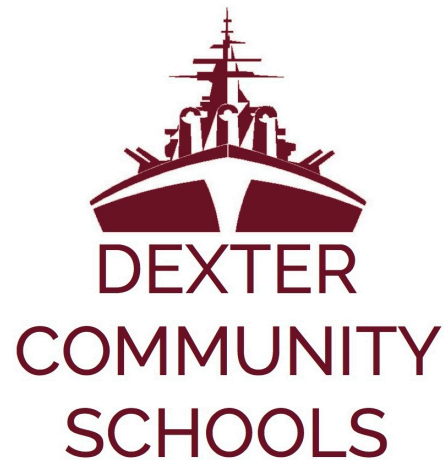


BOARD OF EDUCATION MEETING PACKET

April 8, 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** (3/18/2024)
- C. **APPROVAL OF AGENDA**
- D. **SCHOOL PRESENTATIONS**
 - 1. Shining Stars - MC Wrestling
- E. **PUBLIC PARTICIPATION** (up to ~30 minutes/max 5 per person)
- F. **ADMINISTRATIVE & BOARD UPDATES**
 - 1. Superintendent
 - a. Wellness Center Agreement
 - b. Facility Assessment
 - c. Preliminary Budget Info
 - 2. Board President
 - 3. Student Representatives
- G. **CONSENT ITEMS** - none
- H. **ACTION ITEMS**
 - 1. Correct 3/4/2024 Meeting Minutes
 - 2. Approve 127 Plan
 - 3. Amend Policy 6612
 - 4. Thrun Policies Sections 1000 and 2000 - First Reading
- I. **DISCUSSION ITEMS**
 - 1. Advertising Policy
 - 2. DHS New Course
- J. **PUBLIC PARTICIPATION** (up to ~15 minutes/max 3 per person)
- K. **BOARD COMMENTS**
- L. **INFORMATION ITEMS**
 - 1. Policy Minutes 3/19/2024
 - 2. SEAB Minutes 3/20/2024
 - 3. Finance Minutes 4/1/2024
 - 4. Multigenerational Community Center FAQ
- M. **CLOSED SESSION** *per MCL 15.268(c)*
 - 1. Negotiations
- N. **ADJOURNMENT**

CALENDAR

*April 29, 2024 - Board Meeting - 7:00pm Bates Boardroom

*May 20, 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
APRIL 8 , 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 March 18, 2024 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. Shining Stars: Mill Creek Wrestling Coaches

Mill Creek wrestling Head Coach Ryan Dinius and Assistant Coaches Scott Westfall, Jeff Backus, and Todd Pearsall will be recognized for their exemplary work and dedication building a middle school wrestling team this year.

E. PUBLIC PARTICIPATION (full guidelines at link)

Each speaker is allotted a maximum of 5 minutes for a total of approximately 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. Wellness Center Management Agreement with 5 Healthy Towns: On April 1, the finance committee reviewed a draft agreement for 5 Healthy Towns to continue operating the Dexter Wellness Center through December 31, 2024. This agreement provides consistency for existing members and the community. The Finance Committee reviewed historical financials for the Dexter Wellness Center dating back to 2017.
- b. Facility Assessment: In conjunction with the Board's strategic goal of facility planning, this evening's packet includes a facility assessment plan that the District is embarking upon.
- c. Preliminary Budget Information: CFO Christie Bueche will share an overview of preliminary 2024-2025 budget planning.

2. Board President

3. Student Representatives

BOARD OF EDUCATION MEETING NOTES
APRIL 8 , 2024

G. CONSENT ITEMS - none

H. ACTION ITEMS

1. Correct 3/4/2024

One of the public participation sessions was omitted from the March 4th, 2024 meeting minutes that the Board approved on March 22. Your packet includes corrected minutes.

- * An appropriate motion might be, "I move that the Board of Education approve the attached corrected 3/4/2024 meeting minutes."

2. Approve Section 127 Plan

This evening's packet includes an executive summary and supporting documents regarding the Michigan Department of Education Section 27k Student Loan Reimbursement program. This plan was previously discussed at the March 22, 2024 meeting. Since that time, the plan has been amended to remove two sections that were not applicable to grant-funded reimbursements. Your packet includes a revised plan showing those edits. The application deadline is April 11th, and the District must have an IRC Section 127 Plan in place to apply. This item is presented for action.

- * An appropriate motion might be, "I move that the Dexter Board of Education approve the attached DCS Section 127 plan."

3. Amend Policy 6612 First Reading

Your packet includes policy 6612 - *Fund Balance*, with a single edit. This edit is suggested by CFO Christie Bueche and has been recommended by the finance and policy committees.

- * An appropriate motion might be, "I move that the Board of Education approve policy 6612 - *Fund Balance* for first reading as presented."

4. Thrun Policy Sections 1000 and 2000 - First Reading

The District is in the process of switching policy providers to Thrun from NEOLA because of the streamlined policies as well as the fact that Thrun is DCS legal counsel. Your packet includes an executive summary that outlines the planned adoption process and lists the first two sections of policies for review.

- * An appropriate motion might be, "I move that the Board of Education approve the Series 1000 and 2000 policies listed in the attached executive summary, all to be effective 8/1/2024, for first reading this evening as presented."

BOARD OF EDUCATION MEETING NOTES
APRIL 8 , 2024

I. DISCUSSION ITEMS

1. Advertising Policy

Your packet includes policy 9700.01 Advertising and Commercial Activities. Community members have asked about the application of this policy and the policy committee would like some feedback/direction from the Board before beginning a committee discussion on this topic. Committee chair Elise Bruderly will lead this discussion.

2. DHS New Course Proposal

Your packet includes a proposal for a new DHS Course called Music Technology which is being proposed for second semester 2024-2025. This item is presented for discussion 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. Policy Minutes 3/19/2024
2. SEAB Minutes 3/20/2024
3. Finance Minutes 4/1/2024
4. Multigenerational Community Center FAQ
5. Multigenerational Community Center Ad Hoc Committee Minutes

M. CLOSED SESSION *per MCL15.268(c)*

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

1. Negotiations

- * An appropriate motion might be, "I move that the Board of Education return to open session."

N. ADJOURNMENT

**DEXTER COMMUNITY SCHOOLS
BOARD OF EDUCATION MEETING MINUTES
MARCH 18, 2024**

A. CALL TO ORDER – 7:00pm

1. Roll Call

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

Members Absent: none

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

DEA: Jessica Baese

Guests: Brooke Stidham, Katie Heikkila, Jennifer Percaro, Emily Arbour, Jody O'Bryan, Tricia Winder, Jill Covington, Anne Nakon, Bill Bernard, Lilly Mistopoulos, Trish Machemer

B. MEETING MINUTES

Brian Arnold made a motion to approve the meeting minutes from 3/46/2024 and as presented. Melanie Szawara seconded the motion. **Motion Carried (unanimous).**

C. APPROVAL OF AGENDA

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

D. SCHOOL PRESENTATIONS

1. Dexter Early Elementary Complex Social-Emotional Learning Presentation

The DEEC Building Support Team is comprised of counselors, social workers, special education teachers and a certified behavior analyst. This team shared with the Board some of the programs and tools they use to help DEEC students learn self-regulation and social skills, as well as some of the strategies they use to help students who are exhibiting crisis behaviors and reduce disruption for other students and staff.

E. PUBLIC PARTICIPATION – none

F. ADMINISTRATIVE & BOARD UPDATES

1. Superintendent Update

Dr. Timmis shared brief updates:

- Spring sports are in full swing; girls basketball won districts, Band Extravaganza happened this past weekend; Spring Break is next week and Test Fest 2024 will commence a week after break.

2. Board President Update - none

**DEXTER COMMUNITY SCHOOLS
BOARD OF EDUCATION MEETING MINUTES
MARCH 18, 2024**

3. Student Representatives Update

Marty Watson noted that boys lacrosse have their first game Wednesday, and many teams are doing fundraisers including girls lacrosse selling mulch and others; DreadBots have been doing well in competition; SAT is coming up for juniors and NHS seniors have been helping them study; a band called Hudson North that includes several DHS students recently played at the Blind Pig in Ann Arbor; IB testing has started; many student groups are doing service projects such as gathering items for people who have housing issues. Mischa Rafferty shared that she appreciates the fact that DCS gives students so many opportunities for service projects and offers a broad range of clubs to meet students' interests; Forensics had a very successful event last week, as did Model UN at MSU; The Green School Club at DHS has earned the Evergreen certification from the state of Michigan; SRSly is celebrating Down Syndrome Awareness Day this month; NHS INduction is April 3rd; there's an orchestra concert March 19; the Sprout Love committee is holding a bottle drive.

G. CONSENT ITEMS

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

The Board of Education received the February 2024 budget report.
The Board of Education accepted the resignations of Kevin Cislo, Rose Karnes, and Lauren Thompson.

H. ACTION ITEMS

1. Board Goals

Elise Bruderly made a motion that the Board of Education adopt the attached 2024-2026 Strategic Goals. Melanie Szawara seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**

2. Superintendent Evaluation Statement

Jennifer Kangas made a motion that the Dexter Board of Education approve the attached summary statement of Superintendent Dr. Christopher Timmis's 2023 evaluation. Melanie Szawara seconded the motion. **Roll Call Vote. Motion Carried (unanimous)**

I. DISCUSSION ITEMS

1. Wellness Center Inspection Report

Senior Project Manager Sharon Raschke shared with the Board the results of the recent MAISL inspection of the Wellness Center. There were no findings of concern and the entire facility is very well maintained. Raschke noted that the committee is currently working on an agreement that will contract with the Wellness Center to continue operating the facility as is, including reciprocity

**DEXTER COMMUNITY SCHOOLS
BOARD OF EDUCATION MEETING MINUTES
MARCH 18, 2024**

with other 5 Healthy Towns facilities and building maintenance, through the end of December. This will allow the District to evaluate operations options for the future without disrupting normal operations for members.

2. MDE Section 27k Student Loan Reimbursement Program
CFO Christie Bueche explained the MDE is providing funds for eligible districts to administer a grant-funded Section 27k Student Loan Reimbursement program. Trustees were able to ask questions about the program and plan documents. The district must have a plan in place to complete the application, which is due April 11th. The plan will return for approval at the next BOE meeting on April 8, 2024. DEA President Jessica Baese noted that in conversations with other districts, many are not applying for this benefit for their staff and DEA appreciates Dexter's expediency in applying for these funds.

J. PUBLIC PARTICIPATION – none

K. BOARD COMMENTS

1. Elise Bruderly noted that the Washtenaw United Girls Hockey team (which includes Dexter students) won their state championship for their division.
2. Brian Arnold congratulated the Green Schools Club on the Evergreen award.
3. Mara Greatorex noted March 31st is the deadline for Ed Foundation grant apps.
4. Dan Alabré clarified that, upon reviewing the budget report, Fund 27 is the line item for all expenses related to the Multigenerational Center Project.

L. INFORMATION ITEMS

1. Multigenerational Community Center FAQ
2. Multigenerational Community Center Ad Hoc Committee Minutes

M. CLOSED SESSION – none

N. ADJOURNMENT

At approximately 8:10pm, President Mara Greatorex adjourned the meeting.

MINUTES/hlv

Jennifer Kangas
Secretary, Board of Education

DEXTER COMMUNITY SCHOOLS - FACILITIES ASSESSMENT PLAN



DISCOVERY

DETERMINE DISTRICT STRATEGY / FINALIZE SCHEDULE

Hold Project Kick-off Meeting with District Leaders

Define internal team members for District decision-making through planning process

Determine participants who will comprise the 'Facilities Master Plan Committee' for Scope Development

Finalize Facilities Master Plan Schedule with Administration - Key Dates & Activities

Engage with Legal Counsel, Demographic and Financial Advisors to understand financial & enrollment picture for the District

1 - 2 Meetings March 2024

PROGRAM ASSESSMENT

Conduct Program Assessment at all District Buildings

- TMP educational planners will lead the Program Assessment process
- "Getting to Know You" Workshop to uncover District's Curricular Goals / Mission / Vision
- Assessment team visits select classrooms to observe learning in action (Observation Activity)
- TMP planners present an "Aligned Learning" Presentation to share trends and current thinking in school design
- An "Ideal Program of Ingredients" for ES, MS and HS levels is developed for comparison against existing current conditions
- Meetings with Principals to identify misalignments and opportunities in their particular building (compare Ideal with Existing Conditions)
- Validation Workshop with District Administrative Team & Instructional Leaders to build consensus on programmatic feedback

Late March - May (8 - 10 Weeks)

FACILITIES CONDITION ASSESSMENT

Update District's Facilities Condition Assessment

- TMP, Beckett and Raeder, and Granger will tour all facilities and sites to update and document infrastructure needs. Using previously identified items as a starting point, we will update useful life, identify new issues, provide estimates for upgrades, and prioritize overall infrastructure needs (This will include completion of the State Assessment as well as the comprehensive assessment of buildings.)
- TMP and Granger will coordinate District lists/needs with those uncovered during walk-throughs / Finalize reporting methodology
- Gather information from other audits / reports as needed (technology, roofing, site, etc.)
- Prepare final report outlining the infrastructure needs at each of the District's facilities, along with costs and urgency of needs

Spring and Early Summer (2 - 4 Weeks)

EXPLORATION

DEVELOPMENT OF CONCEPTUAL OPTIONS

Facilities Master Plan Committee Meetings Begin (anticipate 4-5 mtgs.)

- Professional team will facilitate Committee meetings
- All assessment data will be reviewed with Committee as well as District goals and vision
- Professional team will provide Conceptual Ideas for proposed upgrades to District buildings, as well as estimates
- Feedback from Committee will occur and refinements will be made to Concepts in order to finalize a direction to test with the broader community

August - Early October (8 weeks)

BROADER COMMUNITY ENGAGEMENT

Determine Appropriate Method to Seek Broad Community Input (if desired)

- If desired, District hires a Professional Market Survey firm to conduct survey to test viability of scope and financial tolerance (3-4 weeks / \$18K-\$22K)
- and/or Hold Community Engagement Sessions to Educate Community Members on Assessment Findings and to Test Concepts / Financial Tolerance
- and/or Possible on-line District Survey

Analyze Community Responses

October - November (3 - 4 weeks)

DEVELOP DISTRICT FACILITIES MASTER PLAN

Overlay Concepts with Community Feedback

- Professional Team makes final refinements if necessary and presents final conceptual direction to Committee

Committee Reviews Community Feedback, Final Refinements to Concepts and Forms Consensus on Recommendation

Finalize Program Scope / Cost

- Professional Team prepares final recommendation and presentation for Board review
- Representatives from Committee will present recommendation to the Board of Education

Committee Presents Recommendation to Board

November - December (4 weeks)

**DEXTER COMMUNITY SCHOOLS
BOARD OF EDUCATION MEETING MINUTES
MARCH 4, 2024 corrected**

A. CALL TO ORDER – 7:00pm

Board Vice President Elise Bruderly presided.

1. Roll Call

Members Present: Daniel Alabré, Brian Arnold, Elise Bruderly, Dick Lundy, Jennifer Kangas, Melanie Szawara

Members Absent: Mara Greationex; Student Representatives Marty Watson and Mischa Rafferty

Administrative & Supervisory Staff: Christie Bueche, Ryan Bruder, Barb Leonard, Craig McCalla, Chris Timmis, Hope Vestergaard

Guests: Bill Bernard, Tricia Paff

B. MEETING MINUTES

Brian Arnold made a motion to approve the meeting minutes from 2/26/2024 and the workshop minutes from 2-27-2024 as presented. Jennifer Kangas seconded the motion. **Motion Carried (unanimous).**

C. APPROVAL OF AGENDA

The agenda was amended to move the *Resolution Approving the Multigenerational Community Center Project* to action item number 1, to be followed by 2. *Letter of Intent for Purchase of the Dexter Wellness Center and Equipment* and 3. *Letter of Intent for Purchase of a Newly Constructed Senior Center*. The meeting notes were already in the correct order.

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

D. SCHOOL PRESENTATIONS – none

E. PUBLIC PARTICIPATION

F. ADMINISTRATIVE & BOARD UPDATES

1. Superintendent Update

Dr. Timmis shared brief updates:

- Dexter High School student Matthew Joyce placed fourth in the 150 lb weight class at the MHSAA Division 1 State wrestling championships. Girls basketball is hosting districts this week, and several swimmers are going to states. Spring sports are starting up. Band earned 1s at Festival over the weekend.

2. Board President Update - none

3. Student Representatives Update - none

G. CONSENT ITEMS

**DEXTER COMMUNITY SCHOOLS
BOARD OF EDUCATION MEETING MINUTES
MARCH 4, 2024 corrected**

1. Melanie Szawara made a motion that the Board of Education accept the resignations of Alex Pattenauade, Stacy Plott, and Janelle Smith. Jennifer Kangas seconded the motion. **Motion Carried (unanimous).**

H. ACTION ITEMS

1. Resolution for the Purchase of the Dexter Wellness Center and a Newly Constructed Dexter Senior Center

Melanie Szawara made a motion that the Board of Education adopt the attached resolution approving the multigenerational community center project. Brian Arnold seconded the motion. The Board discussed the attached resolution.

Dr. Timmis brought to the meeting an amended version of the resolution that was discussed at the 2/26/2024 meeting. The amended resolution included the following revisions based on Board feedback:

Page 2, paragraph 3: *WHEREAS, the Board deems it advisable to complete the acquisitions contemplated by the LOIs and authorize the Superintendent, the Senior Project Manager and the Chief Financial Officer, or either one acting alone (each an "Authorized Officer") to negotiate, finalize, and, subject to Board review of the Wellness Center's building inspection report, execute and deliver purchase agreements and related documentation and any other actions necessary, convenient or advisable to effectuate the acquisition of the Multigenerational Community Center Project in accordance with this Resolution.*

Page 2, number 2: *Each Authorized Officer is hereby further authorized and directed, in consultation with the School District's legal counsel, to (a) negotiate, and finalize, ~~execute and deliver~~ purchase agreements relating to the acquisition of the Wellness Center and the Senior Center; (b) subject to Board review of the Wellness Center's building inspection report, execute and deliver the purchase agreement relating to the Wellness Center; (c) execute and deliver the purchase agreement relating to the Senior Center; (d) take any and all actions and negotiate and execute any other documentation necessary, convenient or advisable to acquire the Multigenerational Community Center Project; ~~and~~, and (ee) pay the reasonable and necessary expenses related thereto.*

Melanie Szawara amended her motion and moved that the Board of Education adopt the amended resolution. Brian Arnold seconded the amended motion.

Roll Call Vote. Motion Carried (unanimous).

2. Letter of Intent for Purchase of the Dexter Wellness Center and Equipment

This item was previously discussed at the February 26, 2024 meeting. Brian Arnold made a motion that the Board of Education approve the attached letter of intent (Unit 1 Wellness Center - Exhibit A). Jennifer Kangas seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**

**DEXTER COMMUNITY SCHOOLS
BOARD OF EDUCATION MEETING MINUTES
MARCH 4, 2024 corrected**

3. Letter of Intent for Purchase of a Newly Constructed Dexter Senior Center
This item was previously discussed at the February 26, 2024 meeting. Melanie Szawara made a motion that the Board of Education approve the attached letter of intent (Unit 2 Senior Center - Exhibit B). Brian Arnold seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**

I. DISCUSSION ITEMS

1. Board Goals

At the February 27, 2024 workshop, the Board discussed and compiled a list of priority strategic goals for the next two years. These were reviewed and discussed this evening and will return for adoption at the March 18, 2024 meeting.

J. PUBLIC PARTICIPATION

1. Resident Bill Bernard asked about management of the wellness center once purchased by DCS. Dr. Timmis clarified that the District is evaluating several providers and a recommendation for a management contract will come to the board for discussion at one meeting and approval at a second meeting, once all the information has been gathered and evaluated.

K. BOARD COMMENTS

1. Jennifer Kangas noted that DHS is again participating in Ocean Bowl after a hiatus and the debate team had great performances at an event last weekend.

L. INFORMATION ITEMS

1. Multigenerational Community Center Minutes 1/22/2024
2. SEAB Minutes 2/21/2024

M. CLOSED SESSION – none

N. ADJOURNMENT

At approximately 7:32pm, Vice President Elise Bruderly adjourned the meeting.

MINUTES/hlv

Jennifer Kangas
Secretary, Board of Education

Dexter Community Schools

Board of Education

Executive Summary

April 8, 2024

Purpose: Approve Dexter's Section 127 Plan to allow DCS to administer a Michigan Department of Education - Section 27k - Student Loan Repayment Program Plan

Background:

Employee Assistance Program

The Board of Education previously reviewed the attached Educational Assistance Program plan at the March 18, 2024 meeting. Since that time, legal counsel has advised that the original item numbers 1. (District-Funded Educational Assistance) and 4. (Service Obligation) should be omitted in order to make this a grant-funded only educational assistance program.

The Michigan Department of Education (MDE) announced the Student Loan Repayment Program's anticipated application opening date of February 29, 2024, to support Michigan's educators in helping pay off loans associated with their own education. Intermediate school districts (ISDs) and local education agencies (LEAs), both traditional public school districts and public school academies (PSAs), are invited to apply for this grant on behalf of their educators who are currently enrolled in and making payments toward a federal loan forgiveness plan and who are working directly with students at least 32 hours per week. It is not required that the District apply for funding, but we do see this as a valuable opportunity for our qualifying staff.

In order for the District to apply for funding, we are required to have an IRC Section 127 plan in place to administer the student loan repayment program at the District level.

Employee Certification

In addition to the plan, included in your packet is the Employee certification form which specifically applies to the 27k categorical and covers all information and certification required to reimburse employees.

We have updated the plan document in order to make it a grant-funded only educational assistance program. The application is due on April 11, 2024.

Educational Assistance Program
DEXTER COMMUNITY SCHOOLS

This Educational Assistance Plan (the “Plan”) is established by Dexter Community Schools (the “District”) to provide eligible employees with educational assistance benefits under Section 127 of the Internal Revenue Code (“Section 127”) to enhance employee proficiency and opportunity for advancement, or in the case of educational assistance provided through grant-funded loan repayment programs, to recognize past academic accomplishments.

1. District Funded Educational Assistance. (not applicable)

~~District-funded educational assistance, which consists of payment from District resources of expenses incurred by or on behalf of an employee for any form of instruction or training that improves or develops the employee’s capabilities, is available to full-time employees who have worked a minimum of 1.0 FTE over the preceding 12-month period and who continue to be employed by the District after course completion. Eligible employees who work less than full-time will receive pro-rated Program Benefits. Employees who are retired or on lay-off status are not eligible.~~

1. **Grant-Funded Educational Assistance.** Grant-funded educational assistance consists of grant funds received by the District from a third party for: (1) payment for any form of eligible instruction or training that improves or develops the employee’s capabilities; or (2) repayment of eligible student loans. To the extent such grant funding is available, the District will distribute this funding in accordance with grant requirements to employees who meet the grant program’s guidelines and eligibility requirements, and who complete any District-required certifications and documentation of eligibility.
 - a. **Qualified Educational Expenses.** Eligible employees will be reimbursed by the District for qualified educational expenses, including costs for registration, tuition, fees, and books related to the employee’s current position or promotability in the District, excluding costs for tools, supplies, meals, lodging, or transportation. Courses involving sports, games, or hobbies are not eligible unless they have a business purpose or are required as part of a degree program.
 - b. **Prior Approval.** To be considered for reimbursement, a course must be approved in writing by Human Resources at least thirty (30) days prior to enrollment in the course, and the employee must sign an authorization agreeing to comply with Section 4, Service Obligation.
 - c. **Maximum Reimbursement.** The District will reimburse eligible employees for completing credit hours annually from July 1 through June 30 subject to the terms of this Plan and any current applicable collective bargaining agreement, up to a maximum of \$5,250 per calendar year, or the IRS limit.
 - d. **Minimum Scores.** To receive reimbursement, employees must complete: (1) non-college courses with a passing score; (2) undergraduate courses with a grade of 2.0 or higher; or (3) graduate-level courses with a grade of 3.0 or higher.

- e. **Reimbursement.** To receive reimbursement, eligible employees must submit evidence of course completion and grade attainment by submitting a transcript as applicable with a detailed invoice and proof of payment by the employee to the Business Office within ninety (90) days of course completion. Eligible employees are not eligible for reimbursement by the District of tuition paid by any grant, scholarship, or other educational assistance program and shall not request reimbursement for the same.
- 2. **Plan Revision or Termination.** The District reserves the right to change the terms or terminate the Plan without prior notice. In this event, the District will reimburse employees according to the terms of this Plan for all courses in process prior to termination, but reimbursement will not be provided for any course that began after termination and notification of the same.
- 3. ~~**Service Obligation.** In consideration of receiving District-funded educational assistance under this Plan, eligible employees agree to continue employment with the District for at least three (3) years after receiving the last reimbursement payment. Employees agree to reimburse the District for any District-funded educational assistance received less than three (3) years prior to their last day of employment with the District. (not applicable)~~
- 3. **Taxation.** Section 127 provides an exemption from gross income of up to \$5,250 of educational assistance per calendar year, including employer-paid student loan payments through December 31, 2025. Once the receipt of benefits of \$5,250 is exceeded in a calendar year, or if an educational assistance benefit is no longer exempt from gross income under the Internal Revenue Code, the employee is responsible for any resulting tax consequences.



Book	Policy Manual
Section	6000 Finances
Title	FUND BALANCE
Code	first reading po6612
Status	
Adopted	March 17, 2003
Last Revised	June 3, 2005

6612 - **FUND BALANCE**

The Dexter Community School District shall maintain an appropriate Fund Balance. The Fund Balance consists of the Required Designated Reserve Funds (see Policy 6604), the Board Designated Reserve Funds (see Policy 6605) and the Undesignated Fund Balance. The purpose of the District Fund Balance is to provide sufficient financial resources to provide a high level of stability in the financial operations of the School District. The District shall make every reasonable effort, while still maintaining short term and long term financial stability for the School District, to maintain an amount in the range of three percent (3%) to five percent (5%) of its annual budgeted expenses as the **Assigned plus** Undesignated Fund Balance.

Dexter Community Schools

Board of Education

Executive Summary

April 8, 2024

Purpose: Begin adoption of Thrun Policy Book with a target date of August 1, 2024 for the changeover to be complete.

Background:

As previously discussed, the District is in the process of switching policy providers to Thrun from NEOLA because of the streamlined policies as well as the fact that Thrun is DCS legal counsel. The Board has already approved several Thrun employment policies required by the law earlier this year: 4108, 4207, 4407, 4408 effective January 2024, and policies 4402, 4403, 4405, 4409, 4503 effective July 1, 2024.

The committee began their work on this project on March 19, 2024. Thrun policies are organized differently, so part of the committee's work is to ensure that all topics are covered and that the new policies align with current DCS policy and practice. **No substantive changes to current practice will be made to the new policies at this time.** The goal is to approve the Thrun policies in sections effective August 1st, 2024, at which time the entire book will have been approved.

Recommendation:

At the April 8, 2024 meeting, the policy committee recommends that the Board of Education approve the attached policies for first reading, effective August 1, 2024.

**Dexter Community Schools
Board of Education
Executive Summary**

Policies for First Reading April 8, 2024: Series 1000 and 2000

Series 1000: Policy Overview, Mission Statement, and Definitions

1101 General Policy Statement
1201 Mission Statement
1301 Creation, Amendment, and Posting of Policies
1401 Definitions

Series 2000: Bylaws

2101 Roles of the Board and Board Members
2102 School District's Legal Name and Status
2103 School District Boundaries
2104 Student Representative on the Board
2201 Board Powers
2202 Authority to Enter into Contracts
2203 Authority to Establish Curriculum
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Series 1000: Policy Overview, Mission Statement, and Definitions

1100 Policy Overview

1101 General Policy Statement

The Board will establish, maintain, and amend bylaws and Policies (together, “Policies”) that guide the District and assist the Board and its designees with carrying out District functions and duties.

A. Policies serve to:

1. formally articulate the Board’s goals, standards, and objectives;
2. provide the Board, administrators, and other personnel with guidance in making decisions that affect District operations, functions, and duties; and
3. inform the public of the manner in which the Board, administrators, and other personnel conduct District operations, functions, and duties.

Policies are intended to be flexible where possible.

B. Specific administrative regulations, procedures, practices, contracts, collective bargaining agreements, handbooks, and other documents also may guide and govern actions and decisions and should be consistent with Policies.

1. Collective Bargaining Agreements and Past Practice

These Policies supersede any inconsistent past practice. The Policies, however, are 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 inconsistent Policies unless contrary to state or federal law.

2. Other Contracts and Legal Obligations

These Policies do not change or alter the terms of enforceable contracts or other legal obligations.

C. Validity of Policies

Policies should be interpreted consistent with applicable law. If a court determines that a Policy provision is invalid or that a changed legal standard makes a provision unlawful, the unaffected provisions remain in force.

A violation of Policies may result in discipline, including discharge.

Date adopted:

Date revised:



DEXTER COMMUNITY SCHOOLS

Series 1000: Policy Overview, Mission Statement, and Definitions

1200 Mission Statement

1201 Mission Statement

The vision of Dexter Community Schools is *Champion Learning – Develop, Educate, and Inspire!*

The mission of Dexter Community Schools:

We will encourage and develop each student's individual abilities, skills and character to shape tomorrow's world through positive relationships, best practices and a shared sense of purpose.

Legal authority: MCL 380.11a, 380.601a

Date adopted:

Date revised:



DEXTER COMMUNITY SCHOOLS

Series 1000: Policy Overview, Mission Statement, and Definitions

1300 Creation, Amendment, and Posting of Policies

1301 Creation, Amendment, and Posting of Policies

Each of these Policies will become an official District Policy when approved by a majority vote of the Board at a lawfully convened meeting. The adopted Policies override and supplant previously adopted Policies and Board resolutions.

The Board may adopt or amend any Policy after a single reading at a regular or special Board meeting, unless the law requires more than 1 reading due to the Policy's subject matter. The Board may, in its discretion, review Policies at multiple meetings before taking action.

Each Policy will include the date it was adopted or revised by the Board.

The Superintendent will maintain a master copy of these Policies in the District's central office, and the Policies may be posted on, or linked to, the District's website. The Board will post Policies on its website if required by law.

The Board may update, add, or delete Policies as needed. Unless otherwise directed by the Board, the master copy will be considered the official District Policy Manual, provided the master copy includes all Board-approved Policies.

Legal authority: MCL 380.11a, 380.601a

Date adopted:

Date revised:



Series 1000: Policy Overview, Mission Statement, and Definitions

1400 Definitions

1401 Definitions

The following definitions apply throughout this Policy Manual. If a word is defined within a specific Policy, the definition is intended to apply only to that specific Policy. Undefined words are intended to have their ordinary meaning.

A. Capitalized terms used in these Policies are defined as follows:

1. “Board” means the District’s Board of Education.
2. “District” means the Dexter Community Schools District.
3. “MDE” means the Michigan Department of Education.
4. “Superintendent” means the Superintendent of Schools. Where permitted by law, Superintendent also means the Superintendent’s designee.
5. “State” means the State of Michigan.

B. If an individual Policy does not define the following words differently, the definitions listed below will generally apply:

1. “Business Day” means, regardless of capitalization, a day that the District’s central office is open for business.
2. “Year” means the District’s fiscal year, July 1 to June 30.
3. “Supervisor” means the direct or immediate supervisor of the applicable position or employee.
4. “Employee” means a person directly employed by the Board. Policies classify employees in four categories: (1) non-exempt staff, (2) teachers and non-teaching professionals, (3) administrators and supervisors, and (4) the Superintendent.
5. “Parent” means a student’s natural or adoptive parent or legal guardian.
6. “Personnel” means persons employed by, contracting with, or volunteering for the Board.
7. “Policy” means a bylaw or Policy adopted by the Board.

Date adopted:

Date revised:



Series 2000: Bylaws

2100 Official Description, Purpose, and Board Organization

2101 *Roles of the Board and Board Members*

A. Role of the Board

The Board has the legal authority and duty to provide public elementary and secondary education in its schools. The Board's authority is based on state and federal law as set forth in Policy 2201. The Board's primary role is to:

1. Adopt Bylaws and Policies

The Board will concern itself with broad questions about the District's operation, including the establishment of District goals, objectives, and priorities through the adoption of bylaws and policies. The Board will focus on governance, not management. Policy implementation and administrative details are tasks overseen by the Superintendent, who is responsible for the effective administration and supervision of the District. The Superintendent will apprise the Board about the implementation of its policies and will recommend changes to policies as necessary.

2. Employ and Evaluate a Superintendent

The Board will employ or contract for a Superintendent as its chief executive to whom it will delegate the District's administration, within Board-approved parameters. The Superintendent does not assume tenure in any administrative position. As the chief administrator for the Board, the Superintendent will implement Board policies and supervise the District's day-to-day operations. The Superintendent will furnish educational leadership to the Board, District employees, and the community. The Board will annually evaluate the Superintendent in accordance with the Revised School Code. See Policies 4206 and 4603.

3. Employ or Contract with Other Administrators and Supervisors

The Board may employ or contract with other administrators and supervisors, who do not assume tenure in their positions. The Board will prescribe the duties and fix the terms for those administrative positions. See Policies 4206 and 4501.

4. Employ Teachers

The Board will employ teachers through contracts which will be in writing and signed on behalf of the District by the Superintendent. The Board may contract for instructional services with third parties as permitted by law. See Policies 4206 and 4401.



5. Employ or Contract with Non-Teaching Professionals

The Board may employ non-teaching professionals. The Board may contract with non-teaching professionals through third parties as permitted by law. The Board will prescribe the duties and fix the terms for those positions. See Policies 4206 and 4401.

6. Employ or Contract with Non-Exempt Staff

The Board may employ non-exempt staff. The Board may contract with non-exempt staff through third parties as permitted by law. The Board will prescribe the duties and fix the terms for those positions. See Policies 4206 and 4301.

7. Adopt and Oversee a Budget

The Board will annually adopt and continually monitor a budget to fund District operations, including District employees, buildings, equipment, and materials which support the District's educational program. The Superintendent or designee will manage the District's financial resources and develop a proposed budget for Board approval. The Board will maintain adequate funding reserves pursuant to Policy 3202.

8. Establish and Maintain Grades, Schools, and Departments, and Determine the Curriculum and Courses of Study

The Board will establish and maintain the grades, schools, and departments as it considers appropriate and necessary to support the District's educational program and determine the curriculum and courses of study to educate the students enrolled in its schools.

9. Evaluate Programs

The Board will evaluate, or cause to be evaluated, the progress and results of the District's educational programs on a continuing basis. In making those evaluations, the Board will consider the Superintendent's analysis and recommendations.

10. Act as Decision-Maker

As delineated by applicable legal authority, policy, or collective bargaining agreement, the Board will act as a decision-maker for matters within its jurisdiction for students, employees, and the community.

In fulfilling its duty and role, the Board acts as a body corporate at properly convened meetings held in compliance with the Open Meetings Act. See Policy 2501. A Board decision requires a majority vote of the members elected or appointed to and serving on the Board (unless otherwise expressly required by statute) and as recorded in the Board's meeting minutes.



B. Role of Board Members

1. Individual Board members do not speak on the Board's behalf without Board approval. Unless authorized, public communications by individual Board members about District matters must clearly indicate that the Board member is not speaking on the Board's behalf.
2. Board members may access information and public records as necessary to perform their duties or as otherwise permitted by law.
3. Board members may access sensitive information, including personnel files and student records, if permitted by law and necessary to perform their duties.
4. Board members will not disclose privileged or confidential information unless permitted by Board action or applicable law.

Legal authority: MCL 15.261 et seq.; MCL 141.411-.415, 141.436-.451; MCL 380.11a, 380.601, 380.1229, 380.1231, 380.1249b, 380.1250, 380.1277, 380.1282; *Tavener v Elk Rapids Rural Agric Sch Dist*, 341 Mich 244 (1954)

Date adopted:

Date revised:



DEXTER COMMUNITY SCHOOLS

Series 2000: Bylaws

2100 Official Description, Purpose, and Board Organization

2102 School District's Legal Name and Status

The District's legal name is the Dexter Community Schools District, which will operate as a general powers school district under Michigan law.

Legal authority: MCL 380.11a

Date adopted:

Date revised:



DEXTER COMMUNITY SCHOOLS

Series 2000: Bylaws

2100 Official Description, Purpose, and Board Organization

2103 *School District Boundaries*

The District is comprised of the geographic area in the description on file in the Board office of the Washtenaw Intermediate School District.

The Board's physical address is:

2704 Baker Rd.
Dexter, Michigan 48130

The Board's mailing address is:

Board of Education
The Dexter Community Schools District
2704 Baker Rd.
Dexter, Michigan 48130

Legal authority: MCL 380.11a

Date adopted:

Date revised



Series 2000: Bylaws

2100 Official Description, Purpose, and Board Organization

2104 *Student Representatives on the Board*

To provide the Board with a greater insight into student activities, programs, and needs, and to encourage student involvement in District governance activities, the Board may allow 2 non-voting student representatives on the Board. The student representatives' role is advisory.

A. Selection and Term of Student Representatives

1. High school students may select the student representatives in a manner developed by the building principal(s) and/or student council.
2. Each year, there may be two student representatives on the board.
3. The student representatives may be selected in the spring and may serve 2-year terms for the next school year, beginning on July 1 and ending on June 30.

B. Guidelines

1. The student representatives may sit with the Board during open session at all regular and special meetings, but will not attend a closed session from which the public is excluded, unless specifically authorized by the Board.
2. The student representatives may participate in Board discussions but will not introduce, support, or vote on motions.

Legal authority: MCL 380.11a, 380.601a

Date adopted:

Date revised:



Series 2000: Bylaws

2200 Board Powers

2201 Board Powers/General Powers

The Board exercises powers that are expressly conferred upon the Board by Michigan Constitution or statute, and that are necessarily implied or incidental to expressly conferred powers. Except as otherwise provided by law, the Board may exercise a power incidental or appropriate to the performance of a function related to the operation of a public school and the provision of public education services in the interests of public elementary and secondary education in the District.

A. Expressly Conferred Powers

1. The Board will establish and maintain the grades, schools, programs, and departments it deems necessary, which may include grades Pre-K through 12, and may provide lifelong education, adult education, community education, training, enrichment, and recreation programs.
 - a. The Board may educate persons by:
 - i. directly operating 1 or more public schools as defined in Revised School Code Section 5(6); and/or
 - ii. causing public education services to be provided for students through an agreement, contract, or other cooperative agreement with another public entity.
 - b. The Board will:
 - i. ensure that each public school within the District is accredited or certified by the State Superintendent as having met or exceeded established standards;
 - ii. ensure that the requirements of Revised School Code Sections 1204a (annual reports), 1277a (disaggregation of data by gender for school improvement planning purposes), 1278 (core academic curriculum), and 1280 (accreditation) are met for any consortium program in which the District participates;
 - iii. ensure each student in grades 8-12 is provided with information on college-level equivalent courses;
 - iv. determine the length of the school year;
 - v. select, approve, and purchase textbooks as defined under Revised School Code Section 1421;



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- vi. administer state-required standardized tests;
 - vii. adopt a parent/guardian involvement plan; and
 - viii. adopt, implement, and annually make available to MDE a copy of a 3 to 5-year school improvement plan and continuing school improvement process for each school in the District in compliance with Revised School Code Section 1277.
2. The Board will provide for the safety and welfare of students while at school or a school-sponsored activity or event, and while traveling to or from school or a school-sponsored activity or event, as required by law.
 3. The Board may acquire, construct, maintain, repair, renovate, dispose of, or convey school property, facilities, equipment, technology, or furnishings as it deems appropriate, within applicable legal parameters.
 4. The Board may hire, contract with, schedule, supervise, or terminate employees, independent contractors, and other persons or entities to carry out District powers. The Board may defend and indemnify its employees to the extent authorized by law.
 5. The Board may receive, account for, invest, or expend public school money; borrow money and pledge public school funds for repayment; and qualify for state school aid and other public or private money from local, regional, state, or federal sources.
 6. The Board delegates to the Superintendent the authority to take action in circumstances not authorized by Board action or Policy when required to effectively maintain the District's day-to-day operations. The Superintendent should (a) promptly inform the Board of the action taken and the need for taking expedited action; and (b) report the action to the Board at the Board's first meeting after the Superintendent takes such action.

B. Limitations on Powers

1. The Board will not use money received from any source to unlawfully aid or maintain any private, denominational, or other nonpublic, pre-elementary, elementary, or secondary school. The Board may provide transportation, auxiliary services, and nonessential elective classes for students attending nonpublic schools to the extent permitted by law.
2. The Board will use public funds, including state school aid allocations, tax revenue, and bond proceeds only for designated purposes.
3. The Board will not permit a fraternity, sorority, or other secret society to operate in the District. See Policy 5511.



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4. The Board will not award a high school diploma to a student unless the student meets the requirements of Revised School Code Sections 1278a and 1278b.

C. Authority

1. Consistent with Policy 2101, the general powers reside within the Board as a whole, not individual Board members. The Board speaks only through its minutes and resolutions.
2. Consistent with Policy 2503, Board action is not valid unless approved by a majority vote in a lawfully convened meeting.

Legal Authority: Const 1963, art 8, §2; MCL 380.5(6), 380.11a, 380.1146, 380.1153, 380.1216, 380.1217, 380.1277, 380.1278a, 380.1278b, 380.1280, 380.1280a, 380.1282, 380.1284, 380.1294, 380.1321, 380.1322, 380.1421, 380.1422, 380.1472, 380.1804, 380.1807, 380.1816; MCL 388.1766b; Mich Admin Code R 340.281, 340.282 (transportation services for nonpublic school children), 340.291-.295 (auxiliary services for nonpublic school children); *Tavener v Elk Rapids Rural Agric Sch Dist*, 341 Mich 244 (1954)

Date adopted:

Date revised:



Series 2000: Bylaws

2200 Board Powers

2202 *Authority to Enter into Contracts*

- A. The Board may enter into agreements, contracts, or other cooperative arrangements with other entities, public or private, including, but not limited to, another school district or intermediate school district, to the extent permitted by law.
- B. The Board also may enter into an agreement with a public school academy to provide services to the public school academy or the academy's students or for the public school academy to provide services to the District or to the District's students.
- C. No agreement, contract, or other cooperative arrangement is binding on the District unless approved by the Board or designee and executed by 1 or more persons delegated authority to act as an authorized signatory to an agreement, contract, or other cooperative arrangement on the Board's behalf. Absent the Board's express delegation of authority to another entity or person, only the Board has the authority to contractually bind the District.
- D. The Board and its authorized designees are without authority to grant unconditional indemnity to a third party before a liability-triggering event has occurred.
- E. Before presenting a contract to the Board for approval, the Superintendent or designee will:
 - 1. verify the Board's contracting authority;
 - 2. review budget parameters and implications and recommend any correspondingly required budget amendments;
 - 3. review relevant existing contractual obligations;
 - 4. consider and report to the Board any actual or perceived conflict of interest; and
 - 5. ensure that the contract complies with all relevant laws and Policies.
- F. All independent contractors, employees of independent contractors, and other persons who provide services to the District who are not District employees must comply with all applicable legal requirements and Policies including those related to interactions with students, non-discrimination, ethics and standards, student safety and welfare, student privacy, and District operations.



DEXTER COMMUNITY SCHOOLS

Legal Authority: MCL 15.321 et seq.; MCL 380.11a(4), 380.1203, 380.1228, 380.1421, 380.1422; *Huntington Leasing Co v Manistee ISD*, unpublished Mich App No. 250942 (2005)

Date adopted:

Date revised:



Series 2000: Bylaws

2200 Board Powers

2203 *Authority to Establish Curriculum*

The phrase “State curriculum content standards,” as used in this Policy, means the State Board’s recommended model curriculum content standards developed and periodically updated under the Revised School Code.

A. The Superintendent or designee, after consulting with teachers and school administrators and after considering the State curriculum content standards, will recommend for Board approval a core academic curriculum for the District’s elementary, middle, and secondary schools.

1. The recommended core academic curriculum will:

- a. Define academic objectives to be achieved by all students.
- b. Be based on the District’s educational mission, long-range student goals, and student performance objectives.
- c. Meet or exceed State curriculum content standards.
- d. Include credit requirements that meet or exceed the Michigan merit standards for high school students.
- e. Incorporate grade-appropriate instruction on career development in each grade level based on MDE’s model program of instruction for career development.
- f. Incorporate courses of instruction in the U.S. Constitution; the Michigan Constitution; the history and present form of government of the United States; and the State of Michigan and its political subdivisions, stressing the rights and responsibilities of citizens.
- g. Incorporate grade-appropriate instruction in the social studies curriculum for grades 8-12 about genocide, including the Holocaust and the Armenian Genocide.
- h. Incorporate grade-appropriate instruction (Policy 5420), by appropriately trained teachers, on the principal modes by which dangerous communicable diseases, including human immunodeficiency virus (HIV) infection and acquired immunodeficiency syndrome (AIDS) are spread and the best methods for the restriction and prevention of those diseases. The instruction will stress that abstinence from sex is a responsible and effective method for restriction and prevention of those diseases and is a positive lifestyle for unmarried young people.



- i. Incorporate instruction in cardiopulmonary resuscitation (CPR) and automated external defibrillators (AEDs) for students enrolled in grades 7-12, and, if the course or class will result in the issuance of a CPR certification card or status, ensure that CPR/AED instruction is provided by an instructor who is authorized by the American Heart Association, American Red Cross, or a similar nationally recognized association.
 - j. Incorporate a grade- and age-appropriate model program of instruction on prescription opioid drug abuse based on the recommendations developed by the Prescription Drug and Opioid Abuse Commission under Public Health Code Section 7113a.
 - k. Consider providing college level equivalent courses.
 - l. Incorporate elective (not required for graduation), grade-appropriate instruction by health education teachers on sex education, including family planning, human sexuality, and the emotional, physical, psychological, hygienic, economic, and social aspects of family life, as well as reproductive health and the recognition, prevention, and treatment of sexually transmitted disease. The instruction in these subjects will stress that abstinence from sex is a responsible and effective method of preventing unplanned or out-of-wedlock pregnancy and sexually transmitted disease and is a positive lifestyle for unmarried young people.
 - m. Incorporate age-appropriate instruction for students, pursuant to Revised School Code Section 1171, about the warning signs and risk factors for suicide and depression and the protective factors that help prevent suicide. See Policy 5710.
2. The recommended core academic curriculum will comply with subsection D of this Policy.
- B. The Board will:
- 1. Consider the Superintendent's or designee's curricular recommendations, including any recommendations to exceed the State curriculum content standards;
 - 2. Establish a core academic curriculum that meets or exceeds State curriculum content standards;
 - 3. For the sex education curriculum: (a) empanel a sex education advisory board in compliance with Revised School Code Section 1507; (b) incorporate into the District's curriculum the program goals and objectives established by the sex education advisory board for student knowledge and skills that are likely to reduce the rates of sex, pregnancy, and sexually transmitted diseases; and (c) at least once every 2 years, receive from the sex education advisory board, and make available to parents/guardians a report that evaluates and measures



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the attainment of program goals and objectives established by the sex education advisory board.

4. Hold at least 2 public hearings as required under the Revised School Code Section 1169 and Section 1507 before adopting or revising the District's dangerous communicable diseases curriculum and sex education curriculum; and
 5. Determine the aligned instruction program for delivering the core academic curriculum and identify the courses and programs in which the core academic curriculum will be taught.
- C. The Superintendent or designee will ensure that the core academic curriculum is reviewed periodically and as required by Policy 5420.
- D. The following will apply to the District's curriculum and the courses and programs in which the District's curriculum is taught:

1. American Sign Language

The District will grant high school credit in a foreign language to a student enrolled in high school who has satisfactorily completed a high school course offered in American Sign Language or who has attained proficiency in American Sign Language outside of a public or private high school curriculum.

2. Foreign Language

The District will grant high school credit in a foreign language to a student enrolled in high school who has demonstrated proficiency in a foreign language outside of a public or private high school curriculum. Proficiency may be demonstrated by a competency test or other criteria established by the Board.

3. Online Learning

The curriculum will provide the basic level of technology and internet access required by the State Board to complete the online course or learning experience.

Legal Authority: MCL 333.7113a; MCL 380.1157b, 380.1165, 380.1166, 380.1166a(2), 380.1168, 380.1169, 380.1170a(4), 380.1170b, 380.1171, 380.1278, 380.1278a(1)(b), 380.1278a(2), 380.1278b, 380.1278c, 380.1279e, 380.1280a, 380.1473, 380.1502, 380.1507, 380.1507a, 380.1507b

Date adopted:

Date revised:



Series 2000: Bylaws

2300 Board Member Conduct

2301 *Conflict of Interest*

Board members take an oath of public office requiring that they faithfully discharge their duties to the best of their abilities. Board members must act in the District's best interests and avoid any actual or perceived conflict of interest in the performance of their public duties. Board members will not misuse their public office to solicit, accept, obtain, or produce a substantial direct or indirect benefit for themselves or a family member.

A. "Family member" as used in this Policy means that term as defined in Revised School Code Section 1203.

B. Statutory Conflict of Interest

1. When a Board member believes or has reason to believe that the Board member has a conflict of interest, as described in Revised School Code Section 1203, as to a contract or other financial transaction that requires Board approval, the Board member will: (a) abstain from voting on the contract or other financial transaction, and (b) disclose the specific conflict of interest. If a majority of Board members are required to abstain from voting under this section, the special quorum and voting rules prescribed in Revised School Code Section 1203 will apply.
2. A Board member is presumed to have a conflict of interest if the Board member or the Board member's family member has a financial interest or a competing financial interest in the contract or other financial transaction or is a District employee.

C. Contracts of Public Servants with Public Entities

1. Affected Contracts Defined

For purposes of this Policy, an affected contract means a contract between the District and any of the following:

- a. a Board member;
- b. any firm, meaning a co-partnership or other unincorporated association, of which a Board member is a partner, member, or employee;
- c. any private corporation in which a Board member is a stockholder owning more than 1% of the total outstanding stock of any class if the stock is not listed on a stock exchange, or stock with a present total market value in excess of \$25,000 if the stock is listed on a stock exchange, or of which a Board member is a director, officer, or employee; or
- d. any trust of which a Board member is a beneficiary or trustee.





DEXTER COMMUNITY SCHOOLS

2. Board members will comply with the disclosure and voting requirements of the Contracts of Public Servants with Public Entities Act for affected contracts.
3. A Board member will not do either of the following concerning an affected contract in which that Board member has a direct or indirect financial interest:
 - a. take any part in the negotiation, renegotiation, amendment, or approval of the affected contract; or
 - b. represent either party in the transaction.

4. Disclosure Requirements

Board members will comply with the following disclosure requirements concerning an affected contract. Disclosures will be recorded in the Board's minutes.

a. Nominal Benefit or Emergency

If the Board member files a sworn affidavit with the Board attesting that the Board member will directly benefit from the affected contract in an amount less than \$250 and less than 5% of the public cost of the affected contract, or if the affected contract is for emergency repairs or services, the disclosure will be made as follows:

- i. the disclosure may be made less than 7 calendar days before the meeting at which a vote will be taken on the affected contract; and
- ii. the sworn affidavit or grounds to determine the need for an emergency repair or service will be recorded in the Board minutes.

b. Benefit Equals or Exceeds \$250 But Does Not Exceed \$5,000

If a Board member will directly benefit from the affected contract in an amount equal to or exceeding \$250 (but not more than \$5,000) or equal to or more than 5% of the public cost of the affected contract, and if the affected contract is not for emergency repairs or services, the disclosure will be made in either of the following ways:

- i. at least 7 calendar days before the meeting at which a vote will be taken on the affected contract, the Board member will promptly disclose in writing the financial interest in the affected contract to the President (or other presiding officer), or to the Secretary if the President is the Board member that will directly benefit from the affected contract. The disclosure will be made public in the same manner as a public meeting notice; or
- ii. the Board member will disclose the financial interest at a public meeting of the Board; provided that the vote on the affected contract will be taken



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at a subsequent Board meeting held at least 7 calendar days after the meeting at which the disclosure is made.

c. Benefit Exceeds \$5,000

If the amount of the direct benefit to the Board member is more than \$5,000, disclosure must be made at a public meeting of the Board and the vote on the affected contract will be taken at a subsequent public Board meeting held at least 7 calendar days after the meeting at which the disclosure is first made.

5. Abstention Requirements

A Board member must abstain from voting on an affected contract in which the Board member has a financial interest.

D. Incompatible Public Office

A Board member will not hold 2 or more incompatible public offices, as defined by Michigan law.

Legal Authority: Const 1963, art 4, §10; MCL 15.181 et seq., 15.321 et seq.; MCL 380.1203; MCL 388.1769b; OAG, No 4555 (April 12, 1967)

Date adopted:

Date revised:



Series 2000: Bylaws

2300 Board Member Conduct

2302 *Board Code of Ethics*

Each Board member has a fiduciary duty to act in the District's best interests and to faithfully discharge the office of a Board member in compliance with applicable law and Policy to the best of that person's ability.

A. Each Board member will:

1. remember that a Board member's primary concern must be the educational welfare of students attending the District's schools;
2. regularly attend Board meetings and be informed about issues to be considered at those meetings;
3. make decisions only after consideration at legally held Board meetings;
4. focus on governance, not management, taking care to distinguish the Board's responsibility to focus on the District's mission, values, vision, policy development, strategic planning, and budgeting from the administration's responsibility for implementation of Policies and goals, routine operational decisions, and administration of daily operations;
5. employ or contract with and retain those persons best qualified to serve as District employees and insist on a regular and impartial evaluation of all employees in compliance with applicable law;
6. render all decisions based on an objective evaluation of available information, exercising independent judgment;
7. encourage constructive dialogue among Board members and among the Board and students, staff, parents/guardians, and the school community;
8. learn about current educational issues by individual study and through participation in seminars and programs, such as those sponsored by the Michigan Association of School Boards and the National School Boards Association; It is the expectation of this board that its members shall become certified through MASB's certified board Member Award (CBA) program within a reasonable amount of time;
9. work constructively and collaboratively with other Board members to establish effective Policies and procedures;
10. work constructively and collaboratively with the Superintendent, staff members, students, parents, and community stakeholders;





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11. recognize the Superintendent as the District's chief executive officer;
12. refer complaints to the Superintendent (other than those involving the Superintendent), designee, or designated administrator(s), as appropriate (see Policies 4101, 4102, 4013, and 4104);
13. safeguard confidential information, including social security numbers, criminal history record information, information pertaining to unprofessional conduct checks, and personally identifiable student information under the Family Educational Rights and Privacy Act (FERPA) and Revised School Code Section 1136;
14. avoid an actual or perceived conflict of interest;
15. comply with the Open Meetings Act;
16. be mindful of a Board member's fiduciary obligations to the District, including duties of loyalty and care, placing the District's interests above a Board member's personal interests; and
17. use District employee resources, property, and funds judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.

B. A Board member will *not*:

1. represent the Board member's personal opinions as those of the Board;
2. act in isolation, operating as if a "Board-of-one";
3. disrupt or impede the established District administrative structure;
4. use the Board position for actual or perceived personal or political gain;
5. discuss confidential Board business except as authorized by law;
6. disclose closed session deliberations or proceedings other than as permitted by law; or
7. refer a student for an abortion or assist a student in obtaining an abortion. This prohibition does not apply to a Board member who is the parent or legal guardian of that student.

C. Violations of the Board Code of Ethics will be handled in compliance with Policy 2303.

Legal Authority: 20 USC 1232g; 34 CFR Part 99; Const 1963, art 11, §1; MCL 15.261 et seq., 15.341 et seq.; MCL 168.310(1); MCL 380.11a, 380.601a, 380.1136; MCL 388.1766



DEXTER COMMUNITY SCHOOLS

Date adopted:

Date revised:



Series 2000: Bylaws

2300 Board Member Conduct

2303 *Violation of Board Code of Ethics*

The Board is responsible for enforcing the Code of Ethics (Policy 2302) for its members.

- A. If it is suspected or alleged that a Board member has violated the Code of Ethics, the following may occur:
 - 1. The President (or Vice President, if the President is the focus of the inquiry) may confer with that Board member to determine whether the suspected or alleged violation is disputed.
 - a. If the suspected or alleged violation is not disputed, the President/Board may propose how the member may remedy the violation; or
 - b. If the suspected or alleged violation is disputed, the President (or the Vice President if the Board President is the focus of concern) may initiate an investigation.
 - 2. The Board may discuss the alleged violation as an agenda item at a Board meeting. At the affected Board member's request, the Board may convene in a closed session under the Open Meetings Act to consider complaint(s) or charge(s) brought against the Board member.
- B. If the violation is admitted or the Board determines that a disputed violation has been established by at least a preponderance of the evidence, the Board may consider:
 - 1. whether to publicly censure the Board member through a formal Board resolution reprimanding the Board member;
 - 2. whether to remove the Board member from committee assignments;
 - 3. whether to remove the Board member from any Board office or position (e.g., Vice President, Secretary);
 - 4. whether the violation rises to the level of gross neglect of duty or corrupt conduct in office, or other misfeasance or malfeasance, warranting referral to the Governor pursuant to Michigan Constitution, Article V, §10 for possible suspension or removal from public office;
 - 5. whether the violation may constitute a criminal violation of the Revised School Code, the Michigan Penal Code, or other applicable Michigan law, warranting referral to local law enforcement; and
 - 6. any other act authorized by law.



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Legal Authority: Const 1963, art 5, §10, Const 1963, art 11, §1; MCL 380.619, 380.1107, 380.1804, 380.1815, 380.1816, 380.1230, 380.1230a, 380.1230b

Date adopted:

Date revised:



Series 2000: Bylaws

2300 Board Member Conduct

2304 *Gifting*

A. Gifts to Individual Board Members

A Board member will not solicit or accept anything of value that may influence or reasonably be perceived to influence the manner in which a Board member performs official duties.

B. Board Acceptance of Gifts

1. The Board shall not accept a gift, donation, or contribution on the District's behalf in a manner or for a purpose that does not comply with Policy 3303.
2. The Board must publicly disclose a gift, donation, or contribution from any vendor or contractor that has submitted a bid in response to a request for proposals the District currently has under consideration.

Legal Authority: 25 USC 2701 et seq.; MCL 380.11a(14), 380.601a, 380.634(2), 380.1814

Date adopted:

Date revised:



Series 2000: Bylaws

2300 Board Member Conduct

2305 *Board Member Reimbursement and Travel Expenses*

A. Reimbursement

Board members may be reimbursed for their actual and necessary expenses incurred in the discharge of their official duties or in the performance of functions authorized by the Board (Expense(s)), if 1 or both of the following apply:

1. the Board, by a majority vote of its members at an open meeting, approved reimbursement of the specific Expense before the Expense was incurred; or
2. the Expense is consistent with this Policy, establishing specific categories of reimbursable Expenses, and the Board, by a majority vote of its members at an open meeting, approves the reimbursement before it is actually paid.

B. Established Categories of Reimbursable Expenses

1. Conferences, Membership Fees, and Training Programs

Registration fees, conference fees, and training fees for Board member attendance at education workshops, conferences, training programs, and meetings sponsored by the District or state and national educational organizations which are relevant to Board members in performing their duties or which are in the District's best interests, may be reimbursed within Board-approved budget parameters if approved by a majority vote of the Board. Board members are encouraged to enhance their effectiveness through participation in such programs.

2. Travel Expenses

- a. Travel by privately owned vehicle may be reimbursed, within Board-approved budget parameters, at the standard mileage rate set by the Internal Revenue Service, if approved by a majority vote of the Board.
- b. For travel within District boundaries, the Board will not expend District funds for the purchase, rental, or lease of cars for Board members or for chauffeurs for Board members.

3. Meals

- a. The Board may reimburse a Board member only for Expenses actually and reasonably incurred for the Board member's meals, if approved by a majority vote of the Board. The Board will not reimburse a Board member for meals for a non-Board member.

Reimbursement for a Board member's breakfast will not exceed **\$15**.





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Reimbursement for a Board member's lunch will not exceed **\$20**.

Reimbursement for a Board member's dinner will not exceed **\$25**.

- b. The Board will not expend District funds for the purchase of alcoholic beverages. See Policy 3303.

4. Lodging

- a. The Board may reimburse a Board member for Expenses actually and necessarily incurred for the Board member's lodging in the discharge of official duties or in the performance of functions authorized by the Board, if approved by a majority vote of the Board.

C. Use of District Credit/Debit Cards

The Board will not provide, allow, or obtain credit cards for, issue credit cards to, or provide a Board member a debit card or similar instrument that pledges payment of funds from the District, except as permitted by law and Policy 3209.

D. Public Records

Records of payments made under this Policy are considered public records.

Legal Authority: MCL 129.241-.247; MCL 380.11a, 380.601a, 380.621, 380.1217a, 380.1254; MCL 388.1764b

Date adopted:

Date revised:



Series 2000: Bylaws

2300 Board Member Conduct

2306 *Board Member Compensation*

Board members shall receive not more than \$840 per calendar year up to a total of not more than fifty-two (52) meetings (including committee meetings) as compensation for their services. Partial year appointments shall be prorated for full months of service. Expenses of a Board member shall be reimbursed when incurred in the performance of the Board member's duties or in the performance of functions authorized by the Board and duly requested.

Legal Authority: MCL 380.11a

Date adopted:

Date revised:



Series 2000: Bylaws

2400 Board Membership and Duties

2401 Board Member Elections

Board members are elected by the District's electors at the District's regular election, which is held on the first Tuesday after the first Monday in November of even-numbered years.

At least 1 Board member must be elected at each regular election.

The Michigan Election Law governs the District's election procedures.

The District's elections are conducted by the District's election coordinator, as that term is defined by the Michigan Election Law.

Legal authority: MCL 168.301, 168.641, 168.642c; MCL 380.1206

Date adopted:

Date revised:



Series 2000: Bylaws

2400 Board Membership and Duties

2402 *Acceptance of Office and Oath of Office*

A. Elected Board Members

1. Before entering the office of Board member, a Board member-elect must:
 - a. take the oath of office as provided by the Michigan Constitution; and
 - b. file an acceptance of office with the Secretary within 10 business days after receiving the Certificate of Election from the District's election coordinator.
2. If a Board member-elect neglects or fails to file an acceptance of office with the Secretary within 10 business days after receiving the Certificate of Election from the District's election coordinator, then the Board office will immediately become vacant.

B. Appointed Board Members

1. Before entering the office of Board member, an appointee must:
 - a. take the oath of office as provided by the Michigan Constitution; and
 - b. file an acceptance of office with the Secretary within 10 business days after the date of appointment.
2. If an appointee neglects or fails to file an acceptance of office with the Secretary within 10 business days after the date of appointment, then the Board office will immediately become vacant.

C. The oath of office must be administered by a judge, justice, court clerk, or notary public. A Board member or a public official may administer a ceremonial oath of office.

Legal authority: MCL 168.309, 168.310

Date adopted:

Date revised:



Series 2000: Bylaws

2400 Board Membership and Duties

2403 Board Member Terms of Office

The Board of Education consists of 7 elected or appointed offices.

Board members are elected for terms of **6** years.

A Board member elected to a full term office has a term of office that begins on January 1 immediately after the regular election.

A Board member elected to a partial term office resulting from a vacancy has a term of office that begins immediately after the election has been certified, and the Board member-elect has qualified for office by filing an acceptance of office with the Secretary and has taken the oath of office.

An appointed Board member's term of office is addressed in Policy 2404.

Legal authority: MCL 168.302, 168.311; MCL 380.11a

Date adopted:

Date revised:



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2400 Board Membership and Duties

2404 *Board Member Vacancies and Appointments*

A. A Board office becomes vacant immediately upon any of the following events:

1. a Board member's death;
2. a Board member being adjudicated insane or being found to be a legally incapacitated individual by a court of competent jurisdiction;
3. a Board member's resignation;
4. a Board member's removal from office;
5. a Board member's conviction for a felony;
6. a Board member's election or appointment being declared void by a competent tribunal;
7. a Board member's neglect or failure to timely file the acceptance of office, to take the oath of office, or to give or renew an official bond as required by law;
8. a Board member ceasing to possess the legal qualifications for holding office;
9. a Board member moving residence from the District; or
10. a Board member being recalled.

B. Appointments

1. In the event of a vacancy (except a vacancy resulting from a Board member recall), the remaining Board members must fill the vacant Board office by appointment within 30 calendar days after the vacancy occurs, unless a majority of the Board offices are then vacant. If a majority of the Board offices are vacant at the time of a vacancy, or if the remaining Board members fail to fill a vacant Board office by appointment within 30 calendar days after the vacancy occurs, then the ISD board will be authorized to fill the vacant Board office by appointment.
2. The Board may, in its discretion, undertake 1 or more of the following procedures when seeking to fill a vacant Board office:
 - a. publicize the vacancy, and the Board's intention to appoint a person to fill the vacant Board office through word-of-mouth, news media, notices posted at school buildings and other locations, postings on the District's website and social media, and other means of communicating with the public;





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- b. accept résumés, applications, letters of interest, or other submissions from persons seeking to be appointed to fill the vacant Board office; and
- c. interview applicants for the vacant Board office.
 - i. All interviews must be conducted during open session of a public Board meeting.
 - ii. The Board may meet in closed session for the limited purpose of reviewing and considering an application for appointment, if any, if the applicant requests that the application remain confidential.
- 3. Within 3 calendar days after the Board makes an appointment to fill a vacant Board office, the Secretary must provide written notice to the District's election coordinator of the name, address, and Board office of both the Board member who vacated office and the person appointed to fill the vacant Board office.
- 4. Appointed Board Member's Term of Office
 - a. An appointed Board member's term of office begins immediately after appointment, once the appointee has filed an acceptance of office with the Secretary and taken the oath of office.
 - b. An appointed Board member's term of office expires:
 - i. immediately after the District's regular election at which a successor in office is elected and the successor has qualified for office, if the appointed Board member was appointed to a Board office that was vacated more than 7 calendar days before the nominating petition filing deadline for a District regular election that was not the District's regular election at which a successor in office would have been elected had the Board office not been vacated; or
 - ii. in all other cases, December 31 immediately after the District's next regular election.

Legal authority: MCL 15.268; MCL 168.310, 168.311

Date adopted:

Date revised:



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2400 Board Membership and Duties

2405 Board Officers

Board officers will consist of a President, Vice President, Treasurer, and Secretary. Board officers must be Board members.

A. Election of Board Officers

1. The Board must elect a President and Vice President. The Board may also elect a Treasurer and Secretary.
2. Board officer elections will take place at an organizational meeting of the Board.
3. A candidate for a Board officer position must receive a majority vote of the Board members then serving on the Board.
 - a. If no person receives a majority vote in an initial vote, the candidates for a second vote will consist of:
 - i. the 2 persons who received the most votes; or
 - ii. if more than 2 persons are tied for the most votes received, all persons tied for most votes received; or
 - iii. if 1 person received the most votes and there is a tie for second place, the person who received the most votes and the persons tied for the second place.
 - b. The process for narrowing candidates will be repeated in subsequent voting rounds.
4. Elected Board officers will serve in that capacity until the following year's organizational meeting at which board officers are elected, unless a Board member resigns from the officer position or a Board majority votes to remove that Board member from the officer position.

- B. If the Board does not elect a Secretary, the President must appoint a Board member to the vacant office. If the Board does not elect a Treasurer, the President must appoint a Board member to the vacant office.

C. Removal of Board Officers

The Board, by a majority vote of the members then serving, may remove a Board officer from the officer position, with or without cause.

D. Board Officer Vacancies



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1. If the office of President becomes vacant, the Vice President will succeed to the office of President for the balance of that office's term.
2. If the office of Vice President, Secretary, or Treasurer becomes vacant, the Board must promptly elect a Board member to fill that vacancy.
3. If the office of Secretary or Treasurer becomes vacant, the Board may elect a Board member to fill that vacancy or the President may appoint a Board member to fill that vacancy. The person elected or appointed to a vacant Board office will serve in that office for the balance of that office's term.

E. Assistants to the Secretary and Treasurer

1. The Board may appoint an assistant to the Secretary and an assistant to the Treasurer who are not required to be Board members.
2. The Board may remove an assistant to the Secretary or an assistant to the Treasurer by majority vote. After a removal, the Board may appoint a person to fill the vacant position.

Legal authority: MCL 380.11a

Date adopted:

Date revised:



Series 2000: Bylaws

2400 Board Membership and Duties

2406 Board Officers' Duties

To ensure proper District oversight, a Board officer must fulfill the requirements of the respective office. The following Board officer duties may be modified or removed, in whole or in part, by Board action.

A. President

1. Preside over all Board meetings and act as a decision-maker on procedural issues.
2. Coordinate with the Superintendent or designee to prepare Board meeting agendas.
3. Serve as the Board's spokesperson unless another person is designated by the Board.
4. Sign contracts, correspondence, and other documents on behalf of the District as authorized by the Board or required by law.
5. If both the President and Vice President are absent from a Board meeting, the Board may appoint a Board member to serve as acting President.
6. Accept complaints and coordinate investigations into allegations of misconduct against other Board members or the Superintendent, including placing the Superintendent on non-disciplinary, paid administrative leave during the pendency of an investigation.
7. Contact legal counsel on the Board's behalf or authorize individual Board members to contact legal counsel.
8. Perform other duties as prescribed by law, Policy, or Board action.

B. Vice President

1. In the President's absence or where the President is precluded from performing the President's duties, preside over Board meetings and perform the President's other duties.
2. Perform other duties as prescribed by law, Policy, or Board action.

C. Secretary

1. Ensure that an accurate record of Board meetings is maintained and published in compliance with law.



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2. Sign Board meeting minutes, orders, resolutions, and records memorializing Board proceedings.
3. Draw and sign orders upon the Treasurer for money to be disbursed by the Board.
4. Perform other duties as prescribed by law, Policy, or Board action.

In the Secretary's absence, the Vice President will serve as acting Secretary or, in the alternative, the Board may appoint a Board member to serve as acting Secretary.

The Secretary may delegate duties to an assistant to the Secretary to the extent allowed by law.

D. Treasurer

1. Serve as the custodian and maintain accounting for District monies, credits, and property.
2. Sign checks and other Board-authorized documents.
3. Perform other duties as prescribed by law, Policy, or Board action.

In the Treasurer's absence, the Vice President will serve as acting Treasurer or, in the alternative, the Board may appoint a Board member to serve as acting Treasurer.

The Treasurer may delegate duties to the person acting as the District's business official or to an assistant to Treasurer, to the extent allowed by law.

E. Succession

1. Board office holders will promptly transfer authority to their respective successor in office, including access to District accounts, investments, files, and public records.
2. Board office holders will promptly deliver District property, including logs, ledgers, money, reports, files, books, equipment, and public records, to the Board officer's respective successor in office.
3. The transfer of District property will promptly occur at a location and time agreed upon by the Board officer and the Board officer's successor in office or at a location and time otherwise determined by the Board.

Legal authority: MCL 380.901, 380.947, 380.1213, 380.1221, 380.1223, 380.1231, 380.1362, 380.1371, 380.1372, 380.1535a, 380.1539b, 380.1577, 380.1613; MCL 600.6094

Date adopted:



DEXTER COMMUNITY SCHOOLS

Date revised:



DEXTER COMMUNITY SCHOOLS

Series 2000: Bylaws

2500 Board Meetings and Open Meetings Act Compliance

2501 Meetings

Board meetings must be conducted in accordance with the Open Meetings Act.

A. Notice

1. The Board must publicly post its regular meeting schedule within 10 calendar days after the Board's first meeting in each calendar or fiscal year. The notice must include the dates, times, and places of the regular meetings. If the regular meeting schedule is changed, the Board must publicly post the revised regular meeting schedule within 3 calendar days after the Board meeting at which the change was made.
2. Special meeting and rescheduled regular meeting notices must be posted at least 18 hours in advance of a special or rescheduled regular meeting.
3. Regular, rescheduled regular, and special meeting notices must be posted at the Board's principal offices. The notice, or a prominent and conspicuous link to the notice, also must be posted on the District website's homepage as required by the Open Meetings Act, if the District's website is updated at least monthly with meeting agendas or minutes.
4. Meeting notices must contain:
 - a. the name, address, and telephone number of the Board;
 - b. the time, date, and place of the meeting;
 - c. a statement where official minutes are stored and available for inspection; and
 - d. a disability accessibility notice.
5. Emergency meetings may be held without complying with the above-described notice requirements if there is a severe and imminent threat to the health, safety, or welfare of the public exists, and two-thirds of the Board members elected or appointed to and serving on the Board determine that delay would be detrimental to efforts to lessen or respond to the threat. The Board will provide notice of an emergency meeting in compliance with the Open Meetings Act.
6. Public hearing notices must contain a description of the purpose(s) for which the public hearing will be conducted to the extent required by law.





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7. The notice for an electronic Board meeting must comply with Policy 2501A.

B. Quorum

1. A quorum of the Board means a majority of the Board members elected or appointed to and serving on the Board, unless different quorum and voting rules are otherwise provided by law.
2. All deliberations of a quorum of the Board must take place at a meeting that is open to the public, unless closed session deliberations are permitted by law.
3. All decisions made by the Board constituting a quorum of its members must take place at a meeting that is open to the public, except as otherwise provided by the Open Meetings Act.

C. Meeting Types

1. The Board will hold its regular meetings at the dates, times, and locations specified in the District's annual notice published pursuant to the Open Meetings Act. If the notice is amended, then meetings will be held according to the amended notice.
2. Special, rescheduled regular, or emergency meetings may be called by the President, the Superintendent, or two Board members. Notice of such meetings will be provided in accordance with the Open Meetings Act.
3. The Board may, in compliance with the Open Meetings Act, hold work sessions and retreats to provide Board members and administrators with the opportunity to plan, research, and engage in discussion.
4. The Board may meet as a committee of the whole. See Policy 2505(C).

D. Closed Session

1. The Board may meet and deliberate in closed session only for 1 or more purposes authorized by the Open Meetings Act.
2. Depending on the closed session purpose(s), the Open Meetings Act may require a two-thirds roll call vote for the Board to meet in closed session. A vote to enter closed session must be made in open session.
3. Closed session meeting minutes must be kept confidential. Board members must keep matters discussed and documents received confidential unless otherwise authorized by the Board or law. See Section G, below.
4. All discussions in closed session are limited to the purpose(s) identified in the motion calling the closed session.





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5. The Board will determine the non-member attendees for a closed session unless attendance is required by Policy or law.

6. No decisions will be made during a closed session.

E. Meeting Cancellation

The Board is legally required to hold at least 1 public meeting each month. The President or designee may cancel a Board meeting if the President or designee determines that a quorum of the Board will not be present for the meeting, there is no business for the Board to conduct at the meeting, or it would be unreasonable or dangerous for Board members or the public to attend the meeting (e.g., inclement weather). The President or designee will ensure that a District staff member posts notice of the cancellation on the District's website on the same day as the cancellation. If necessary, a cancelled meeting will be rescheduled.

F. Electronic Board Meetings and Remote Participation

Electronic Board meetings may be held, and a Board member may participate in a Board meeting remotely, as authorized by Policy 2501A.

G. Minutes

The Board will keep minutes of each Board meeting in accordance with the following:

1. The Secretary will record and maintain meeting minutes.
2. The Secretary, or an acting Secretary in the absence of the Secretary, will sign meeting minutes.
3. Meeting minutes will comply with the Open Meetings Act.
 - a. Open session meeting minutes.
 - i. Minutes for a meeting open to the public will include at least the following information:
 - A) the meeting date, time, and location;
 - B) the Board members present for or otherwise participating in the meeting;
 - C) the Board members absent from the meeting;
 - D) board decisions;





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- E) the purpose(s) for which any closed session meeting was held and the specific provision(s) of the Open Meetings Act that permitted the closed session;
- F) any roll call votes conducted by the Board; and
- G) corrections, if any.
- ii. The Board must make proposed open session meeting minutes available for public inspection within 8 business days after the applicable Board meeting.
- iii. The Board must make approved open session meeting minutes available for public inspection within 5 business days after the meeting at which the Board approved the minutes.
- b. Closed session meeting minutes.
 - i. Closed session meeting minutes must be prepared and maintained separately from open session meeting minutes.
 - ii. Closed session meeting minutes will not be made available to, or be disclosed to, the public, except as required by court order.
 - iii. Closed session meeting minutes may be destroyed by the District 1 year and 1 calendar day after the approval of the minutes of the regular meeting at which the closed session minutes were approved, or any time thereafter.
 - iv. Closed session meeting minutes must include at least the following information:
 - A) the meeting date, time, and, location;
 - B) the Board members present for or otherwise participating in the meeting;
 - C) the Board members absent from the meeting; and
 - D) the purpose(s) for which the closed session meeting was held and the specific Open Meetings Act provision(s) that permitted the closed session.
- c. Open session Board meeting minutes may be published on the District's website.

H. Accommodating Board Members and Other Individuals with Disabilities



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Any Board member or other individual with a disability who requires reasonable accommodations to participate in, or attend, a Board meeting must contact the Superintendent's office in advance of the meeting to request an accommodation.

Legal authority: MCL 15.263, 15.263a, 15.265, 15.267, 15.269; MCL 380.1201

Date adopted:

Date revised:



Series 2000: Bylaws

2500 Board Meetings and Open Meetings Act Compliance

2501A *Electronic Board of Education Meetings*

The Board may hold electronic meetings, and Board members and the public may participate remotely, only as permitted by this Policy, the Open Meetings Act, and other applicable law.

A. Definition

The definition in this section applies only to this Policy. All other words found in this Policy, unless specifically defined, are given their plain meaning.

“Two-Way Communication” means telephone, video, or other means of conferencing that allows Board members to hear and be heard by both the public and other Board members, and allows the public to hear and be heard by other members of the public and the Board members during public comment. Real-time typed public comments that may be read to or shared with Board members and the public is a sufficient form of two-way communication for purposes of public participation during an electronic Board meeting.

B. Permissible Reasons for Wholly Electronic Board Meetings

The Board may hold a meeting wholly electronically, with every Board member and the public participating remotely, if every Board member simultaneously satisfies one or more of the conditions identified in Section C of this Policy.

C. Permissible Reasons for Individual Board Member Remote Participation

A Board member who is not physically present at an in-person Board meeting due to military duty, a “disability” within the meaning of the ADA, or other reason permitted by Michigan law may be counted toward a quorum, deliberate, and vote. To qualify, members absent due to military duty must follow the procedures listed in Section D, below. Unless otherwise provided, any Board member who is not absent due to a qualifying exception must be physically present at the meeting to participate.

D. Procedures to Accommodate Board Member Remote Participation

The Board institutes the following procedures to ensure that a Board member who is not physically present at an in-person Board meeting may be counted toward a quorum, deliberate, and vote at a Board meeting.

1. The Board and the remote Board member will ensure there is Two-Way Communication during the meeting;



2. The remote Board member must provide notice to the President and/or Superintendent at least 48 hours before the meeting; and
3. The Superintendent or designee will ensure that public notice of the remote Board member's physical absence and information on how to contact the remote Board member is provided sufficiently in advance of the Board meeting so that a member of the public may provide input on or ask questions about any business that will come before the Board at the meeting.

E. Procedures to Ensure Public Participation at Electronic Meetings

If the Board convenes a wholly electronic meeting or any Board member participates remotely, the public will also be provided the opportunity to attend the public meeting remotely.

The Board will not require the public to register or otherwise provide their names or other information as a condition of attending a Board meeting, whether in-person or remotely. The Board may require the public to submit information, consistent with public participation rules, to participate in the public comment portion of a meeting.

F. Electronic Board Meeting Notice Requirements

The Superintendent or designee will post notice of an electronic Board meeting at least 18 hours before the meeting. If the Board will be convening in a physical location with one or more Board members attending remotely pursuant to Section C, the notice must include both the physical and virtual locations of the meeting.

If the District has an internet presence that includes monthly or more frequent updates of public meeting agendas or minutes, the notice must be included on a portion of the District's website that is fully accessible to the public, either on the District's homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic meetings that is accessible through a prominent and conspicuous link on the District website's homepage. The link must clearly describe its purpose for public notice of non-regularly scheduled or electronic meetings.

The notice must clearly explain:

1. Why the Board is holding an electronic meeting;
2. How the public may participate remotely. If a telephone number, internet address, virtual meeting address, or other information is needed to participate, that information must be specifically provided;
3. How the public may contact Board members to provide input on or ask questions about business that will come before the Board at the meeting;



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4. Which Board members will be participating remotely and information about how the public may contact those Board members in advance of the meeting to provide input on or ask questions about any business that will come before the Board at the meeting; and
5. How persons with disabilities may participate in the meeting.

G. Electronic Board Meeting Agenda Requirements

The Superintendent or designee must post the electronic meeting's agenda to the District's website, if an agenda exists. The agenda must be posted at least two hours before the electronic meeting begins. The Board may amend the agenda at the meeting.

Legal authority: MCL 15.263, 15.263a.

Date adopted:

Date revised:



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2500 Board Meetings and Open Meetings Act Compliance

2502 Board Meeting Agenda

Meeting agendas will be prepared by the Superintendent or designee in coordination with the President or designee.

The agenda sets forth the proposed business to be addressed and the items to be discussed at the Board meeting.

The agenda must include at least 1 period during which members of the public will be permitted to address the Board.

The agenda and related materials will be distributed to Board members in advance of a Board meeting by U.S. Mail, personal delivery, email, or another delivery method selected by the Board or the District's administration.

The agenda, if any, for an electronic Board meeting will be posted to the District's website as required by Policy 2501A.

The agenda may be amended by the Board at a Board meeting by majority vote of the members serving on the Board.

The Board may use a consent agenda to address routine matters. Any Board member may request that a consent agenda item be removed from the consent agenda for separate consideration.

Legal authority: MCL 15.263, 15.263a; MCL 380.11a, 380.601a

Date adopted:

Date revised:



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Series 2000: Bylaws

2500 Board Meetings and Open Meetings Act Compliance

2503 *Voting Requirements*

All Board decisions and actions must be made at a public meeting of the Board held in compliance with the Open Meetings Act.

The Board will make decisions and take action through motions and resolutions. A motion or resolution will be voted on by the Board once it has been made by a Board member and seconded/supported by another Board member.

Board members must vote on all motions and resolutions unless abstention is required due to a conflict of interest or otherwise required by law. A Board member's abstention, unless required by law, constitutes a breach of the member's duty as a public official.

Roll call votes will be conducted when required by law or when requested by the President or Secretary. The Board may adopt additional policies designating other matters requiring roll call vote approval.

A Board decision or action must be recorded in the minutes for the Board meeting at which the decision or action was taken.

Legal authority: MCL 15.269; MCL 380.1201; *Tavener v Elk Rapids Rural Agric Sch Dist*, 341 Mich 244 (1954)

Date adopted:

Date revised:



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2500 Board Meetings and Open Meetings Act Compliance

2504 *Public Participation at Board Meetings*

Any member of the public may address the Board at a Board meeting, subject to the following rules:

- A. Except during a public participation portion of a Board meeting, no member of the public or other person may address the Board during a public meeting without the express permission of the President or other presiding officer.
- B. The Board will follow public participation rules that balance the District's interest in an orderly public meeting with the public's First Amendment rights. A copy of these rules and any additional public participation rules adopted by the Board will be made available at Board meetings. The Board's public participation rules include, but are not limited to, the following:
 1. before addressing the Board, a member of the public will state his or her name and address;
 2. ~~each person's public comments are limited to [redacted] minutes per public participation period.~~ The Board shall provide two periods for public participation at public meetings of the Board and one period for public participation at committee meetings. The Board shall publish rules to govern such participation in Board meetings and in Board committee meetings. The rules shall be administered and enforced by the presiding officer of the meeting.
 - a. The first public commentary, scheduled near the beginning of all Board meetings and workshops, shall be limited to an accumulated time of thirty (30) minutes. Time may be extended at the discretion of the Board President or presiding chair. Individual speakers will be allotted a maximum of five (5) minutes, however, the time may be reduced if a large number of persons wishes to address the Board. In these instances, the number of speakers will be divided equally into the thirty (30)-minute time limit. For example, if ten (10) persons wish to address the Board, each individual will be given three (3) minutes.
 - b. The second opportunity for public commentary, scheduled near the end of all Board meetings, shall be limited to an accumulated time of fifteen (15) minutes. Time may be extended at the discretion of the Board President or presiding chair. Individuals will be allotted a maximum of three (3) minutes, however, the time may be reduced if a large number of persons wishes to address the Board. In these instances, the number of speakers will be divided equally into the fifteen (15)-minute time limit. For example, if fifteen (15) persons wish to address the Board, each individual will be given one minute.



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3. persons who are part of a group or organization or who share similar viewpoints are encouraged to designate a spokesperson to address the Board;
 4. public comments of a personal nature are prohibited when: (a) the comments are unrelated to the manner in which a Board member or District employee performs that person's duties, and (b) the comments cause a substantial disruption to the meeting;
 5. any public comment not protected by the First Amendment of the U.S. Constitution is prohibited;
 6. Board members may ask questions of the speakers but are not required to answer questions or make statements in response to a public comment;
 7. written statements and documents presented to the Board by a public participant or group are public records and must be given to the Secretary or designee; and
 8. any audio recording, video recording, broadcasting, or telecasting must be performed from the seating area designated for the public or in the area otherwise designated by the President, Superintendent, or designee, and must not disrupt the meeting.
- C. Once the President or other presiding officer has determined that each member of the public requesting to do so has had a reasonable opportunity to address the Board during a public participation portion of a Board meeting, the President or other presiding officer will announce that the public participation portion of the meeting has ended.
- D. If the President or other presiding officer determines that a member of the public has violated 1 or more of the above rules and refuses to come into compliance with those rules, the member of the public will lose the right to speak during public comment at that meeting. A person who persistently engages in disorderly conduct or otherwise breaches the peace at a Board meeting, after notice from the President or other presiding officer, may be removed.

Legal authority: U.S. Const, amend. I; MCL 15.263(1), 15.263(5); MCL 380.1808

Date adopted:

Date revised:



Series 2000: Bylaws

2500 Board Meetings and Open Meetings Act Compliance

2505 *Board Committees*

A. General

1. The Board may establish standing, advisory, and ad hoc committees as it deems necessary and advisable.
2. The Board determines a committee's membership, chairperson, purpose, duties, and authority. The Board may delegate authority to the President to determine a committee's membership and chairperson.
3. A committee's membership must include at least 1 Board member.
4. A committee must be composed of fewer Board members than would constitute a quorum of the Board.
5. The Superintendent or designee may serve as an ex officio member of any committee.

B. Committee Meetings

1. Committee meetings will be convened by the committee's chairperson or designee.
2. When applicable, committee meetings must be held in compliance with the Open Meetings Act, Policy 2501, and, if applicable, Policy 2501A. Any committee that is authorized to deliberate, narrow options, eliminate options, or otherwise make decisions on the Board's behalf must conduct its meetings in compliance with the Open Meetings Act, Policy 2501, and, if applicable, Policy 2501A, including notice requirements, recording minutes, and allowing for public participation.
3. Meeting notices as required by the Open Meetings Act, Policy 2501, and, if applicable, Policy 2501A, will be posted for any committee meeting at which more than a quorum of the Board may be present.
4. When required by the Open Meetings Act, a committee will keep minutes of its meetings. In addition, the Board may direct that a committee keep minutes of its meetings, even if not required by the Open Meetings Act.

C. Committee of the Whole Meetings

The Board may meet as a committee of the whole. A committee of the whole meeting must be conducted in compliance with the Open Meetings Act, Policy



DEXTER COMMUNITY SCHOOLS

2501, and, if applicable, Policy 2501A. The provisions of this Policy do not otherwise apply to committee of the whole meetings.

Legal authority: MCL 15.261 et seq.; *Schmiedicke v Clare Sch Bd*, 228 Mich App 259 (1998)

Date adopted:

Date revised:



Series 2000: Bylaws

2500 Board Meetings and Open Meetings Act Compliance

2506 *Organizational Meetings*

The Board's first regular meeting each **fiscal** year will be an organizational meeting.

During that meeting, the Board will:

- A. elect Board officers in compliance with Policy 2405. The Superintendent or designee will preside over the organizational meeting until a President is elected;
- B. set the schedule for regular Board meeting dates; and
- C. designate the District employee(s) authorized to post Board meeting notices under the Open Meetings Act.

The Board may perform any other act and conduct any other business it deems appropriate during an organizational meeting.

The Board may conduct additional organizational meetings during the calendar or fiscal year.

Legal authority: MCL 380.11(a)(3)

Date adopted:

Date revised:





Book	Policy Manual
Section	9000 Relations
Title	ADVERTISING AND COMMERCIAL ACTIVITIES
Code	po9700.01
Status	Active
Adopted	May 20, 2013

9700.01 - **ADVERTISING AND COMMERCIAL ACTIVITIES**

The purpose of this policy is to provide guidelines for the appropriate and inappropriate use of advertising or promoting of commercial products or services to students and parents in the schools.

"Advertising" comes in many different categories and forums and is defined as an oral, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos or tags for product or service identification purposes are not considered advertising.

"Sponsorship" takes place when businesses, organizations, or individuals underwrite the cost of a program or services provided in schools.

"Licensing" is an exclusive agreement with a company or organization to provide a specific product or service.

The Board of Education may permit advertising in School District facilities or on School District property in the following categories or forums in accordance with the guidelines set forth herein:

A. Product Sales:

1. product sales benefiting a district, school or student activity (e.g., the sale of beverages or food within schools);
2. exclusive agreements between the District and businesses that provide the businesses with the exclusive right to sell or promote their products or services in the schools (e.g. pouring rights contracts with soda companies);
3. fundraising activities (e.g., short term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club or activity where the school receives a share of the profits.

B. Direct Advertising/Appropriation of Space:

1. signage in schools and school facilities;
2. corporate logos or brand names on school equipment (e.g., marquees, message boards or score boards);
3. ads, corporate logos, or brand names on book covers, student assignment books, posters, or spirit wear;
4. ads in school publications (newspapers and yearbooks and event programs);

5. media-based electronic advertising (e.g., Internet or web-based sponsorship);

6. free samples (e.g., of food or personal hygiene products).

C. Indirect Advertising:

1. corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants or gifts;
2. the Board approves the use of instructional materials developed by commercial organizations such as films and videos only if the education value of the materials outweighs their commercial nature.

The films or material shall be carefully evaluated by the school principal for classroom use to determine whether the films or materials contain undesirable propaganda and are in compliance with the guidelines as set forth above.

It is further the policy of the Board that its name, students, staff members and District facilities shall not be used for any commercial advertising or otherwise promoting the interests of any commercial, political, nonprofit or other non-school agency or organization, public or private, without the approval of the Board or its designee.

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

General Advertising Guidelines

The following guidelines shall be followed with respect to any form of advertising on school grounds:

- A. When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the District's educational standards and goals.
- B. Any advertising that may become a permanent or semi-permanent (defined as six (6) months or longer) part of a school requires prior approval of the Board.
- C. The District is a non-public forum and the Board can determine, in its sole judgment, to accept or reject any request for advertising or promotion.
- D. No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies, or gambling aids.
- E. No advertisement shall promote any specific religion or religious, ethnic or racial group, political candidate or ballot issue and shall be non- proselytizing.
- F. No advertisement may contain libelous material.
- G. No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.
- H. No advertisement shall be false, misleading or deceptive.
- I. Each advertisement must be reviewed in advance for age appropriateness.
- J. Advertisements may be rejected by the School District if determined to be inconsistent with the educational objectives of the School District, inappropriate, or inconsistent with the guidelines set forth in this policy.
- K. All corporate support or activity must be consistent with the Board's policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, or age, and must be age-appropriate.
- L. Students shall not be required to advertise a product, service, company or industry.
- M. Advertising will not be permitted on the outside or the inside of school buses, or posted inside of classrooms (excluding the high school gym and outside athletic facilities).
- N. Advertising will not be permitted on athletic team uniforms, or the uniforms of curricular or co-curricular groups (e.g., band, orchestra, choir, debate, etc.)

- O. The name of a corporate sponsor or advertiser shall not be placed in such a manner that it supersedes or takes priority over the name of the school district or its mascot.
- P. The Superintendent or designee is responsible for screening all advertising.
- Q. The Superintendent or designee may require that samples of advertising be made available for inspection.
- R. The inclusion of advertisements in School District publications, in School District facilities, or on school district property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.
- S. Final discretion regarding whether to advertise and the content and value of the materials will be with the Board.

Accounting

Advertising revenues must be properly reported and accounted for by the District's Business Office. All revenue generated through advertising will be directed to the sponsored building or department for use to support programs and activities. The building or department administrator will direct the use of revenue received through advertising.

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DEXTER COMMUNITY SCHOOLS

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Application to request the adoption of a new course and/or resources

Date of application: 4/8/2024

Course Title: Music Technology

Department: Music

Duration: One Semester (Semester 2)

Prerequisite(s): None, but a background/interest in music is desired.

Applicant(s): Grace Wolfe

Building Involved: Dexter High School

Targeted population: High School Students

Targeted year for implementation: Semester 2, 2025

DHS Courses - Proposed Credits Earned and Category: Music Elective - .5 credits

Describe your course/resource request:

Explore the exciting world of music technology with this Semester 2 class, designed for students with diverse musical backgrounds, experience levels, and interests. Together we will dive into various softwares, technologies, and musical devices, and live sampling that allow you to unleash your own creativity in this hands-on course. This class encourages students to regularly share their projects, fostering a collaborative and inspiring environment for all music enthusiasts.

Rationale: Why is/are a new course or new resources necessary?

Offering a new course in Music Technology at DHS will provide students with skills relevant to modern music production and technology driven music industries. It allows students to explore creativity through digital tools, fostering a broader understanding of music beyond traditional methods. This course also aligns with the evolving landscape of music careers, preparing students for diverse opportunities in the field.

What are the “big ideas” or “core concepts” that will be covered in the course/resources?

This course may cover core concepts such as digital audio production, sound design, music software proficiency, electronic composition, MIDI sequencing, and an understanding of emerging technologies in the ever evolving music industry. Emphasis may be placed on creativity, critical thinking, and practical skills relevant to contemporary music production.

By the end of the course, students will be able to:

By the end of this Music Technology course, students should be able to show proficiency in the use of different digital platforms, create and edit electronic compositions, understand sound design principles, and apply their knowledge to create high quality projects. Additionally, students may develop higher listening skills and gain a broader appreciation for the diverse facets of music technology within the music industry.

Connection to Strategic Plan and/or Profile of a Learner?

The introduction of this course aligns with a strategic plan focused on preparing students for the 21st century by integrating technology into education. It fosters creativity, critical thinking, and technological proficiency, ensuring that students acquire skills relevant to modern industries.

How will technology be integrated into the course/resources?

Technology being the primary focus of this course, it will be integrated through the use of digital audio workstations (known as DAWs), music softwares, MIDI controllers, and other relevant tools.

How do the resources support various learning styles, multiple intelligences of the students, and differentiated instruction?

The course resources will be designated to accommodate various learning styles and multiple intelligences. Visual learners may benefit from interactive software interfaces and multimedia presentations, while auditory learners can engage with sound-based exercises and discussions. The hands-on projects and collaborative activities, as well as sound collection in the field, may cater to kinesthetic learners. Differentiated instruction will be implemented through various assignments and activities, allowing students to showcase their strengths and learn in ways that suit their individual preferences, ensuring a more inclusive and effective learning experience.

How does the material support cultural diversity and gender equity? The course material incorporates a diverse range of musical genres, cultural influences, and contributions from artists of different backgrounds. Students will be exposed to a variety of music traditions and creation styles. Music as a field is an excellent way to respect and celebrate the diversity of humanity.

How will career or “real world” experiences be integrated into the course and resources?

The course will integrate real-world experiences by incorporating industry standard practices and tools used in the field of music technology. Students may engage in hands-on projects mirroring professional workflows, collaborate with local musicians or producers, and possibly visit recording studios or attend industry events. Guest speakers from the music industry may share insights, providing students with a practical understanding of career pathways and expectations.

How does the material encourage critical thinking and problem-solving? Some of this has been alluded to in previous points made, but the course material will encourage critical thinking and problem-solving by presenting students with complex musical challenges, as well as uniquely creative musical opportunities.

Projects may require creative solutions, decision-making in sound design, and troubleshooting issues within DAWs. Analyzing different musical elements and making informed choices will foster critical thinking. Additionally, discussions on the impact of technology in the music industry and exploring innovative approaches will engage students through reflections.

What summative and formative assessments will be used to measure student achievement?

A largely application based class, this course will include things such as final music projects in which students showcase their skills in digital music production, sound design, and composition to offer a summative assessment. Formative assessments will include smaller projects, participation in discussions, quizzes, peer review of works in progress, and in-class exercises.

What teacher aids are provided?

Teacher aids may include instructional guides for using various softwares, multimedia presentations, demonstration videos, and vocabulary guides.

Describe what other alternatives were considered and why were they are not being proposed: N/A

Projected costs (explain each as needed, some items may not be applicable):

Additional personnel: \$0

Textbooks, materials, technology:

- Midi Keyboards: \$41.99 each, x30 = \$1,259.70
- Soundtrap for Education software annual subscription: \$349
- Studio Recording Condenser Microphone: \$49 each, x6 = \$294
- MIDI Controller - Playtron: \$119 each, x4 = \$476
- **Total = \$2,378.70**

Professional Development: **Michigan Music Conference Technology Pre-Conference = \$75**

Release time: \$0

Teacher stipends: \$0

Speaker/Consultant stipends: \$0

Registration fees: \$0

Travel expenses: \$0

Summer work: \$0

Other expenses (please explain below) \$0

GRAND TOTAL: \$ 2,453.70

Instructional Resource Review Process

*** All steps must be completed before BOE presentations**

***Date of department/committee review/discussion: March 12, 2024**

Location of meeting: DHS Office

Number of attendees: 15

Record of the meeting including comments & recommendations:

- Possible connection with Barry Mergler's IB Film class to avoid copyrighted music
- Nice connection to students in the SPACE club
- Possible AI generated music exploration?
- All in support

***Date of admin review/discussion: March 14, 2024**

Location of meeting: Bates

Number of attendees: 13

Record of the meeting including comments & recommendations:

All in favor

***Date of adjacent building review/discussion: March 14, 2024**

Location of meeting: Bates

Number of attendees: 3

Record of the meeting including comments & recommendations:

All in favor

***Date of community review/discussion: March 12 - 13, 2024**

Location of meeting: Virtual

Number of attendees: 14

Record of the meeting including comments & recommendations:

General consensus of support for the course. Some questions below:

"I support this course and think that it could be a great way for students to explore music in a fun and interactive way."

I really like the idea conceptually. Implementing courses that appeal to 21st-century students in our 21st-century world is never a bad thing. I cannot imagine that this will be an unpopular course.

I'd like a bit more clarity on examples of software/projects/assessments¹. I appreciate the value of keeping it open-ended and flexible, but I worry slightly that the class could turn into 90 minutes of supervised time on GarageBand without a more careful mapping out of the

¹RESPONSE FROM GW: The class includes a lot of discussion and reflection on work, musical genres, and understanding of the DAW used in our classroom (DAW = Digital Audio Workstation). There are regular project based assignments with specific criteria laid out for students that serve as assessment tools to gauge their understanding of the software + musical concepts! I also have worked to facilitate group conversation and reflection. Copied in the comment below is an example of an assignment for the class!

curriculum (which may have already occurred, I'm just curious!).

I think a crucial addition to the course would be a unit/focus on AI's role in the modern musical landscape. We've seen the very beginnings of its effects, and if we truly want to construct a course that exposes kids to the reality of music creation/production/etc. in 2024, a discussion/serious consideration of the advantages and drawbacks of AI's usage is absolutely necessary.²

Overall I support this course. I think it is unique and contains a good structure in balancing the formative and summative assignments. I like the idea of students using technology to produce music and creates more diverse options for music electives

Students at DHS use several different types of computers. Would this be an issue with software compatibility? Would it be possible for students in all grades to receive an apple laptop for this course if that was needed?³

Requires at least 2 BOE meetings (at least 1 month)

Date of Board of Education review/discussion: 4/8/2024

Date of Board of Education action:

Action taken:

² RESPONSE: Absolutely!! The presence of AI and its influence on the music world is already noticeable. In the Special Topics version of this course that I am currently teaching, we begin each class with checking our "Spotify Daylist," an AI / algorithm generated playlist + title based on an individual's listening habits at certain times of the day on each day of the week.

We have discussed the ways these lists are generated, what AI is assuming about our musical preferences and style based on our listening habits, and more.

So much more to explore and discover in the world of AI for this class!

³ RESPONSE: Great question! The DAW (Digital Audio Workstation) that I have chosen for this course is called Soundtrap. Soundtrap requires only an internet browser, and can be accessed from any device. It is extremely versatile, and has a lot of educational resources!

Special FX - Audio Soundscape Assignment

Objective: Explore the creative potential of sound in storytelling. Students will create a narrative, either self-written or generated using AI tools, and enhance it by crafting a soundscape using various sound samples.

Instructions:

Choose or Generate a Narrative:

Select a story idea or generate one using AI tools like ChatGPT or other story generation platforms. The narrative should be engaging and suitable for an audio format.

Storyboarding:

Outline the key elements of your narrative, including characters, settings, plot points, or any significant events or emotions you want your sound samples to convey.

Selecting Sound Samples:

Gather a variety of sound samples that complement the mood, setting, and events of your narrative. These could include ambient sounds, music snippets, sound effects, etc.

You must use AT LEAST 8 separate sound samples!

You must include intro/outro music. This may be included in your number of overall sound samples.

Recording and Editing:

Record your narrative using appropriate audio recording equipment (phone is acceptable, but make sure to record in a quiet place without background sounds/external feedback). Pay attention to clarity, tone, and pacing.

Integrate the selected sound samples into your narrative, ensuring they enhance the storytelling experience.

Use Soundtrap to refine and polish your soundscape, adjusting volume levels, timing, and transitions as needed.

Submission Requirements:

Share your Soundtrap project with Ms. Wolfe.

The project MUST HAVE A TITLE!

Turn in your completed Special FX handout.

Be prepared to comment on your creation prior to presenting in class.

Evaluation/Grading Criteria:

Creativity and Originality (The uniqueness and imagination demonstrated in the narrative and use of sound samples) 10pts

Narrative Coherence (The clarity and cohesion of the storytelling) 10pts

Sound Design (The effectiveness of sound choices in enhancing the story) 10pts

Technical Quality (The clarity, balance, and overall production quality of the soundscape) 10pts

Policy Committee Minutes
March 19, 2024 10:30am
Bates Boardroom

Meeting called to order at 10:30am

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

1. **Minutes**. Mara Greatorex made a motion to approve the minutes from 12-18-2023. Melanie Szawara seconded the motion. Motion carried (unanimous).
2. **Agenda**. Melanie Szawara made a motion to approve the agenda. Mara Greatorex seconded the motion. Motion carried (unanimous).
3. **Public Participation** - none
4. **Discussion**
 - a. **Policy Switch Process**. Executive Director of HR Barb Leonard walked the committee through the tasks required to complete review and adoption of the entire Thrun policy manual.
 - i. For clarity and transparency, she recommends that the committee and BOE cover 1-2 sections per month (there are 5 sections in the Thrun manual) with an effective date to be determined: preferably July 31 but no later than August 15.
 - ii. Thrun is our legal counsel; they recommend minimal editing of their policies which align with the law and their legal advice. Ideally, the only editing of the Thrun policies would be to preserve essential current practices as determined by the group.
 - iii. Because the NEOLA and Thrun sections are different, Board members should review the complete NEOLA policies list (provided) as they read through the Thrun versions to ensure that all relevant items are considered for each Thrun section. [E.g., Some items in NEOLA's administration section are in Thrun's finance operations, finance, and property section.]
 - iv. Elise will contact board members individually to explain the process, find out if they would like to have a binder of the full policies book prior to meeting discussions, and ask if they have any other concerns.
 - b. **Policy Switch Timeline**. Committee will meet April 4th at 1:00pm to review Thrun sections 1 & 2.
 - c. **Schedule Policy Meetings**. The rest of the committee meetings will be scheduled after seeing how the first round goes.
 - d. **9700.01 Advertising**. The committee discussed the current understanding/application of this policy as well as the feasibility of formalizing athletics advertising opportunities to bring in additional funds. Consensus was to have the full board discuss the current policy prior to the committee reviewing it and/or the Thrun version.

Policy Committee Minutes

March 19, 2024 10:30am

Bates Boardroom

- e. **0142.7 Orientation**. The committee discussed adding the following line to the current NEOLA policy or Thrun policy 2302: "It is the expectation of this Board that its members shall become certified through the Michigan Association of School Board's certified board member award (CBA) program within a reasonable period of time."
- f. **Thrun Policies 1000-2000 sections**. The committee decided to read through Sections 1 & 2 thoroughly and flag any concerns for discussion at the next committee meeting. These will be prepped for first reading on April 8th.
- 5. **Future Business** - Thrun Policies Section 4000 District Employment
- 4. **Adjournment** - 11:45am

Dexter Community Schools

SEX EDUCATION ADVISORY BOARD



Sex Education Advisory Board Meeting Agenda

Dexter High School - Conference Room

3/20/24

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

Absent: Kim Kirkey, Katie Barry, Laura Preston, Ann Pregont

Guests Present: None

- 1) Meeting Minutes from 2/21/24
 - a) **Motioned by** Dr. Randy Desrochers
 - b) **Seconded by** Kiara Kapusansky
- 2) Approval of Agenda
 - a) **Motioned by** Pr. Tim Broyles
 - b) **Seconded by** Penni Jones
- 3) SEAB Updates
 - a) Student/parent survey distribution - Ryan Bruder provided an overview of the SEAB survey process. Approved questions would go to Dr. Chris Timmis for Superintendent review and approval. Once approved, a letter, sample questions and opt-out form/procedure would go to DCS Parents/Guardians ASAP. Families would have until 5pm on April 1st to opt-out their child from either the SEAB or MiPHY survey. Parent/Caregiver survey would go to all current Y5-12 families.
- 4) Public Participation - None
- 5) Action Items
 - a) Create and approve parent/student surveys
 - b) Recommend the student/parent SEAB survey draft to Dr. Timmis - **Unanimously Approved**
 - i) **Motioned by** Dam Trevisan
 - ii) **Seconded by** Anne Scruggs
- 6) Discussion Items (**moved until next meeting**)
 - a) Discuss evaluation tools as presented by Danielle Dros

Dexter Community Schools
Finance Committee
Meeting Minutes
April 1, 2024
Dexter High School Conference Room

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

Meeting convened at 1:00 pm.

Approval of Minutes

A motion was made by Jennifer Kangas to approve the finance committee meeting minutes of December 6, 2023. Daniel Alabre seconded the motion. Motion Carried (unanimous).

Audience Participation

None

Discussion Items

1. The Committee reviewed and discussed the DCS draft budget 2024-25. One budget scenario was prepared carrying forward the current year program expenses as of the December 2023 revision and subsequent Board action. Revenue parameters included a flat student count and the most recently available, but not appropriated, information on foundation allowance. The Finance Committee requested the administration to proceed planning programming and staffing that will be fiscally supported. Updated scenarios will be presented to the Committee in May incorporating new information that becomes available.
2. The Committee reviewed and discussed the Dexter Wellness Center’s historical, current, and projected financial operations. The Committee was comfortable that the Dexter Wellness Center would financially break even or better, if the management of the center remained stable after it was purchased by the District.
3. The Committee reviewed and discussed a draft management agreement between 5 Healthy Towns and Dexter Community Schools for the operation of the Dexter Wellness Center through December 31, 2024. The Committee is comfortable moving forward with a management agreement, substantially as drafted, between 5 Healthy Towns and Dexter Community Schools.
4. The Committee reviewed and discussed the District’s fund balance policy and recommended changes. The Finance Committee recommended the proposed changes to the fund balance policy 6612. A motion was made to recommend the changes to the fund balance policy and refer to the Policy Committee. Motion by Daniel Alabre, second by Jessica Baese. Motion carried (unanimous).

Meeting adjourned at 2:50 pm.

Multigenerational Community Center & Senior Center FAQ

BACKGROUND INFORMATION

- From 1995 to 2020, Dexter Community Schools leased a portion of the Copeland building to the Dexter Senior Center for \$1 annual lease plus the cost of their utilities (except internet).
- In 2020, DCS sold the Copeland Building because the construction of Beacon Elementary opened up more efficient space for administrative offices and Community Ed in Bates School. Sale negotiations included extension of the Senior Center lease through 2024.
- In 2022, DCS placed a recreation millage to build a multigenerational community center on the August ballot. This millage did not pass. The primary driver for the millage request was to provide a permanent home for the Dexter Senior Center.
- In 2023, DCS applied for federal and state grant funding to construct or remodel a multigenerational community center to be managed by DCS and was awarded a state appropriation for a senior and community center.
- The project was granted \$8.5 million from the state. The Senior Center received \$750k in funding from Washtenaw County for a senior center and furnishings, which must be spent by the end of 2024. The Senior Center continues to procure additional financial support from individual donors. Federal funding is still subject to the federal budget process.

GENERAL QUESTIONS

Question: Why is the school district involved in the Senior Center and/or a community center?

Answer: Dexter Community Schools (DCS) includes the City of Dexter as well as portions of eight surrounding townships. None of those entities has the capacity or taxpayer base to run a senior/community center. DCS is the only local entity that has the taxpayer base and existing fiscal management to run a community center. This is a common arrangement in smaller communities.

Question: Why doesn't the District let the Seniors use space at Bates School or other buildings?

Answer: Bates is nearly full with programming for Dexter Schools students, and was built in 1950 with young children in mind. It would require significant and costly renovations to make it appropriate for Senior center use. The district cannot spend student funding on the renovation projects that would be necessary.

Multigenerational Community Center & Senior Center FAQ

FINANCES

Question: Will this project take money away from students? Why not spend that money on students/staff?

Answer: The grant money can only be used for a multigenerational community center. There are strict regulations about what per-pupil funding may be used for and this spending is independently audited annually.

Question: Will this project impact taxes? If so, how?

Answer: The current project does not increase taxes. Once DCS acquires or builds any facility, it becomes part of the district's ongoing responsibility to maintain it. In Michigan, this type of work is typically funded by bond millages. The district is doing due diligence on the value and state of the current wellness center and believes it is a good value. The purchase price is aligned with independent appraisals, per the law. Major repairs and renovations to the Wellness Center and Senior Center would be included in costs covered by standard construction bond proposals, to be voted on by the stakeholder communities.

Question: What happens if the District decides not to proceed with the project?

Answer: The \$8.5 million grant money would revert to the state. The Washtenaw County Senior Center grant must be spent by the end of 2024 or it goes away. There are currently no feasible prospects for an alternative Senior Center site.

Question: How will revenues from the Community Center and Senior Center be managed?

Answer: The Dexter Senior Center will operate as the Dexter Senior Center and will rent the DSC building under an arrangement similar to the 1995-2020 rental agreement. Dexter Community Schools will contract an operator to run the Dexter Wellness center and maintain operations similar to current operations.

Question: Why doesn't the senior center rent space instead of building?

Answer: The legislation that makes these funds available requires that they be used to acquire, construct, or renovate a facility.

Question: Why build a new center? Why not add on to the current Wellness Center or other DCS building?

Answer: The Dexter Senior Center Board chose to build a new facility to maximize space, make the most effective use of the money, and best meet their members' programming needs. The Wellness Center does not have enough space to provide their current community programming and house a senior center.

MANAGEMENT

Question: Who will run the Wellness Center and Senior Center?

Answer: The District is evaluating options for recreational center management for the Wellness Center. The Senior Center (which has a governing board and executive director) would run their own programs and be responsible for covering their program costs including utilities, supplies, equipment, and all program fees.

Multigenerational Community Center & Senior Center FAQ

COMMUNITY IMPACT

Question: Will the wellness center continue to be open to the community? Will fees change?

Answer: Yes, the wellness center will remain open. Financial analysis of their historical operations data shows that the facility can cover the costs for their current functionality with their current membership fees once they do not have the mortgage.

Question: What would be the benefit to Dexter Community Schools students?

Answer: Dexter Community Education has always run recreational programs for the Dexter Community Schools District residents including managing field, gym, and building rentals as well as offering enrichment and recreational programming for the entire community. This will create additional programming opportunities.

This project represents the Dexter Community Schools partnership with, and commitment to, local residents as a true “Community” school district.

SENIOR CENTER PREVIEW



This draft rendering of the Senior Center building is the east side elevation, which faces the parking lot and Wellness Center. The main entrance provides a safe and accessible entrance without stairs for seniors who use walkers or wheelchairs, as well as providing ample parking for all members. The left side door shown provides convenient access for Meals on Wheels pickup and delivery that won't impact building visitors.

