37	\$733,677.67	\$1,068,201.33	\$0.00	41 %	\$756,934.39
Function Code <b>500-600 - Other Financing Uses</b>							
Sub Function Code 600 - Fund Modifications - 600	200,339.00	75,140.07	75,140.07	125,198.93	.00	38	82,234.71
Function Code <b>500-600 - Other Financing Uses Totals</b>	\$200,339.00	\$75,140.07	\$75,140.07	\$125,198.93	\$0.00	38 %	\$82,234.71
Account Type <b>Expense Totals</b>	\$3,845,123.00	\$564,552.39	\$1,542,123.59	\$2,302,999.41	\$57,378.48	40 %	\$1,384,015.68
Fund(COA) <b>23 - Community Service Fund Totals</b>	(\$663,520.00)	(\$369,095.72)	(\$142,442.81)	(\$521,077.19)	(\$57,378.48)	21 %	\$270,695.77



# Board Monthly Financial Report

Fiscal Year to Date 11/30/23

Sub Function Code	Adopted Budget	Current Month Actual	Actual FYTD	Adopted Budget - Actual	Encumbrances	% Rec'd/Spent	Prior Year FYTD
Fund(COA) 25 - School Lunch Fund							
Account Type Revenue							
Function Code R100 - Local Sources - 100							
	879,628.00	5,387.64	154,770.66	724,857.34	.00	18	248,711.67
Function Code R100 - Local Sources - 100 Totals	\$879,628.00	\$5,387.64	\$154,770.66	\$724,857.34	\$0.00	18 %	\$248,711.67
Function Code R300 - State Sources - 300							
	75,810.00	139,067.15	162,335.12	(86,525.12)	.00	214	19,910.41
Function Code R300 - State Sources - 300 Totals	\$75,810.00	\$139,067.15	\$162,335.12	(\$86,525.12)	\$0.00	214 %	\$19,910.41
Function Code R400 - Federal Sources - 400							
	669,322.00	182,943.08	187,952.08	481,369.92	.00	28	117,074.84
Function Code R400 - Federal Sources - 400 Totals	\$669,322.00	\$182,943.08	\$187,952.08	\$481,369.92	\$0.00	28 %	\$117,074.84
Function Code R500 - ISD / Other Sources - 500							
	201,365.00	.00	.00	201,365.00	.00	0	34,832.27
Function Code R500 - ISD / Other Sources - 500 Totals	\$201,365.00	\$0.00	\$0.00	\$201,365.00	\$0.00	0 %	\$34,832.27
Account Type Revenue Totals	\$1,826,125.00	\$327,397.87	\$505,057.86	\$1,321,067.14	\$0.00	28 %	\$420,529.19
Account Type Expense							
Function Code 200 - Supporting Services							
Sub Function Code 210 - Support Services-Pupil - 210	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 260 - Operations and Maintenance - 260	3,480.00	792.00	1,919.12	1,560.88	.00	55	1,942.70
Sub Function Code 290 - Support Services-Other - 290	2,004,711.00	194,848.81	772,077.74	1,232,633.26	601,213.75	39	450,657.98
Function Code 200 - Supporting Services Totals	\$2,008,191.00	\$195,640.81	\$773,996.86	\$1,234,194.14	\$601,213.75	39 %	\$452,600.68
Function Code 500-600 - Other Financing Uses							
Sub Function Code 600 - Fund Modifications - 600	200,819.00	77,394.71	77,394.71	123,424.29	.00	39	45,260.07
Function Code 500-600 - Other Financing Uses Totals	\$200,819.00	\$77,394.71	\$77,394.71	\$123,424.29	\$0.00	39 %	\$45,260.07
Account Type Expense Totals	\$2,209,010.00	\$273,035.52	\$851,391.57	\$1,357,618.43	\$601,213.75	39 %	\$497,860.75
Fund(COA) 25 - School Lunch Fund Totals	(\$382,885.00)	\$54,362.35	(\$346,333.71)	(\$36,551.29)	(\$601,213.75)	90 %	(\$77,331.56)



# Board Monthly Financial Report

Fiscal Year to Date 11/30/23

Sub Function Code	Adopted Budget	Current Month Actual	Actual FYTD	Adopted Budget - Actual	Encumbrances	% Rec'd/Spent	Prior Year FYTD
Fund(COA) <b>29 - Student/School Activity Fund</b>							
Account Type <b>Revenue</b>							
Function Code <b>R100 - Local Sources - 100</b>							
	1,969,496.00	154,447.10	525,367.10	1,444,128.90	.00	27	384,388.97
Function Code <b>R100 - Local Sources - 100 Totals</b>	<b>\$1,969,496.00</b>	<b>\$154,447.10</b>	<b>\$525,367.10</b>	<b>\$1,444,128.90</b>	<b>\$0.00</b>	<b>27 %</b>	<b>\$384,388.97</b>
Account Type <b>Revenue Totals</b>	<b>\$1,969,496.00</b>	<b>\$154,447.10</b>	<b>\$525,367.10</b>	<b>\$1,444,128.90</b>	<b>\$0.00</b>	<b>27 %</b>	<b>\$384,388.97</b>
Account Type <b>Expense</b>							
Function Code <b>200 - Supporting Services</b>							
Sub Function Code <b>290 - Support Services-Other - 290</b>							
	1,969,496.00	5,771.44	208,381.21	1,761,114.79	17,973.49	11	278,562.37
Function Code <b>200 - Supporting Services Totals</b>	<b>\$1,969,496.00</b>	<b>\$5,771.44</b>	<b>\$208,381.21</b>	<b>\$1,761,114.79</b>	<b>\$17,973.49</b>	<b>11 %</b>	<b>\$278,562.37</b>
Account Type <b>Expense Totals</b>	<b>\$1,969,496.00</b>	<b>\$5,771.44</b>	<b>\$208,381.21</b>	<b>\$1,761,114.79</b>	<b>\$17,973.49</b>	<b>11 %</b>	<b>\$278,562.37</b>
Fund(COA) <b>29 - Student/School Activity Fund Totals</b>	<b>\$0.00</b>	<b>\$148,675.66</b>	<b>\$316,985.89</b>	<b>(\$316,985.89)</b>	<b>(\$17,973.49)</b>	<b>+++</b>	<b>\$105,826.60</b>
Grand Totals	<b>(\$3,235,286.00)</b>	<b>\$53,516.67</b>	<b>(\$5,376,604.92)</b>	<b>\$2,141,318.92</b>	<b>(\$1,268,359.22)</b>	<b>166 %</b>	<b>(\$5,441,040.51)</b>



**Dexter Community Schools  
Finance Committee  
Meeting Minutes  
December 6, 2023**

---

Board Committee Members Present – Daniel Alabre, Jennifer Kangas, Dick Lundy (Chair)  
Non-Board Committee Members Present – None  
Staff Committee Members Present – Sharon Raschke, Chris Timmis, Christie Bueche  
Others Present – None

---

Meeting convened at 8:00 am.

**Approval of Minutes**

A motion was made by Jennifer Kangas to approve the finance committee meeting minutes of October 16, 2023. Daniel Alabre seconded the motion. Motion Carried (unanimous).

**Audience Participation**

None

**Discussion Items**

**1. 2023-24 December Budget Amendment**

The Committee reviewed and discussed the 2023-24 budget revision. A motion was made by Dick Lundy that the Finance Committee recommends the revisions to the budget be approved by the Board. Daniel Alabre seconded the motion. Motion Carried (unanimous). The budget revision will be presented to the Board on December 11.

Meeting adjourned at 9:41 am.





# Dexter Community Schools Multigenerational Committee

---

## MINUTES

December 15 - 8:30am

### Call to order:

**Present:** Chris Timmis (Superintendent), Mara Greatorex (DCS Board President), Sharon Raschke (Senior Project Manager/CFO - DCS), Dick Lundy (DCS Board Treasurer), Ann Davis (Dexter Senior Center) - via zoom, Craig McCalla (Principal for Operations), Jennifer Starrs (citizen), Jerry Brand (Senior Center Facilities Committee), Jim Carson (Dexter Senior Center), Mike Bavineau (Athletic Director)

1. Approval of Agenda - Moved by A. Davis, Second by J. Brand. Approved Unanimously
2. Approval of Minutes (12/1/2023) - Moved by J. Brand, Second by A. Davis. Approved Unanimously
3. Any new information/updates to share:
  - a. Discussion of new information:
    - i. Plan for December 20th Forum (See below and next page)
      1. Purpose of the Forum: Clarification of the funding and the project scope
      2. Outcomes:
        - a. How does a multigenerational center sustain
        - b. Multigenerational Center = Senior Center Plus Community Center
        - c. The Wellness Center is the logical location plus an addition or separate Senior Center building on site (i.e., campus) - visual image
        - d. Money available and known & unknown - the breakdown of funds and what is possible based on which funds are available in the end
        - e. Why DCS is doing this and how is it in the interest of kids
    - ii. Full Community Dates: tentatively 12/20/23, 1/10/24, and 1/17/24 @7:00pm
      1. Senior Only Date: tentatively 1/10/24 @12:00pm (may need to be 11:00 am)
      2. Possible Agenda Topics: potential funding, hopes and dreams or SWOT protocol, processing; feedback form
    - iii. Project Timeline Development Discussion
4. Process for Community Input and Timeline
  - a. Messaging so far
5. Next steps:
  - a. Community forums
  - b. Discussion -TBD
  - c. Next meeting 1:30 on January 18th at Bates

## **Dexter Community Schools Multigenerational Committee**

---

6. Public Comment - NA
7. Adjournment - 9:37 p.m.

### **Community Forum - December 20th:**

- **Overview of funding and the project**
  - **Acquire, Construct, Renovate and Program Establishment for a Senior and Community Center**
  - **Explain District Boundaries and School Funding**
- **Overview of DCS Community Education and Outside of School Structure/Options**
- **What are your Hopes and Dreams for a Dexter Multigenerational Community Center**
- **SWOT analysis (entire group)**
  - What are the strengths of DCS creating a Multigenerational Community Center?
  - What are the weaknesses of DCS creating a Multigenerational Community Center?
  - What are the opportunities of DCS creating a Multigenerational Community Center?
  - What are the threats of DCS creating a Multigenerational Community Center?

**Policy Committee Minutes**  
**December 18, 2023, 11:30am**  
**Bates Boardroom**

Meeting called to order at 11:30am

Present: Committee Members Elise Bruderly (chair), Mara Greatorex, Melanie Szawara;  
Staff Barb Leonard (12:30pm), Chris Timmis

1. Melanie Szawara made a motion to approve the agenda. Mara Greatorex seconded the motion. Motion carried (unanimous).
2. Public Participation – none
3. Policies Discussion
  - a. The committee discussed moving to Thrun as a policy provider as soon as feasible.
  - b. The committee discussed the following policies due to recent changes in the law:
    - 0122, 0131.1, 3130, 3139, 3142 current NEOLA policies with updates
    - Thrun policies 4108, 4207, 4402, 4403, 4405, 4407, 4408, 4409, 4503

5. Action

Following discussion, Mara Greatorex made a motion that the committee recommend the following to the full board:

- Adopt updates to current policies 0122 and 0131.1
- Rescind existing policies 3130, 3139, 3142
- Adopt the following Thrun policies and add to the 3000 section of the Board policy manual, adding T- in front of the policy number to distinguish from NEOLA drafted policies: T-4108, T-4207, T-4402, T-4403, T-4405, T-4407, T-4408, T-4409, T-4503

Melanie Szawara seconded the motion. Motion carried (unanimous).

6. Future Business - transition to Thrun as a provider; Board Member Certification
7. Adjournment - 12:53pm



**Dexter Community Schools**  
**SEX EDUCATION ADVISORY BOARD**

---



**Sex Education Advisory Board Meeting Agenda**  
**Dexter High School - Conference Room**  
**12/20/23**

**Present: Ryan Bruder, Dr. Laura Babe, Cole Doty, Dr. Randy Desrochers, Mutheu Esilaba, Dr. Jessica Fealy, Kim Kirkey, Kiara Kapusansky, Penni Jones, Kaela Laurin, Crystal Zurek, Anne Scruggs, Dan Trevisan, Amy Reiser, Ann Pregont, Laura Preston, Kari Reschke**

**Absent: Katie Barry, Rev Tim Broyles**

**Guests in attendance: None**

- 1) Meeting Minutes from 11/8/23 - **Motion to approve by Dan Trevisan, Second by Jessica Fealy - Unanimous Support**
- 2) Approval of Agenda **Motion to approve by Penni Jones, Second by Jessica Fealy - Unanimous Support**
- 3) Public Participation - **None**
- 4) Discussion Items
  - a) Jigsaw SWOT Protocol (**See Below**)
  - b) Presentation of most recent SEAB-related Data
    - i) 2019 RHAC Student Survey Results
    - ii) 2018 MiPHY Data
    - iii) 2023 DCS Health Teacher Survey Results Summary
    - iv) STI/Pregnancy Data Sets
    - v) Repository of current DCS curriculum
- 5) Action Items
  - a) Receive SEAB Bylaws
- 6) Future Business
  - a) SEAB Goal Setting and Action Plan



**Strengths**

- Reproductive health, relationships, puberty, anatomy-related teaching
- Low number of sexually active students at middle school level
- Drugs/alcohol use before sexual activity is low
- Low number of STI cases compared to state
- High rate of participation in Sex Education
- High community involvement
- Highly-skilled and credentialed group

**Weaknesses**

- Survey data validity?
- Scope and sequence of curriculum
- Dated/problematic materials
- Relationship violence (forced in to sexual intercourse)
- Increase in sexual activity in 9th grade
- Condom use (60%) low level of contraception use
- Age gap (3+ years) for first sexual experience (25%)
- Consent
- "Current" topics (sexting, pornography, grooming, social media, etc)
- Period products not being taught
- Healthy relationships

**Opportunities**

- Curricular alignment
- Resource update (one resource?)
- Curriculum review
- Improve culture around sex education
- Help families improve supporting their students
- Advanced level course (Health 1 and Health 2?)
- Look at intersectionality between Sex Ed and Personal Safety
- Emphasis of 9th grade transition year (orientation/resources)
- Inclusive as possible with prevention and relationships
- Not a lot of DCS data
- Pregnancy data?
- MiPHY data - should we give the full?
- How does DCS data compare to other districts?
- Minority data/representation

**Dexter Community Schools**  
**SEX EDUCATION ADVISORY BOARD**

---



**Threats**

- Internet/social media
- Time
- Polarization on the issue
- Developmental level (Invincibility of teenagers)
- Parental consent/resistance
- Comfort of culture
- Lack of scientific studies
- Easy to implement in the moment
- How to engage with partners in the community