BOARD OF EDUCATION MEETING PACKET

July 22, 2024

7:00pm

Bates Boardroom

DEXTER COMMUNITY SCHOOLS

Our Vision:

Champion Learning –

Develop, Educate, and Inspire!

DEXTER COMMUNITY SCHOOLS

BOARD OF EDUCATION BUSINESS MEETING
MONDAY, JULY 22, 2024 – 7:00 P.M.
BATES BOARDROOM
2704 BAKER RD. DEXTER MI 48130
734-424-4100

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 (6/24/2024)

C. APPROVAL OF AGENDA

D. ELECTION OF OFFICERS

E. SCHOOL PRESENTATIONS – none

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

G. ADMINISTRATIVE & BOARD UPDATES
1. Superintendent
2. Board President
3. Student Representatives

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

I. ACTION ITEMS
1. DEA Tentative Agreement (pending)
2. AP Biology Textbook Purchase
3. Thrun Series 3000 - Second Reading
4. Thrun Policy 5407 - Second Reading
5. Board Memberships - MASB & MASB Legal Trust Fund
6. MHSAA Membership Resolution
7. Board Compensation
8. 2024-2025 School Loan Revolving Fund Annual Loan Activity Application
9. Approve Professional Development Advisory Committee
10. DHS Assistant Principal Recommendation

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.*

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

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

L. BOARD COMMENTS

M. INFORMATION ITEMS
1. Policy Minutes 6/24/2024
2. Finance Minutes 6/24/2024

N. CLOSED SESSION
1. Negotiations *per MCL 15.*268(c)

O. ADJOURNMENT

CALENDAR
*August 12, 2024 - Board Meeting - 7:00 pm Bates Boardroom
*August 24, 2024 - Board Meeting - 7:00 pm Bates Boardroom
*September 3, 2024 - First Day of School (half day)

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 BUSINESS MEETING NOTES
JULY 22, 2024

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

A. CALL TO ORDER

1. Roll Call

B. MEETING MINUTES

* An appropriate motion might be, "I move that the Board of Education approve the attached meeting minutes from June 24, 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. ELECTION OF OFFICERS

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

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

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

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

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

E. SCHOOL PRESENTATIONS – none

F. **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.

G. **ADMINISTRATIVE & BOARD UPDATES**

1. Superintendent
2. Board President
3. Student Representatives

H. **CONSENT ITEMS**

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

1. Personnel - New Hires

* *If separated, an appropriate motion might be, "I move that the Board of Education offer Karen Eby a probationary teaching contract for the 2024-2025 school year."*

2. Personnel - Resignation

* *If separated, an appropriate motion might be, "I move that the Board of Education accept Leah Tice's resignation, effective immediately."*

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

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

I. **ACTION ITEMS**

1. DEA Tentative Agreement (pending DEA ratification)

The Dexter Education Association will be voting on Monday July 22 on a tentative agreement. If that is ratified, it will be included on the agenda for Board ratification.

2. AP Biology Textbook Purchase

Your packet includes a summary from Executive Director of Instruction Ryan Bruder regarding the purchase of updated AP Biology textbooks.

* An appropriate motion might be, "I move that the Board of Education approve the purchase of 55 copies of the *Campbell Biology 12th edition* for an approximate total cost of $10,870.20."

3. Thrun Policy Series 3000 - Second Reading

Your packet includes an executive summary and the Thrun Series 3000 policies sections 3100, 3400, and 3500. These were reviewed by the policy committee on June 5, 2024 and approved for first reading by the Board June 24, 2024. They are presented for adoption this evening.

* An appropriate motion might be, "I move that the Board of Education approve the Series 3000 policies listed in the attached executive summary, all effective 8/1/2024, for second reading and final approval."

4. Thrun Policy 5407 - Second Reading

The Board approved policy 5407 for first reading on May 20, 2024, with a trustee request for the policy committee to revisit it before final approval. The committee reviewed it on June 24, 2024 and decided to recommend keeping it as is.

* An appropriate motion might be, "I move that the Board of Education approve policy 5407, effective 8-1-2024, for second reading and final approval."

5. Board Memberships - MASB & MASB Legal Trust Fund

Information regarding MASB memberships is included in an attached memo from CFO Christie Bueche.

* An appropriate motion might be,"I move that the Board of Education renew its membership in the Michigan Association of School Boards (MASB) at an annual cost of $6,960.71 and the Michigan Association of School Boards Legal Trust Fund at an annual cost of $238."

6. MHSAA Membership Resolution

Your packet includes an MHSAA membership resolution for 2024-2025.

* An appropriate motion might be, "I move that the Dexter Community Schools join the Michigan High School Athletic Association and agree to participate according to its rules and regulations."

7. Board Compensation

Bylaw 0144.1 regulates the amount of annual compensation for board members. This compensation is paid by the District in two installments on or about December 15 and June 15 and shall not be contingent upon the number of meetings scheduled or attended. Last year the Board set the amount at $840 annually. The Board must take action this evening to set the amount of compensation for the 2024-2025 fiscal year.

* An appropriate motion might be, "I move that the annual compensation for Board of Education members be $_____ for the 2024-2025 fiscal year."

8. 2024-2025 School Loan Revolving Fund Annual Loan Activity Application
Your packet contains a resolution and a memorandum as well as supporting documents from CFO Christie Bueche explaining the School Loan Revolving Fund Annual Loan Activity Application for 2024-2025.

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

9. Approve Professional Development Advisory Committee.
State School Aid Act Section 101(10), "qualifying" professional development (QDP) outlines district requirements regarding professional development, including the following:

> *At least eight hours of QPD must be recommended by a district wide professional development advisory committee, which is Board-appointed. The committee must consist of teachers from a variety of grades and subject matter specializations, non-teaching staff members, parents, and administrators. The majority of the advisory committee members must be teaching staff.*

Your packet includes a memo from Executive Director of Instruction Ryan Bruder outlining reasons to appoint the DELTA team as the District's professional development advisory committee.

* An appropriate motion might be, "I move that the Board of Education appoint the DELTA Team (Dexter Leaders, Teachers, and Administrators) as the PD Advisory Committee for the 2024-2025 school year."

10. DHS Assistant Principal Recommendation
Your packet includes recommendation for hire and resume to hire Rachel Hervey for the open assistant principal position at Dexter High School.

* An appropriate resolution might be, "I move that the Board of Education offer a probationary administrator contract for the 2024-2025 school year to Rachel Hervey for the open DHS assistant principal position. "

J. DISCUSSION ITEMS

1. Committee Membership.
In the interest of consistency and stability, it has been recommended that committee membership remain the same through the end of December 2024.

2. Declaration of Commitment, Conflict of Interest, Board Norms, and Social Media Guidelines Forms
Included in your packet are these forms, which board members sign annually to affirm their commitments. We will have copies for you to sign at the meeting.

K. 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.

L. BOARD COMMENTS

M. INFORMATION ITEMS

1. Policy Minutes 6/24/2024
2. Finance Minutes 6/24/2024

N. 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."

O. ADJOURNMENT

DEXTER COMMUNITY SCHOOLS
BOARD OF EDUCATION MEETING MINUTES
JUNE 24, 2024

A. CALL TO ORDER – 7:01pm

1. Roll Call

Members Present: Brian Arnold, Elise Bruderly, Mara Greatorex, Jennifer Kangas, Dick Lundy, Melanie Szawara; Student Representatives Claire Beneteau and Marty Watson
Members Absent: Daniel Alabré
Administrative & Supervisory Staff: Christie Bueche, Ryan Bruder, Barb Leonard, Chris Timmis, Hope Vestergaard
Guests: Amy Thursam

B. MEETING MINUTES

Melanie Szawara made a motion to approve the meeting minutes from 6/4/2024 as presented. Elise Bruderly seconded the motion. **Motion Carried (unanimous).**

C. APPROVAL OF AGENDA

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

D. BUDGET HEARING

No members of the public commented at the budget hearing.

E. SCHOOL PRESENTATIONS

Executive Director of Instruction Ryan Bruder shared with the board data regarding K-4 student progress in reading and compared data from previous years to this first year of the newly adopted curricula. His presentation was posted online with the packet following the meeting.

F. PUBLIC PARTICIPATION

1. Amy Thursam commented.

G. ADMINISTRATIVE & BOARD UPDATES

1. Superintendent Update
   a. Dr. Timmis noted that the Wellness Center purchase has been completed. All the executed purchase documents were included in the packet for reference and for transparency.
   b. As a result of a tax tribunal with the City, DCS was able to reduce the amount of taxes the wellness center would owe on the space ATI leased through April 2024.
   c. A groundbreaking ceremony for the Senior Center has been scheduled for Saturday June 29th at 9:30am [corrected from 12pm].
2. Board President Update - none
3. Student Representative Update

Claire Beneteau noted that the Drama Club has determined their shows for next year; Dexter graduate Abby Tamer will compete on the US Field Hockey team in

the Summer Olympics. Marty Watson noted there are lots of athletics and sports opportunities this summer; the Bicentennial events were exciting; NHS students volunteered at the Bicentennial and are volunteering at Top of the Park in Ann Arbor.

H. CONSENT ITEMS

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

- The Board received the May 2024 budget report.
- The Board offered Erin Harshberger and Catherine Timberlake probationary teaching contracts for the 2024-2025 school year.
- The Board approved Anthony Koch's leave of absence extension for the 2024-2025 school year.

I. ACTION ITEMS

1. Thrun Policy Series 3000 - First reading

Melanie Szawara made a motion that the Board of Education approve the Series 3000 policies listed in the attached executive summary, all to be effective 8/1/2024, for second reading and final approval." Elise Bruderly seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**

2. BOE Meeting Calendar

Elise Bruderly made a motion that the Board of Education approve the attached 2024-2025 meeting calendar. Melanie Szawara seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**

3. 2023-2024 Budget Amendment

Melanie Szawara made a motion that the Board of Education approve the attached 2023-2024 Budget Amendment. Brian Arnold seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**

4. 2024-2025 Tax Levies

Jennifer Kangas made a motion that the Board of Education authorize that 18.0000 mills be levied on non-homestead property in December 2024 and that 8.5000 mills be levied on debt on all property in December of 2024. Elise Bruderly seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**

5. 2024-2025 Budget Adoption

Dick Lundy made a motion that the [attached] proposed 2024-2025 budget be adopted. Melanie Szawara seconded the motion. **Roll Call Vote. Motion Carried (unanimous).**

J. DISCUSSION ITEMS

1. Financial Narrative
Trustees had the opportunity to discuss the final financial narrative for activity through May 31, 2024. CFO Christie Bueche explained that the quarterly narratives engage departments and buildings in the budgeting process. Superintendent Chris Timmis noted that the Transportation Department worked hard to provide staff to transport athletes, resulting in measurable savings for that department. He also noted that Jenkins ECLC provided more than $80,000 in DCS staff discounts for care during 2023-2024, and shared that having this center on campus with the significant staff discount is a significant recruiting tool for staff with young children.

K. PUBLIC PARTICIPATION - none

L. BOARD COMMENTS

1. Jennifer Kangas noted that she, Elise, Mara, and Dr. Timmis attended an MASB Superintendent Evaluation training offered by the ISD on June 20th. All trustees will need to complete that training before the next Superintendent evaluation in December.

M. INFORMATION ITEMS

1. Policy Minutes 6/5/2024
2. Multigenerational and Senior Center/Wellness Center Executed Agreements
3. Roger Sprau Commendation
4. May 2024 Nice Job Notes
5. Multigen. Committee Minutes 6/5/2024

N. CLOSED SESSION

At approximately 8:01pm, Elise Bruderly made a motion that the Board of Education move into closed session for the purpose of discussing negotiations after a three-minute break. Melanie Szawara seconded the motion. **Roll Call Vote. Motion Carried (unanimous)**

1. Negotiations.
At approximately 8:36pm, the Board of Education returned to open session.

At approximately 8:37pm, Melanie Szawara made a motion that the Board move to closed session for the purpose of discussing the Superintendent's quarterly evaluation.

2. Superintendent's Quarterly Evaluation.
At approximately 8:49pm, the Board returned to open session.

O. ADJOURNMENT

At approximately 8:50pm, President Mara Greatorex adjourned the meeting.

MINUTES/hlv

_____
Jennifer Kangas
Secretary, Board of Education

WYLIE ELEMENTARY SCHOOL

Katie See, Principal
3060 Kensington, Dexter, Michigan 48130
(734) 424-4140 fax (734) 424-4149
seek@dexterschools.org

To: Dexter Board of Education
From: Katie See
Subject: Third Grade Teacher Recommendation
Date: July 15, 2024

As a result of our most recent interview process, we would like to recommend Karen Eby for the third grade teaching position at Wylie. Ms. Eby has experience teaching kindergarten through third grade. She has extensive experience in literacy instruction and most recently served as a K-5 literacy interventionist in the Clarkston Community Schools. Karen taught third grade at Wylie from August of 2014 through June of 2020. At that time, Karen moved to Clarkston to be closer to family. Ms. Eby and her family have returned to Dexter and are excited to be back. Karen's vast experience as well as her strong commitment to supporting students, made her a standout candidate to our interview committee. We are thrilled that she will be joining our staff again.

Our interview committee consisted of: Jim Barns, Kylie Benson, Krista Early, Susan Karsch, Leah Tatara, Anouk Weiss and myself. We highly recommend Ms. Eby, and we are confident that she will make a difference in the lives of Dexter students for years to come.

Thank you,

Katie See

Katie See
Wylie Principal



KAREN EBY

SKILLS

- Orton-Gillingham
- Literacy Intervention K-5
- Science of Reading
- Lexia LETRS Training
- Differentiated Reading Instruction
- Literacy Screening
- Literacy Progress Monitoring
- Data Analysis for Literacy Risks
- MTSS Support Model
- Formative Assessment - FAME
- Literacy Essentials - GELN
- Responsive Teaching Institute
- Social Emotional Learning
- Reading Recovery
- Collaboration
- Literacy Coaching
- Literacy Professional Development Facilitator

REFERENCES

Wendy Osterman
Administrator of Data and Analysis
Clarkston Community Schools
[redacted]

Jodi Yeloshan
Principal - Pine Knob Elementary
Clarkston Community Schools
[redacted]

Megan Birkett-Brazier
Elementary Literacy Coordinator
Clarkston Community Schools
[redacted]

CONTACT

[redacted]

EXPERIENCE

[redacted]

- [redacted]
- [redacted]
- [redacted]

DEXTER COMMUNITY SCHOOLS
August 2014-June 2020

- Third Grade Classroom Teacher
- English Language Arts District Team Member
- English Language Arts Chair - third grade
- Shared Leadership Team
- Personalized Learning Group
- Mentor Teacher

NOVI COMMUNITY SCHOOLS
August 2004-June 2014

- Kindergarten Teacher
- Literacy Specialist
- Instructional Coach - Kindergarten
- District K-2 - ELA Content Area Leader
- District Writing Curriculum Committee
- District Reading Curriculum Committee
- Technology Committee

EATON RAPIDS SCHOOLS
August 1999-June 2004

- Kindergarten Teacher
- Reading Recovery Teacher
- Literacy Leader/Coach
- Title I Reading Specialist
- Professional Staff Development Trainer

WATERVLIET PUBIC SCHOOLS
August 1995-June 1999

- First, Second and Third Grade Classroom Teacher

EDUCATION

ASSESSMENT AND CURRICULUM - 12 CREDITS TOWARDS DEGREE
Marygrove College | 2009-2015

READING RECOVERY - 10 CREDITS
Oakland University | 2001

MASTER OF ARTS - READING
Western Michigan University | 1997-2000

BACHELOR OF ARTS - ELEMENTARY EDUCATION
Western Michigan University | 1990-1994

Barb Leonard <leonardb@dexterschools.org>

Notice of Resignation

1 message

Leah Tice <ticel@dexterschools.org> Thu, Jul 11, 2024 at 3:15 PM
To: Barb Leonard <leonardb@dexterschools.org>

Hello Barb,

I hope you are doing well and enjoying your summer! I did want to inform you that while I have loved my short time in Dexter, I have accepted a new teaching position in Brighton at Scranton Middle School.

This email serves as my notice of resignation from Dexter Community Schools. I've spoken with Ken Koenig and will drop off my keys and laptop to his office some time next week. Please let me know if there is anything else you may need from me.

Thank you so much,

Leah Tice
8th Grade Summit Team
Teacher Consultant
734-424-4100 ext. 5212

TO: Board of Education

FROM: Christie Bueche, CFO

DATE: July 1, 2024

RE: **Business Meeting 2024-25**

I. Motions referenced in Board Policy #0154

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

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

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

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

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

1. Checks for Accounts Payable account funded by:

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

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

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

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

4. Contracts, agreements, and purchase orders

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

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

Policy # 0154, D. Persons authorized to use the safe deposit box
I recommend that the Dexter Community School District rent a safety deposit box, if needed, at Chelsea State Bank. I also recommend that the Superintendent and the Chief Financial Officer have access to the safety deposit box.

Policy # 0154, E. Fee charged to individuals who request notice of Board meetings (M.C.L.A. 15.266)
Upon the written request of an individual, organization, firm, or corporation, and upon the requesting party's payment of a yearly fee of not more than the reasonable estimated cost for printing and postage of such notices, a public body shall send to the requesting party by first class mail a copy of any notice required to be posted pursuant to sections 5(2) to (5).

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

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

Policy # 0154, F. Designate an administrator/director to assume specified responsibilities of the Treasurer and/or of the Secretary
I recommend that the Chief Financial Officer be designated to assume specified responsibilities of the Treasurer.

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

Policy # 0154, G. Designate the Electronic Transfer Officer (ETO) (Policy 6144)
I recommend that the Electronic Transfer Officer (ETO) for the Dexter Community School District be the Chief Financial Officer. The ETO may enter into an Automated Clearing House (ACH) arrangement for the district.

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

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

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

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

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

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

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

V. Annual Compensation for Board Members
Bylaw 0144.1 regulates the amount of annual compensation for board members. This compensation is paid by the District in two installments on or about December 15 and

June 15 and shall not be contingent upon the number of meetings scheduled or attended. Last year the Board set the amount at $840 annually. The Board must take action this evening to set the amount of compensation for 2024-25.

Dexter Community Schools
Board of Education
Executive Summary and Recommendation

Executive Summary for Purchasing New AP Biology Textbooks

Purpose: To update the AP Biology textbooks for compliance and improved instructional quality in the AP/IB Biology HL 1 course.

Current Situation:

- The current textbook, *Campbell Biology 10th edition*, is out of compliance for the AP curriculum due to a 10-year maximum usage limit.
- The current edition's details:
  - ISBN-13: 978-0-13-344700-2
  - ISBN-10: 0-13-344700-6

Requested Action:

- Purchase the updated *Campbell Biology 12th edition* to replace the outdated textbooks.

Details of the New Edition:

- ISBN-13: 978-0-13518874-3
- ISBN-10: 0-13-5188741

Student Enrollment and Textbook Needs:

- Current enrollment requests for the AP/IB Biology course: 51 students.
- Recommended purchase: 55 textbooks to accommodate potential increases and ensure all students have access.

Recommendation: To maintain compliance and provide the latest educational resources for students, it is recommended to purchase 55 copies of the *Campbell Biology 12th edition*. At the time of this summary, this would total approximately $10,870.20 which is to be taken out of General Funds.

Dexter Community Schools
Board of Education
Executive Summary

July 22, 2024

Purpose: Outline Series 3000 policies presented for second reading and final approval.

Background:
Attached to this summary is a list of the Thrun Series 3000 (Operation, Finance, and Property) policies that are being presented for second reading and final approval tonight. These were approved for first reading by the Board on June 24, 2024. Please note that the list of policies in the June 24th meeting packet inadvertently omitted listing policy *3119 Experimental or Pilot Programs,* but the policy itself was included in the packet and approved. That list has been corrected for this evening's packet.

Recommendation:
The policy committee recommends that the Board of Education approve the policies listed in the attachment for first reading, with all becoming effective August 1, 2024.

DEXTER HIGH SCHOOL
Melanie Nowak, Principal
200 N. Parker Road, Dexter, Michigan 48130
(734) 424-4240 fax (734) 424-4214
nowakm@dexterschools.org

To: Dexter Board of Education
From: Melanie Nowak
Subject: High School Assistant Principal Recommendation
Date: July 18, 2024

As a result of our most recent interview process, we would like to recommend Mrs. Rachel Hervey for the position of Dexter High School Assistant Principal.

Mrs. Hervey has served at the Washtenaw Education Options Consortium in roles that include Dean of Students, IB Coordinator, School Testing Coordinator, and Health and Physical Education Teacher since 2012. Additionally, she has several years of experience as an adjunct professor at Adrian College. With her vast knowledge and experience of the International Baccalaureate Programme, we are confident that Rachel will assist DHS in continuing our history of excellence in this area. Rachel is well versed and trained in social justice, social-emotional mental health curriculum, and standardized testing coordination. Additionally, she has a lot of experience in curriculum development and best practices implementation.

In 2021, Rachel Hervey was nominated as Michigan Teacher of the Year. When contacting Rachel's professional references, they had a myriad of great things to say about Rachel, including: phenomenal educator, collaborative, communicative, she goes above and beyond what is asked of her, she leads with positive relationship building, she's a dynamo, incredible capacity to manage colleague and student relationships with care. This list continues - there was not a lack of praise for Rachel.

Mrs. Rachel Hervey will be a great addition to the Dexter High School administrative team and positively contribute to Dexter Community Schools.

Interview committee: Melanie Nowak, Abby Holland, Barb Leonard, Ryan Bruder, Ken Koenig, Craig McCalla, Brett Pedersen, Katie See, Tammy Reich, Rob Dubay, Krickett Chamberlain, Suzie Spence, Ryan Baese, Jessica Baese, Lauren Straub, Kaitlyn Nelson, Amy Sadler, Alli Mattson

RACHEL HERVEY

RESUME HIGHLIGHTS

COMPLETE CV AND REFERENCES AVAILABLE UPON REQUEST

WISD Justice Leader

TRAILS K-12 Social-Emotional Curriculum Developer

Local, Regional & National Conference Presenter

2021 Michigan Teacher of the Year Nominee

★ Student advocate

★ Emphasis on relationship building

★ Passionate about diversity, equity & inclusion for all

★ Effective, organized and detailed communicator

★ Life-long learner

Administrative Experience

Dean of Students

Grades 6-12

Collaborate with Principal and Associate Principal; Hire, mentor and evaluate school support staff; Lead and implement all layers of student academic and behvaioral support; Develop student health and safety plans in collaboration with student support team

Curriculum Coordinator

International Baccalaureate Middle Years Program

Lead the development and implementation of all MYP curriculum to meet the standards and requirements of the local, state, national and IB governing bodies.

Testing Coordinator

PSAT, SAT, MSTEP, WorkKeys, IB, student testing accommodations

Oversee all aspects of testing including proctor training, schedule development and ensuring all state requirements are met

Teaching Experience

International Baccalauretate MYP & DP Educator

Physical & Health Education (MYP)

Sports, Exercise and Health Science (DP)

DP Examiner - Sports, Exercise and Health Science

MYP Workshop Leader, School Site Visitor

Contact information: [redacted] **or** [redacted]

Rachel R. Hervey

[redacted]

- ➢ Passionate about social justice, equity and inclusion for all
- ➢ Student-centered, enthusiastic, hard-working, organized communicator and educator
- ➢ Open-minded, reflective and caring student advocate
- ➢ Life-long learner with administration and teaching experience in diverse educational settings, working with students from a variety of backgrounds to become the best version of themselves

EDUCATION

Master of Arts in Educational Leadership, Supervision Emphasis
Central Michigan University, 2016 – 2017

Bachelor of Science in Kinesiology
Indiana University, 2006 - 2010
Major: All-Grade Physical Education Teacher Education
Minor: Health Education

CERTIFICATIONS, MEMBERSHIPS and AWARDS

Michigan Certification: K-12 School Administrator
Michigan Certification: K-12 Physical Education (MB) & Health Education (MA)

- International Baccalaureate (IB) Middle Years Program Workshop Leader/ School Visit Team Member & Diploma Program Sports, Exercise and Health Science Examiner
- Nominated for 2021 Michigan Teacher of the Year
- Author of "5 Ways to Make Health and PE Class More Inclusive: Students Speak Out"

TEACHING and LEADERSHIP EXPERIENCE

Washtenaw International High School and Middle Academy, Ypsilanti, MI, 2012 - Present
Dean of Students & MYP Curriculum Coordinator

- Collaborate with the Principal and Associate Principal to develop mission-centered school goals, policies and practices
- Member of administrative team, leadership team, emergency team and crisis support team
- Hire, train, supervise and evaluate graduate assistants using the Danielson Educator Evaluation and training process and other evaluation tools
- Develop, implement, evaluate and review school policies and practices including attendance, academic and student conduct
- Lead and implement student discipline using proactive and responsible strategies including restorative practices and equity-centered trauma-informed practices in collaboration with staff and administrators
- Coordinate and lead the IB MYP Evaluation process and lead faculty training and mentorship
- Oversee all IB Middle Years Program curriculum and implementation requirements to meet local, state and IB standards, support implementation of MYP curriculum for 6-10th grades in all core subject areas as well as Design Technology, Fine Arts, Physical Education and World Languages
- Support staff with IB MYP Curriculum development and facilitate professional learning
- Mentor and coach staff in collaboration with the administrative team
- Work collaboratively with administrative team to support students academically and behaviorally

- Communicate positively and professionally with students, families, staff, district leaders and community members to promote the school's mission, vision, goals and achievements
- Organized and oversaw all PSAT/ NMSQT, PSAT 9, PSAT 10, SAT, ACT WorkKeys, WIDA, MSTEP and Cambridge Assessment testing for the entire school including proctor training, schedule creation, test distribution and return process. Created invigilator schedule for IB exams.
- Supervised all senior year related activities including graduation, senior all night party, silent auction fundraiser and senior trip, main line of communication between 12th grade students and families and school, managed senior class budget, liaison between graduation vendor and school, liaison between graduation photographer and school, liaison between PTO and school for senior class needs

IB Middle Years & Diploma Program Physical and Health Education, Sports, Exercise & Health Science Teacher

- Planned and implemented daily lessons and assessments based on IB MYP and DP curriculum, implemented standards-based grading expectations and policies, utilized school online Google Classroom forum, used PowerSchool to take daily attendance, submit grades and communicate with students and parents, attended all staff meetings and professional learning events.

Physical and Health Education Department Head

- Mentored colleagues within department, created and implemented standards-based grading department policies, planned and led department meetings

National Honor Society Advisor (2013-2015)
Yearbook Club Advisor (2013-2015)

Adrian College, Adrian, MI, 2020 - Present
Adjunct Professor, Department of Teacher Education

- Planned and implemented weekly lessons and assessments based on department expectations for both in-person and remote classroom experiences
- Used Blackboard learning management system to post course material, communicate with students, provide feedback and grades

Saline High School, Saline, MI, 2011 - 2012
Health and Family and Consumer Science Teacher (Long Term Sub)

PROFESSIONAL LEARNING EXPERIENCES

- **County-wide Initiatives (Washtenaw County)**
  - Justice Leaders Collaborative White People Working for Racial Justice, 2020
  - Justice Leaders Collaborative Advanced Course, 2020
  - Justice League Collaborative Policy and Discipline Committee, 2020
  - Justice Leaders Collaborative Core Course, 2019
  - Social-Emotional Learning Workshops, 2019 - current
  - TRAILS K-12 Social-Emotional Learning curriculum development, 2019
- **External Task Force/ Committee Participation**
  - MTTC Bias Review Committee, 2020
  - IB MYP Curriculum Review Task Force, 2019
  - SHAPE America Skills Based Health Education Learning Activities Task Force, 2018
  - Southeastern Michigan Health Educator Learning Network Steering Committee Member, 2016 – Present
- **Workshop/ Conference Presenter**
  - SHAPE America National Conference 2024
  - SHAPE Michigan Conference, 2021, 2022, 2023

- Co-Host #SHAPEHealthEd Twitter Chat, April 2019, November 2020
- Building Relationships in Remote Learning - presented to University of Michigan School of Education student teachers, 2020
- PhysEd Summit, 2020
- Teaching Sex Ed in the Next Decade, 2020
- National PE Institute, 2019
- National Sex Ed Conference, 2019
- Teaching Beyond the Text; Skills Based Health Education, 2018
- Washtenaw County Achievement Initiatives Teacher Network Showcase, 2017
- University of Michigan School of Kinesiology Physical Education Workshop, 2010

❖ **International Baccalaureate Educator Network & Examiner (2018-current)**

- IB DP Sports, Exercise & Health Science Examiner
- IB MYP Physical and Health Education Workshop Leader
- IB MYP Launching the MYP Workshop Leader
- IB MYP Verification Visit Team Member
- IB Educator Network Middle Years Program Training

❖ **International Baccalaureate Training**

- IB Diploma Program, Category 2: Sports Exercise and Health Science, 2019
- IB Middle Years Program, Category 2: Physical and Health Education, 2016
- IB Diploma Program, Category 1: Sports Exercise and Health Science, 2012

◆ **Additional Professional Learning Experiences**

- INShape Virtual Conference - 2020
- PhysEd Summit - 2015, 2016
- LGBT+ Education for Educators, 2017
- Motivational Interviewing and Resiliency, 2017
- UM Depression Center Suicide and Depression for Health Educators, 2017
- Reproductive Health Education Training, 2011 and 2014
- Heads Up! Concussion in Youth Sports Training, Annual
- Project Adventure: Adventure Programming Workshop, 2012

References available upon request.

SERIES 3000: OPERATIONS, FINANCE, & PROPERTY			
SECTION 3100 GENERAL OPERATIONS	3113 Social Security Numbers	SECTION 3400 SCHOOL SAFETY & SECURITY	
3101 Insurance	3114 Litigation	3401 School Cancellation, Delay, and Early Dismissal	
3102 Smoking, Tobacco Products, Drugs, and Alcohol	3115 Nondiscrimination and Retaliation	3402 Drills, Plans, and Reports	
3103 Copyright Compliance	3116 District Technology and Acceptable Use	3403 Reporting Accidents	
3104 School Cameras and Monitoring	3117 Intellectual Property	3404 Communicable Diseases	
3105 Visitors and Volunteers	3118 Title IX Sexual Harassment Policy	3405 Bloodborne Pathogens	
3106 Booster Clubs, PTOs, and Other Support Groups	3119 Experimental or Pilot Programs	3406 Integrated Pest Management	
3107 Use of Detection Dogs		3407 Asbestos Management	
3108 Service Animals		3408 Firearms and Weapons	
3109 Curricular Animals		SECTION 3500 FOIA REQUESTS & RECORDS RETENTION	
3110 Data Breach Response		3501 Freedom of Information Act	
3111 Drones		3502 Record Retention	
3112 Hours and Days of School Operations			

DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3100 General Operations

3101 Insurance

The Board will purchase insurance as required by law. The Board may purchase other insurance or participate in pools and other forms of risk management as the Board deems appropriate to provide indemnity and defense for the District, Board members, employees, and volunteers. Except for employee medical, optical, and dental insurance, the Board may, but is not required to, solicit bids to purchase insurance. The Board will review its insurance coverages in anticipation of expiration or as otherwise needed.

Legal authority: MCL 124.75; MCL 129.51; MCL 380.11a, 380.601a, 380.632, 380.1227, 380.1236a, 380.1269, 380.1332; MCL 691.1409

Date adopted:

Date revised:

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DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3100 General Operations

3102 Smoking, Tobacco Products, Drugs, and Alcohol

A. Definitions

1. "Electronic nicotine delivery system" includes the components, parts, and accessories of an electronic nicotine delivery system, such as e-liquids, cartridges, atomizers, cartomizers (atomizer plus replaceable fluid-filled cartridge), clearomisers, tank systems, flavors, and vials that contain e-liquids.

2. "Illegal drugs" means "controlled substances" under federal or Michigan law, anabolic steroids, human growth hormones or other performance-enhancing drugs, substances purported to be illegal, abusive, or performance-enhancing (i.e., synthetic "look-alike") drugs, or other drugs prohibited by law.

3. "Tobacco product" means any product made or derived from tobacco that is intended for human consumption, including any component, part, or accessory of a tobacco product (except for raw materials other than tobacco used in manufacturing a component, part, or accessory of a tobacco product).

4. "Use of tobacco product" means any of the following:

   a. the carrying by a person of a lighted cigar, cigarette, pipe, other lighted smoking device, or electronic nicotine delivery system;

   b. the inhaling or chewing of a tobacco product;

   c. the placing of a tobacco product within a person's mouth; or

   d. the smoking or use of electronic vapor or other substitute forms of cigarettes, clove cigarettes, other lighted smoking devices, or other electronic nicotine delivery systems for consuming or inhaling tobacco or any other substance.

B. Smoking and Tobacco Products

1. The District prohibits the sale, possession, distribution, dispensation, or use of tobacco products, electronic cigarettes, vaporizers, and all electronic nicotine delivery systems on property owned or operated by the District ~~[Choose Option 1 or 2:]~~ [~~Option 1:~~ and at any District-related event].

2. ~~[Option 2: The District may also prohibit the use of these products at District-related events.]~~

C. Drugs

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1. The District prohibits the sale, possession, distribution, dispensation, or use of illegal drugs on property owned or operated by the District and at any District-related event.

2. [~~Optional:~~ The District prohibits the sale, possession, distribution, dispensation, or use of any products containing cannabidiol (commonly referred to as CBD) on property owned or operated by the District and at any District-related event. The Superintendent or designee will consider exceptions to this prohibition.]

3. District personnel should review Policy 4210 for the District's drug- and alcohol-free workplace policy. Students should review Policy 5206 for the student discipline policy.

D. Alcohol

1. The District generally prohibits the sale, possession, distribution, dispensation, and use of alcohol on property owned or operated by the District and at any District-sponsored event, except as otherwise provided in this Policy.

2. With the written permission of the Superintendent or designee, the District may permit the lawful sale, possession, distribution, dispensation, and use of alcohol on school property if:

   a. the District building is used for adult education, a senior center, or college extension courses; [or]

   b. the use or possession of alcohol is part of a generally recognized religious service or ceremony[~~Optional: ;~~or

   c. the use or possession is part of a non-school function. The District will require the entity utilizing school property to furnish evidence of insurance, satisfactory to the District, with the District identified as an additional insured on the policy].

3. Any person or entity with the Superintendent's or designee's permission in subsection D.2 must comply with and enforce all applicable laws and regulations and obtain any legally-required permits. See also Policy 3304.

4. District personnel should review Policy 4210 for the District's drug- and alcohol-free workplace policy.

Legal authority: 20 USC 6081 et seq.; 21 USC 812, 21 USC 860; 21 CFR 1100.3; MCL 333.7201 et seq., 333.7410, 333.12601 et seq.; MCL 436.1904; MCL 722.642; MCL 750.473; Mich Admin Code R 338.3101 et seq.

Date adopted:

Date revised:

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DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3100 General Operations

3103 Copyright Compliance

A. Use Restrictions

Copyrighted works, including audio, video, images, software, applications, and other documents or media, may be reproduced, distributed, used, or performed only in compliance with copyright law.

B. Copyright Compliance Materials and Training

Upon request, the District will make copyright educational and compliance information available to students and personnel. The District may require an unauthorized user of a copyrighted work to participate in copyright training.

C. Course Materials Subject to Copyright Protection

Course materials may be subject to copyright protection and may not be copied for use outside of their intended educational purpose.

D. Copies for a Person with a Disability

This Policy does not prohibit lawful reproduction or distribution of a copyrighted work in a specialized format to facilitate access by a person with a disability.

E. Removal of an Unauthorized Copyrighted Work

If the District discovers the unauthorized use of a copyrighted work, reasonable steps will be taken to remove, deny access to, and discontinue use of any such work stored in the District's paper or digital files.

F. Violation by Students and Staff

An employee who violates this Policy may face disciplinary action, including discharge. A student who violates this Policy may face disciplinary action, including permanent expulsion. A person who subjects the District to liability for copyright infringement, including but not limited to direct, contributory, or vicarious infringement, may be required to reimburse the District for all costs related to that infringement.

Legal authority: 17 USC 101 et seq.

Date adopted:

Date revised:

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DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3100 General Operations

3104 School Cameras and Monitoring

The District may monitor any building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those areas, a person has no expectation of privacy.

A. The District will not use video recording equipment that also records audio, except in the following situations:

- an open session Board meeting;
- a District or District-sponsored athletic event or performance;
- a graduation ceremony;
- assigned coursework requiring audio recording capability;
- ~~[List other specific circumstances (discuss with legal counsel)]~~on school buses; or
- any other lawful circumstance, if approved by the Superintendent or designee.

B. The District may use video recordings for any lawful purpose, including student or employee discipline, assisting law enforcement, or investigations.

C. Audio and video recordings by students are addressed in Policy 5805, and audio or video recordings of parent/guardian and student meetings are addressed in Policy 5806.

Legal authority: 18 USC 2510 et seq.; MCL 750.539a, 750.539c, 750.539d

Date adopted:

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DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3100 General Operations

3105 Visitors and Volunteers

Visitors and volunteers, including parents/guardians, may access the District's property subject to all applicable Policies. The District may deny such access for any lawful reason.

A. Visitors

1. A person may not enter or remain on the District's property if prohibited by law.

2. [~~Optional:~~ A person visiting a school building during instructional hours must first report to the building's main office. In the Superintendent's or building principal's discretion, a visitor may be required to sign in, present a form of identification, explain the visitor's purpose, wear a visitor badge, and be escorted while on District property. District personnel that discover a visitor who has not reported to the building's main office will promptly direct the visitor to the building's main office.]

3. The District may require advance notice from a person who desires to observe classroom instruction. See also Policy 5401.

4. The building principal or designee may permit a parent/guardian who is a registered sex offender to visit District property to participate in or attend his or her child's school activities. The building principal or designee may require the parent/guardian to comply with other conditions upon visitation, including: a check-in/check-out system, an employee escort while on District property, and a requirement to leave District property immediately upon conclusion of the child's activity.

B. Volunteers

1. A person desiring to volunteer must provide information to the District, including that person's name, address, telephone number, and a form of identification.

2. The District may lawfully require a volunteer to complete an application and consent to a background check as described in Policy 4205.

3. Volunteering is a privilege, not a right. A person does not have any right to volunteer or to perform any particular volunteer assignment. The Superintendent or designee will assess a volunteer's capabilities and determine the appropriate volunteer assignment. The Superintendent or designee may reject a volunteer's request or deny or terminate a volunteer's assignment at any time for any reason that is not unlawful.

4. Volunteer Drivers

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a. A volunteer may only drive a District vehicle with approval of the Superintendent or designee and in compliance with all applicable laws. For purposes of this subsection B.4, a "District vehicle" is a vehicle owned or leased by the District, including a school bus, and a "private vehicle" is any vehicle that is not a District vehicle.

b. [~~Optional:~~ With the Superintendent or designee's approval, District personnel, an approved volunteer, or a student's parent/guardian may transport students to and from a school or school-sponsored event in a private vehicle.]

c. Except in an emergency, before a student rides in a private vehicle, the driver must have permission from the student's parent/guardian to transport the student to or from the school or applicable event. Permission must be in writing if the driver is using a vehicle with a manufacturer's rated seating capacity of 11 or more passengers.

d. A volunteer driver must:

- hold a valid driver's license appropriate for the vehicle;
- if required by law, hold a valid chauffeur's license; and
- for a private vehicle, provide to the Superintendent or designee's satisfaction proof of insurance, [~~Optional:~~ safe driving record,] and proof of the vehicle's lawful registration.

e. A volunteer driver is responsible for any loss, damage, cost, and liability related to the driver's operation of a District vehicle or private vehicle.

Legal authority: MCL 28.721 et seq.; MCL 257.6, 257.1807; MCL 380.1137, 380.1230, 380.1230a-h

Date adopted:

Date revised:

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DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3100 General Operations

3106 Booster Clubs, PTOs, and Other Support Groups

The Board recognizes the important role of parent/guardian groups, booster clubs, parent/guardian-teacher organizations ("PTOs"), and other organizations that support District programs and activities ("support groups"). This Policy clarifies the relationship between the District and support groups.

A. General Rules

1. A support group must comply with applicable laws, Policies, administrative guidelines, and internal procedures.

2. A support group is required to submit to the District Form 3106-F annually, whether a new or existing support group.

3. A support group will indicate on Form 3106-F whether it has completed the criteria to be designated as an external support group, as defined below. The Superintendent or designee, in his or her sole discretion, may designate a support group as an internal or external support group based on information provided and as defined below.

B. Internal Support Groups

1. An internal support group is a group of individuals, including parents/guardians, community members, and advisors, which is approved to operate within the District (e.g., internally conducted class or club fundraisers). An internal support group's activities require prior written approval of the Superintendent or designee.

2. Funds raised by an internal support group are public funds that must be deposited with the District, and any related expenditure must be approved by the Superintendent or designee.

3. The Board may revoke the approval of an internal support group at any time.

C. External Support Groups

1. An external support group is a group, separate from the District, that supports the District's programs and activities (e.g., booster clubs, both athletic and non-athletic, and PTOs). Unless the District agrees in writing, an external support group's activities are not District sponsored.

2. Funds raised by an external support group are not public funds and may not be held by, or deposited with, the District. An external support group must maintain a separate bank account and adopt written accounting procedures.

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3. The District strongly encourages external support groups to seek the advice of legal counsel and form a separate legal entity.

4. The Superintendent or designee may request informational documents for verification purposes, including its accounting procedures, bylaws, insurance, and state or federal filings. The District's request and review of documentation is not an endorsement of its accuracy or legal sufficiency.

5. An external support group is prohibited from using the District's tax identification or employer identification number.

6. An external support group is not an agent of the District and may not represent that it is an agent of, or legally related to, the District.

7. An external support group may not represent or suggest that the District sponsors, endorses, or approves a fundraiser, annual participation fee, or solicitation without the District's written consent.

D. Violations

If a support group violates this Policy, the District may:

1. prohibit the group from using District facilities, soliciting funds on District property and at District-sponsored events, or using the District's name and logo; or

2. take any other action deemed appropriate by the Board.

Legal authority: MCL 380.11a, 380.601a; MCL 400.293

Date adopted:

Date revised:

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DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3100 General Operations

3107 Use of Detection Dogs

The District may use a detection dog, without a warrant or consent, to sniff property in an effort to locate illegal drugs or contraband according to the protocol below. A detection dog will not be used to search a person unless a warrant or appropriate consent has been obtained before the search or the search is otherwise authorized by law or Policy.

A. Protocol for Use of a Detection Dog

1. A detection dog is only permitted on District property with prior written permission of the Superintendent ~~or building principal~~ or pursuant to a court order. If law enforcement seeks to bring a detection dog onto District property to comply with a court order, the Superintendent ~~or building principal~~ will request and retain a copy of the court order.

2. A detection dog must be properly trained and reliable and must be handled by a law enforcement officer or other person qualified to handle the dog.

3. The Superintendent ~~or building principal~~ will determine the location(s) where a detection dog will be used, in the absence of a warrant or court order specifying such location(s).

4. Students and staff may be informed over the public address system and may be directed to remain in place or relocate to a different area during the use of the detection dog.

5. If a detection dog alerts on a person's property, the alert will constitute reasonable suspicion for a District administrator to search the property.

   a. The administrator may first seek the person's consent to search the property.

   b. Absent consent, a search must be justified at its inception and reasonable in scope.

   c. All searches of students must comply with Policy 5103, and the student's parent/guardian will be notified of the search as soon as practicable after the search concludes.

   d. If the driver of a vehicle on which a detection dog has alerted refuses to unlock the vehicle, the matter will be promptly referred to law enforcement. The driver may also be subject to discipline.

6. Anything found in the course of a search that is evidence of a violation of Policy, school rules, handbook, or federal or state law may be seized and admitted as

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evidence in any disciplinary proceeding. A District administrator will tag and identify any illegal drug, dangerous weapon, and other illegal item and promptly turn it over to law enforcement.

B. Notice to Students and Staff

The District will provide written notice to students and staff about this Policy as soon as practicable after its adoption by the Board and at the beginning of each school year.

Date Adopted:

Date Revised:

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DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3100 General Operations

Note: identical to current Service Animals Policy

3108 Service Animals

The District will permit a person with a disability to be accompanied by a service animal in all areas of the District's facilities where members of the public, invitees, or participants in District services, programs, or activities are permitted.

A. Definition

A "service animal" means any dog that is individually trained to perform tasks for the benefit of a person with a disability. A dog whose sole purpose is to deter crime or whose mere presence is to provide emotional support or comfort to the person with a disability is not a service animal.

Except as provided by law, other animals are not service animals for purposes of this definition. Under certain circumstances, the District will permit a person with a disability to be accompanied by a miniature horse in District facilities if the horse has been individually trained to perform tasks for the benefit of the person with a disability.

The work or tasks performed by a service animal must be directly related to the person's disability. The service animal must be trained to take a specific action when needed to assist the person with a disability. Examples of work or tasks include, but are not limited to:

- assisting blind or low vision persons with navigation and other tasks;
- alerting deaf or hard of hearing persons to the presence of people or sounds;
- providing non-violent protection or rescue work;
- pulling a wheelchair;
- assisting a person during a seizure;
- alerting persons to the presence of allergens, the onset of a seizure, or high/low blood sugar levels;
- retrieving items such as medicine or a telephone;
- providing physical support and assistance with balance and stability to persons with mobility disabilities; and

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- helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

B. Admission of Service Animals

A student or employee with a disability who desires to be accompanied by a service animal at school is encouraged, but is not required, to notify the District in writing at least 10 school days or as soon as is practicable before bringing the service animal to school. The District may provide a form for this purpose.

If a student or employee desires to be accompanied by a service animal during school or work and the student or employee will not be the animal's handler, the handler must undergo a criminal history check and any other background check required for employees and volunteers by state law or Policy before being allowed to regularly access District facilities as the handler. The District will permit the person with a disability to be accompanied by a service animal in District facilities without that handler.

C. Inquiries

District officials may ask the person with a disability or the service animal's owner or handler the following questions to the extent the answers to the questions are not readily apparent:

- Is the service animal required because of a disability?
- What type of work or task has the service animal been trained to perform?

District personnel will not inquire about the nature or extent of the person's disability. District personnel also may not require documentation that the service animal is certified, trained, or licensed as a service animal, nor may District personnel require the service animal to demonstrate its task or work.

If a local ordinance or the public health department requires that dogs be vaccinated, registered, or licensed with the county or other authority, the District may require proof that a service animal meets those requirements.

D. Charges, Fees, and Liability

The District may not ask or require a person with a disability to pay the District to be accompanied by a service animal on District property. The District may charge the service animal's owner for damages to District property caused by the service animal to the extent it charges other persons for damages caused to District property.

The owner of the service animal is solely responsible and liable for any damage to District property or injury to persons caused by the animal.

E. Care and Supervision of Service Animal

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The person with a disability or the service animal's handler is responsible for the care and supervision of the service animal at school, including, toileting, feeding, grooming, veterinary care, and exercising. The District is not responsible for supervising or otherwise caring for a service animal unless required by law.

F. Control of Service Animal

A service animal must be under the control of its handler at all times. A service animal must be on a harness, leash, backpack, or other tether unless the person's disability prevents the use of the device or the device interferes with the service animal's safe and effective performance of work or tasks. In this case, the person with a disability or the handler must use voice, signal, or other effective means to maintain control of the service animal.

G. Exclusion of Service Animal

The District may exclude a service animal from District property or functions if:

- the animal is out of control and the handler does not take effective action to control it;
- the animal is not housebroken;
- the animal poses a direct threat to the health or safety of others; or
- the animal's presence fundamentally alters the nature of the District's programs, services, or activities.

If District officials determine that the service animal should be excluded from District facilities for one of the above reasons, the person with a disability (or the parent/guardian of a student with a disability) will be notified of the determination, asked to remove the service animal immediately, and given an opportunity to respond to the District's concerns. If a District official determines to exclude a service animal, he or she shall notify the owner in writing and provide a copy of the District's Section 504/ADA grievance procedures. The person with a disability shall be given the opportunity to participate in the District service, program, or activity without the service animal.

H. Allergies

Allergies to pet dander and the fear of dogs are not valid reasons to exclude a service animal from District facilities. A person who has a concern about a service animal's presence in District facilities should contact the building administrator or the District's Section 504/ADA Coordinator.

I. Denial of Access and Grievance

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If a District official denies a request for access of a service animal, the person with a disability or his/her parent/guardian may file a written grievance with the District's Section 504/ADA Coordinator.

Nothing in this Policy diminishes any right a person with a disability may have to be accompanied by a service animal or other assistance animal in District facilities or at District events under other federal or state laws.

J. Non-Service Animals

Animals on District property that are not service animals as defined by the ADA, such as pets or emotional support animals, are not covered by this Policy. See Policy 3109.

Legal authority: 28 CFR 35.136; MCL 287.291

Date adopted:

Date revised:

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DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3100 General Operations

3109 Curricular Animals Note: Identical to current policy

An animal is not allowed on District property except as provided in this Policy, Policy 3108, with the Superintendent's or designee's approval, or as otherwise required by law. Nothing in this Policy diminishes any rights a person with a disability may have to be accompanied by a service animal or other therapy animal on District property. If an animal's handler is not a student or employee, the handler must undergo a criminal history check and any other background check required for employees and volunteers by state law or Policy before being allowed to regularly access District facilities as the handler.

A. Use of Animals for Instructional Purposes

An animal that supports a District program or curriculum or that is otherwise used for instructional purposes is allowed on District property with the Superintendent's or designee's prior written permission.

It shall be the responsibility of the building's Principal or their designee to develop a plan of care for those animals housed in District buildings in the event of a school closing (i.e., snow day, breaks). Animal-specific guidelines established by the Centers for Disease Control must be followed at all times.

B. Therapy Dogs

1. Definition of Therapy Dog

A "therapy dog," differs from an "emotional support animal," "comfort animal," or "companion animal." Therapy dogs are not "service animals" under the Americans with Disabilities Act (ADA) or Board Policy. Therapy dogs are those that have been:

a. individually trained and certified by an approved therapy dog training organization;

b. engaged in animal assisted activities and interactions under the direct supervision of a handler; and

c. managed by a handler who has been individually trained, evaluated, and registered with their therapy dog to provide animal assisted activities and animal-assisted interactions on District property.

A therapy dog must be well-behaved and have a temperament that is suitable for interaction with students and other persons in a public school. A therapy dog is the personal property of its owner, not the District.

2. Standards and Procedures for Therapy Dogs

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The following requirements must be satisfied before a therapy dog is allowed on District property:

a. Request. An owner who wants to bring a therapy dog on District property must submit a written request to the Superintendent or designee. The request must be renewed each school year or whenever a different therapy dog will be used.

b. Training and Certification. The owner must submit any training or certification information requested by the Superintendent or designee. Any certification required by the District must remain current at all times.

c. Health and Vaccination. The therapy dog must be clean, well-groomed, in good health, house broken, and immunized against diseases common to such animals. The owner must submit proof of current required licensure from the county or other licensing authority and proof of the therapy dog's current vaccinations and immunizations from a licensed veterinarian, if applicable.

d. Control. A therapy dog must be under the owner's or handler's control at all times.

e. Handler. If the therapy dog's handler is a District employee, the therapy dog will not interfere with the employee's primary job responsibilities.

f. Ownership. Therapy dogs may be provided by a third party, or independently owned by a District employee. If owned by a District employee, the therapy dog must meet the standards of health described above at the owner's expense. Required training for accreditation must be at the owner's expense. The District bears no financial responsibility for the care or feeding of the therapy dog. The District is not responsible for providing any care, supervision, or assistance of the therapy dog.

g. Transportation. Animals, other than service animals, are not to be transported on school buses. It is the responsibility of the therapy dog's handler to transport the dog to and from school property.

h. Identification. The therapy dog must wear appropriate identification identifying it as a therapy dog.

i. No Disruption. The therapy dog's behavior must not disrupt the educational process.

j. Health/Safety. The therapy dog must not pose a health or safety risk to any student, employee, or other person.

k. Supervision/Care of Therapy Dogs. The owner or handler is responsible for the supervision and care of a therapy dog, including feeding, exercising, and clean up while the dog is in a District building or on District property.

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The District is not responsible for providing any supervision, care, or assistance for a therapy dog.

l. Authorized Area(s). The owner or handler will only allow the therapy dog to be in those areas that have been pre-authorized by the Superintendent or designee.

m. Insurance. The owner or handler must submit a copy of an insurance policy that provides liability coverage for any damage or injury caused by the therapy dog while on District property.

3. Exclusion or Removal from School

A therapy dog may be excluded from District property if the Superintendent or designee determines that:

a. the handler does not have control of the dog;

b. the dog is not housebroken;

c. the dog presents a direct and immediate threat to others; or

d. the dog's presence otherwise disrupts the educational process.

The owner or handler must remove the therapy dog from District property immediately upon such a determination.

4. Allergic Reactions

If any student or employee assigned to a classroom in which a therapy dog is permitted suffers an allergic reaction to the therapy dog, the owner or handler must remove the dog to a different location designated by the Superintendent or designee.

5. Damages to District Property and Injuries

The owner of a therapy dog is solely responsible and liable for any damage to property or injury to persons caused by the therapy animal.

C. Emotional Support Animals

An "emotional support animal" is an animal that has not been individually trained to perform a specific job or task for a person with a disability, but its presence provides comfort or emotional support to others. Emotional support animals are not "service animals" under the ADA or Board Policy.

An emotional support animal is not allowed on District property except as otherwise required by law.

Legal authority: 28 CFR 35.136

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DEXTER COMMUNITY SCHOOLS

Date adopted:

Date revised:

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DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3100 General Operations

3110 Data Breach Response

"Data breach," as used in this Policy, means "a breach of the security database" as defined in the Michigan Identity Theft Protection Act.

If the District experiences a data breach, the Superintendent or designee, with the assistance of other staff or consultants as necessary, must do the following:

A. Assess and Investigate the Data Breach

1. Make a reasonable effort to identify the cause of the data breach and secure known access points.

2. Promptly conduct a reasonable investigation to determine the extent of the data breach and the identity of persons whose personal information has been compromised. The investigation will include, to the extent possible, an assessment of the software, hardware, and physical documents that were accessed; which personnel and third parties had access to the compromised data; and what specific information was compromised.

3. Contact legal counsel, insurance carriers, and any other person or consultant necessary to investigate the cause of or response to the data breach. If appropriate, the Superintendent or designee may also contact law enforcement.

B. Notifications Involving Michigan Resident Data

1. Promptly notify:

   a. each Michigan resident whose personal information was accessed, including encrypted information, if the person accessing the information also had unauthorized access to the encryption key; and

   b. any other person or organization that owns or licenses data subject to a data breach affecting a Michigan resident.

2. Notices must:

   a. be in writing;

   b. describe the data breach in general terms, the type of personal information accessed in the data breach, the District's response to protect data from further breaches, and remind the affected person of the need to remain vigilant for incidents of fraud and identity theft;

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c. include the District's telephone number and any other telephone number where the recipient may receive additional information; and

d. whenever possible, be mailed to the postal address of the affected person.

C. If a data breach or other digital intrusion compromises information of a non-Michigan resident, comply with the data breach notification law of that resident's state.

Legal authority: MCL 445.63, 445.72

Date adopted:

Date revised:

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DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3100 General Operations

3111 Drones

The District seeks to provide a safe learning environment, limit distractions, and protect the privacy of students and employees. Drone operation may threaten those objectives. A drone may be operated on District property only in accordance with this Policy.

As used in this Policy, a "drone" is an unmanned aircraft that is operated without the possibility of direct human intervention from within or on the aircraft.

The Board also prohibits the operation of a sUAS (drone) on property owned or leased or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Michigan High School Athletic Association (MHSAA). District officials may deny admission or entry to anyone attempting to use a sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.

Note: Language taken from current policy.

A. Approval of Drone Use

Except as provided in subsection B.2.b., drone operation on District property must be approved in writing by the Superintendent or designee.

B. Use Requirements

1. A drone must weigh less than 55 pounds, including the weight of anything attached to the drone. A drone exceeding this weight restriction may not be operated on District property absent FAA approval.

2. A drone may be used:

   a. for recreational purposes. Recreational purposes is broadly construed to refer to any drone use that is not for:

      i. compensation;

      ii. furtherance of a business; or

      iii. instructional purposes.

   b. by a student if the use is a component of an approved curriculum. A drone may be used by personnel if the use is incidental and secondary to a student's permitted co-curricular use.

   c. for commercial purposes in accordance with FAA regulations and requirements.

3. A drone operator must:

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a. abide by safety guidelines of a community based organization;

b. maintain a visual line of sight with the drone for the duration of the use;

c. not interfere with manned aircraft operations;

d. not operate the drone more than 400 feet above ground level;

e. not use the drone in a manner that would violate another person's reasonable expectation of privacy (e.g., via recording, broadcasting, or otherwise) or endanger people, vehicles, or District property; and

f. comply with applicable law.

C. Disclaimer of Damages and Liability

The District will make a reasonable attempt to retrieve drones that have landed in an area accessible only by authorized District personnel. The District is not responsible for any damaged or lost drones or damages arising out of a drone operator's use of a drone on District property.

D. Violations and Unauthorized Use

A person who violates this Policy may be referred to law enforcement, directed to discontinue use, and denied future requests for drone operation. A student or employee who violates this Policy may also be subject to discipline.

Legal authority: 14 CFR Part 107

Date adopted:

Date revised:

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DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3100 General Operations

3112 Hours and Days of School Operations

The Board will adopt a calendar for each school year that, except as allowed by law, is consistent with the ISD common school calendar. The Board will include sufficient instructional time to satisfy minimum requirements for full funding under State School Aid Act Section 1701 and to comply with contractual obligations and all other legal duties. The calendar may be amended as permitted by law. By August 1 of each year, the Board will certify to MDE the number of hours of pupil instruction in the previous school year.

As provided by law, the District may apply to the State Superintendent to except any District year-round or trimester program from the ISD-established common school calendar.

Legal authority: MCL 380.1175, 380.1284, 380.1284a, 380.1284b; MCL 388.1701

Date adopted:

Date revised:

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DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3100 General Operations

3113 Social Security Numbers

The District's use, storage, and transmission of social security numbers will comply with this Policy and applicable law. As used in this Policy, "social security number" means more than 4 sequential digits of a person's social security number.

A. Social Security Number Confidentiality

1. District personnel may access another person's social security number only to the extent necessary to perform District job duties.

2. Any physical, non-digital document or physical copy of a digital document, containing a person's social security number, if practical, should be stored in a secure area when not in use.

3. Any application, software program, electronic document, or other digital means through which a person has access to a social security number must be password protected.

4. District personnel and Board members will not intentionally disclose a social security number or a document containing a social security number to another person unless (a) that person is authorized to receive social security numbers under subsection B of this Policy, or (b) the disclosure is necessary to comply with applicable law, subpoena, or court order.

5. To share a document containing a social security number with a person not authorized to receive a social security number under subsection B, District personnel must make reasonable efforts to redact social security numbers from the document.

6. District personnel authorized to receive social security numbers will make reasonable efforts to destroy each document containing a social security number when it is no longer needed by shredding or incinerating it, subject to record retention requirements. See Policy 3502.

7. The District will not display a social security number on its checks.

B. District Personnel Authorized to Receive Social Security Numbers

1. The following persons may receive a social security number in the course of performing their duties:

   - Superintendent;

   - Chief business official;

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- Chief human resources official;
- [List others] Business office staff as needed per position.

2. If District personnel or a Board member encounters a document in the District's possession containing a social security number of another person in the course of performing District duties, that person should give the document to a person authorized to receive social security numbers.

C. FOIA Requests

The District will make reasonable efforts to redact social security numbers from all documents produced in response to a FOIA request.

D. Penalties

1. A Board member who knowingly violates this Policy may be censured by the Board.

2. An employee who knowingly or negligently violates this Policy may be subject to discipline. See Policies 4309, 4408, 4506, and 4607.

Legal authority: 5 USC 552a; 42 USC 405; MCL 445.81 et seq.

Date adopted:

Date revised:

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DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3100 General Operations

3114 Litigation

To initiate a lawsuit against the District, a person must serve the summons and complaint on the President, Secretary, or Treasurer and in compliance with applicable court rules. The District will promptly notify its insurance carrier of litigation against the District when appropriate. For threatened, pending, or anticipated litigation, the District will retain records in accordance with Policy 3502.

Legal authority: Fed R. Civ. Pro. 4; MCL 380.1641; MCR 2.105

Date adopted:

Date revised:

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Series 3000: Operations, Finance, and Property

3100 General Operations

3115 Nondiscrimination and Retaliation

The District does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), marital status, disability, or any other legally prohibited basis in admission or access to District programs and activities.

A. Employee complaints of unlawful discrimination (including harassment) and unlawful retaliation are governed by Policy 4104. Employee complaints of Title IX sexual harassment are governed by Policy 3118.

B. Student complaints of unlawful discrimination (including harassment) and unlawful retaliation are governed by Policy 5202. Student complaints of Title IX sexual harassment are governed by Policy 3118.

C. A contractor, volunteer, visitor, employee acting outside the scope of employment, or other non-student who believes he or she has been the subject of, or is otherwise aware of, unlawful discrimination (including harassment) or unlawful retaliation must timely file a good faith complaint alleging unlawful discrimination (including harassment) or unlawful retaliation using Form 4104-F with the Superintendent or, if a complaint is against the Superintendent, with the Board President. A complaint of unlawful discrimination (including harassment) or unlawful retaliation will be promptly and thoroughly investigated. The Superintendent or Board President will forward the complaint to one of the following, as applicable:

   1. Title IX Coordinator;

   2. Section 504 Coordinator; or

   3. Civil Rights Coordinator.

D. Any person may also contact the Office for Civil Rights, U.S. Department of Education ("OCR"), by email at OCR.Cleveland@ed.gov, by telephone at (216) 522-4970, or by fax at (216) 522-2573 regarding compliance with the regulations implementing Title VI, Title IX, Section 504, or any other applicable laws for which OCR has jurisdiction.

E. A contract to which the District is a party shall be read to include a covenant by the contractor and its subcontractors not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), age, height, weight, and marital status.

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Legal authority: 20 USC 1681 et seq.; 29 USC 701 et seq.; 38 USC 4301-4335; 42 USC § 2000d et seq., 42 USC 12101 et seq.; Const 1963, art 1, § 26; MCL37.1101 et seq., 37.2101 et seq., 37.2209

Date adopted:

Date revised:

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Series 3000: Operations, Finance, and Property

3100 General Operations

3116 District Technology and Acceptable Use

The Board will provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law is expressly prohibited.

A. Children's Internet Protection Act

The Board complies with the Children's Internet Protection Act ("CIPA") and directs its administration to:

1. Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, constitute child pornography, or are harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

   a. taken as a whole and as to minors, appeals to a prurient interest in nudity, sexual acts, or excretion;

   b. depicts, describes, or represents, in a patently offensive way as to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

   c. taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

2. Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by authorized personnel during adult use to enable access to bona fide research or for other lawful purposes. The Superintendent or designee will determine which District personnel are authorized to disable the protection measures.

3. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and chat rooms, as well as cyberbullying awareness and response.

4. Prohibit access by minors to inappropriate matter on the internet.

5. Prohibit unauthorized access, including hacking and other unlawful online activity by minors.

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6. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information about minors.

7. Restrict minors' access to materials that are inappropriate for minors. The Board defines materials that are "inappropriate for minors" to include ~~[the following is suggested language but the Board has discretion to define "inappropriate for minors":~~ obscene depictions, child pornography, and any other material harmful to minors.

8. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee will take steps necessary to implement this Policy and to otherwise comply with CIPA.

B. Acceptable Use Agreement

The Superintendent or designee will develop, review, and revise as necessary an acceptable use agreement that must be signed before a user is provided access to the District's technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the Superintendent or designee will develop an acceptable use agreement to be signed by each of the following groups:

- adult users, including employees, volunteers, and Board members;
- students in grades 7 and above and their parent/guardian; and
- students in grades 6 and below and their parent/guardian.

The acceptable use agreement must be consistent with this Policy and must include, at a minimum, all of the following:

1. A statement that:

   a. use of District technology resources is a privilege that may be revoked at any time;

   b. a user has no expectation of privacy when using District technology resources;

   c. District technology resources use may be monitored by the District and that the use may be subject to FOIA or disclosure in litigation;

   d. District technology resources may not be used to bully, harass, or intimidate others;

   e. misuse of District technology resources may result in loss of access to the resources and potential disciplinary action; and

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f. the District does not guarantee that the District's technology resources will be error free or uninterrupted.

2. Provisions to protect the integrity of District technology resources, including a requirement that each user only access the resources by using that user's assigned user name and password.

3. A list of what constitutes misuse of District technology resources.

4. A prohibition against:

   a. accessing other user accounts or files without authorization;

   b. conducting personal business or activities;

   c. accessing pornography;

   d. communicating inappropriately with students;

   e. accessing or downloading confidential student information which the employee has no legitimate educational need to know; and

   f. accessing or downloading unauthorized software or programs.

5. A requirement that users report any material that is threatening, harassing, or bullying.

6. A release of all claims and liability against the District for use of District technology resources.

C. District Personnel Use

District personnel must comply with Policies 4215 and 4216.

D. State Assessments

During the administration of state assessments (e.g., WIDA, M-STEP, etc.), unless otherwise permitted by this subsection, students and District personnel, including those individuals acting as test administrators, are prohibited from possessing, using, wearing, or otherwise accessing any electronic devices not being actively used for testing purposes when in an active testing session or while on a break when in an active testing session. Pictures, videos, or other communications regarding test content are prohibited during all testing and breaks.

For the purposes of this subsection, an "electronic device" includes any electronic device that can be used to record, transmit, or receive information not used for testing, including but not limited to computers, tablets, iPads, e-readers, smart watches (including Fitbits), smartphones and cell phones, Bluetooth headphones or smart earbuds, or smart glasses.

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The Superintendent and building principals are authorized to develop additional building-level rules related to state assessments so long as those rules are not in conflict with this subsection.

1. Students

   a. Students shall leave all personal electronic devices outside of the testing room ~~[Optional: or shall power off all electronic devices and surrender them to the test administrator for collection prior to beginning the testing session~~.

   b. If an additional electronic device is medically necessary for a testing student, the device must be left with the test administrator, unless the student is required to possess the device, in which case the test must be administered to the student by a test administrator in a one-on-one setting and the student must be actively monitored at all times while testing.

   c. During the testing sessions or breaks, students may not access any additional websites or applications on a device used for testing.

2. Test Administrators

   a. Test administrators or other District personnel monitoring or troubleshooting the administration of state assessments must:

      i. Ensure that all background applications and alternative websites are disabled on testing devices.

      ii. Actively monitor students in the testing room and verify that students do not have access to additional electronic devices before, during, and after testing, including breaks.

      ~~iii.~~ Refrain from disturbing the testing environment, including through texting, speaking, or using electronic devices for non-testing purposes (e.g., to complete other work). Test administrators must silence all electronic devices. ~~[Option 1: Test administrators are prohibited from wearing or accessing a wearable electronic device (e.g., smart watch or Fitbit). Option 2: Test administrators may wear a wearable electronic device (e.g., smart watch or Fitbit), but must ensure that the device is in airplane mode during test administration.]~~

   b. Test administrators may use electronic devices to alert other personnel of issues or emergencies requiring assistance. Such other personnel may use their electronic devices for troubleshooting purposes, but should exit the testing room when engaging in those communications.

3. Penalties

   The failure to comply with this subsection may result, as applicable, in employee or student disciplinary action and such consequences as deemed

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necessary or appropriate by the Michigan Department of Education (e.g., invalidation of an individual student's test, or misadministration of the entire testing session and invalidation of all the students' tests).

E. Public Access to Technology

1. Pursuant to the Michigan Library Privacy Act, each school library offering public access to the internet or a computer, computer program, computer network, or computer system (a "Qualifying School Library") will limit minors to only use or view those terminals that do not receive material that is obscene, sexually explicit, or harmful to minors. Persons age 18 or older, or a minor accompanied by the minor's parent/guardian, may access a school library terminal that is not restricted from receiving such material, if any.

2. Only when a Qualifying School Library offers public access as described in subsection D.1., the District must designate at least 1 terminal that is not restricted from receiving such material and at least 1 terminal that is restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a parent or guardian do not access the unrestricted terminal. The Superintendent or designee will determine which employees will implement subsection D in each Qualifying School Library.

3. As used in this Policy, "terminal" means a device used to access the internet or a computer, computer program, computer network, or computer system.

Legal authority: 47 USC 254; MCL 397.602, 397.606

Date adopted:

Date revised:

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DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3100 General Operations

3117 Intellectual Property

The District's intellectual property includes written or artistic works, logos, marks, instructional materials, textbooks, curriculum, software, inventions, procedures, ideas, innovations, systems, and programs, or derivatives of the foregoing, regardless of publication or registration.

Other than District personnel acting in the course of performing a duty for the District, no person may use the District's intellectual property without the prior written permission of the Superintendent or designee or Board approval.

Any work product or derivative work product created or developed by personnel related to District duties or during work hours is a work made for hire and is the District's exclusive property.

Date adopted:

Date revised:

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Series 3000: Operation, Finance, and Property

3100 General Operations

Note: identical to current Title IX Sexual Harassment Policy

3118 Title IX Sexual Harassment

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and its implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of unlawful discrimination and harassment (e.g., race, age, disability) that cannot be reasonably separated into two distinct complaints should be investigated under this Policy. Investigating other forms of discrimination, including harassment and retaliation, through this Policy will fulfill the District's investigation requirements under Policies 4104 or 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision-Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and any person designated to facilitate an informal resolution process cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

A. Definitions

For purposes of this Policy, the below terms are defined as follows:

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1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

   a. A District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;

   b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

   c. "Sexual assault" as defined in in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).

      i. "Sexual assault" is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. It includes unlawful sexual intercourse (including incest and statutory rape) and any sexual act, including rape, sodomy, sexual assault with an object, or fondling, directed against another person without the consent of that person, including when that person is incapable of giving consent."

         A) Rape: (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

         B) Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

         C) Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

         D) Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

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E) Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

F) Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

ii. "Dating violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

iii. "Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.

iv. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

2. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.

3. "Appeals Officer" is the person designated by the District to handle appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.

4. "Complainant" is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.

5. "Consent" means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either

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invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.

6. "Day," unless otherwise indicated, means a day that the District's central office is open for business.

7. "Decision-Maker" is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker's conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.

8. "Education Program or Activity" means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.

9. "Formal Complaint" means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.

10. "Grievance Process" is the process by which the District handles Formal Complaints.

11. "Investigator" is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator has a conflict of interest or bias.

12. "Report" means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).

13. "Respondent" is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.

14. "Supportive Measures" are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

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15. "Title IX Coordinator" is the person(s) designated by the District to coordinate the District's Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on any matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

B. Posting Requirement

The Title IX Coordinator's contact information (name or title, office address, electronic mail address, and telephone number), along with the District's Title IX nondiscrimination statement, must be prominently posted on the District's website and in any catalogs or handbooks provided to applicants for admission or employment, students, parents/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District.

The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently posting this Policy on its website and referencing this Policy in its handbooks, which will include the Title IX Coordinator's name or title, office address, electronic mail address, and telephone number.

C. Designation of Title IX Coordinator

The District designates the following person(s) as the Title IX Coordinator(s):

Executive Director of Human Resources
2704 Baker Rd., Dexter MI 48130
734-424-4110
hr@dexterschools.org

D. Reporting Title IX Sexual Harassment:

A person may make a report of sexual harassment or retaliation at any time. Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Any District employee who receives a report of sexual harassment or has actual knowledge of possible sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

Any other person who witnesses an act of sexual harassment is encouraged to report it to a District employee and may do so anonymously. No person will be

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retaliated against based on any report of suspected sexual harassment or retaliation.

E. General Response to Sexual Harassment

1. District's Obligation to Respond without Deliberate Indifference

   Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

   If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

2. Response to Report of Title IX Sexual Harassment

   Upon receipt of a report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

3. Formal Complaint Filed

   Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using the Title IX Sexual Harassment Formal Complaint Form.

4. Equitable Treatment

   The District will treat the Complainant and Respondent equitably throughout the Grievance Process, which may include offering supportive measures as described in Subsection E(6) of this Policy.

5. Documentation and Recordkeeping

   The Title IX Coordinator will document all sexual harassment reports and all incidents of sexual harassment that the Title IX Coordinator receives or personally observes.

   The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.

6. Supportive Measures

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After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed.

Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party.

Supportive measures are offered without charge to all parties and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to:

a. District-provided counseling;

b. Course-related adjustments, such as deadline extensions;

c. Modifications to class or work schedules;

d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and

e. No-contact orders.

All supportive measures must be kept confidential, to the extent that maintaining such confidentiality would not impair the District's ability to provide the supportive measures.

7. Respondent Removal

   a. Emergency Removal (Student)

      The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical health or safety of any student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

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b. Administrative Leave (Employee)

The District may place an employee Respondent on non-disciplinary administrative leave during the pendency of the Grievance Process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

8. Law Enforcement

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701.

The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay.

If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

F. Grievance Process

1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process.

Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or Respondents generally or for or against an individual Complainant or Respondent.

The Grievance Process requires an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the

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determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct.

At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include absence of a party, party's advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

Any disciplinary action resulting from the Grievance Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

2. Notice of Allegations

Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:

a. A copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;

b. The sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;

c. A statement that the Respondent is presumed not responsible for the alleged conduct;

d. A statement that a determination of responsibility is made at the Grievance Process's conclusion;

e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;

f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and

g. If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during the

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disciplinary process, a citation to that portion of the Code of Conduct. If the Code of Conduct does not address false statements by students, the notice is not required to include any reference.

If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in this notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

3. Informal Resolution

During the Grievance Process, *after* a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process, or either party may request the informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. The Title IX Coordinator will determine the informal resolution process that will be used, including the person who will facilitate that process.

Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student.

A party is not required to participate in an informal resolution process.

When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

a. Allegations;

b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;

c. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to agreeing to a resolution; and

d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared

4. Investigation

The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility.

a. Investigation Process

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The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege in writing.

The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment unless the District obtains that party's voluntary, written consent to do so for the Grievance Process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

Parties may be accompanied by an advisor of their choice, including an attorney, in any meeting or Grievance Process proceeding. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Superintendent or designee may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses).

The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate.

As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited.

The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence obtained from any source.

Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response to the Investigator. The

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party's response must be considered by the Investigator before completing the final investigation report.

b. Investigation Report

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the Decision-Maker.

At least 10 calendar days before a determination of responsibility is issued, the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker.

The Investigator will endeavor to complete the investigation and finalize the report within 60 days.

5. Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process.

Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision-Maker must:

a. Afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and

b. Provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions.

The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not) simultaneously to both parties. The written determination of responsibility must include:

a. Identification of the sexual harassment allegations;

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b. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:

   i. Notification to the parties;

   ii. Party and witness interviews;

   iii. Site visits;

   iv. Methods used to collect evidence; and

   v. Hearings held.

c. Factual findings that support the determination;

d. Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;

e. A statement of, and rationale for, the result as to each allegation, including:

   i. A determination of responsibility;

   ii. Any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and

   iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.

f. Appeal rights.

6. Appeals

Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights.

Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

a. A procedural irregularity that affected the outcome.

b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.

c. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.

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~~d. [District may choose to include additional appeal grounds, but should consult with legal counsel before doing so.]~~

An appeal must be filed with the Title IX Coordinator within 5 calendar days of the date of the determination of responsibility or dismissal decision.

Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision.

The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. The Appeals Officer will endeavor to decide an appeal within 30 days.

The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, Decision-Maker, or person designated to facilitate an informal resolution process on the same matter. The Appeals Officer also cannot have a conflict of interest or bias against Complainants and Respondents generally or individually.

The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

G. Dismissal

1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

a. The Formal Complaint's allegations, even if proven, would not constitute sexual harassment as defined in this Policy;

b. The Formal Complaint's allegations did not occur in the District's programs or activities; or

c. The Formal Complaint's allegations did not occur in the United States.

2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

a. The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;

b. The Respondent's enrollment or employment ends; or

c. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed

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between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy.

Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

H. Consolidation of Complaints

The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one Respondent, references in this Policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

I. Remedies and Disciplinary Sanctions

The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
2. Offering the parties school-based counseling services, as necessary;
3. Providing the parties with academic support services, such as tutoring, as necessary;
4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
5. Moving the Complainant's or the Respondent's locker or work space;
6. Issuing a "no contact" directive between the Complainant and Respondent;
7. Providing counseling memoranda with directives or recommendations.

These remedies may also be available to any other student or person who is or was affected by the sexual harassment.

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The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

1. Assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
2. Additional staff training;
3. A climate survey; or
4. Letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the Complainant or Respondent continues to receive a free appropriate public education. Any disciplinary action taken against a Respondent who is a student with a disability must be made in accordance with Policy 5206B and the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

J. False Statements

Any person who knowingly makes a materially false statement in bad faith during a Title IX investigation will be subject to discipline, up to and including discharge or permanent expulsion. A dismissal or determination that the Respondent did not violate this Policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

K. Confidentiality

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

L. Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy.

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The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section.

When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX.

Any person who engages in retaliation will be disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

M. Training

All District employees must be trained on how to identify and report sexual harassment.

Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

1. The definition of sexual harassment;
2. The scope of the District's education programs or activities;
3. How to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and
4. How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant.

Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.

N. Record Keeping

The District will maintain records related to reports of alleged Title IX sexual harassment for a minimum of seven years. This retention requirement applies to

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investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, such as supportive measures.

The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

O. Office for Civil Rights

Any person who believes that he or she was the victim of sexual harassment may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education Office for Civil Rights
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
Phone: (216) 522-4970
E-mail: OCR.Cleveland@ed.gov

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment also file a Formal Complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions under this Policy. An investigation by OCR will occur separately from any District investigation.

Legal authority: Education Amendments Act of 1972, 20 USC §§1681 - 1688; 34 CFR Part 106

Date adopted:

Date revised:

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optional text

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DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3100 General Operations

3119 Experimental or Pilot Programs

The Board encourages innovation and creativity in its educational programing and general operations through the use of experimental or pilot programs ("Programs"). An experimental or pilot program is a trial program conducted to evaluate feasibility that may be converted to a regular program at the conclusion of the trial period.

Employees may submit a proposal for a Program to the Superintendent or designee for consideration. The Superintendent may also prepare a Program proposal.

A Program proposal must include the Program name, duration, purpose, and goals. Proposals must also include:

A. A list of proposed materials and equipment to be used in the Program;

B. Anticipated Program costs, including staffing costs;

C. A proposed framework for implementing the Program and evaluating the Program's success, including evaluation intervals and criteria; and

D. Other relevant information, if requested by the Superintendent or designee.

The Superintendent or designee will review the Program proposal and may seek clarification from the employee(s) that submitted the proposal, if prepared by employees other than the Superintendent. The Superintendent or designee may also amend the proposed Program in the Superintendent's or designee's sole discretion.

If the Superintendent or designee believes that the proposed Program (either as originally drafted or as amended) is in the best interests of the District, the Superintendent or designee will present the proposed Program to the Board for its consideration. The Program may be approved by the Board in its sole discretion.

The Board recognizes that experimental and pilot programs are a prohibited subject of bargaining under the Michigan Public Employment Relations Act. The Superintendent is encouraged to consult with legal counsel about legal implications of a Program before submitting it for Board approval.

At the conclusion of the Program, the Board may consider conversion of the Program to a regular program.

Legal Authority: MCL 380.11a; MCL 423.215(3)(h)

Date adopted:

Date revised:

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DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3401 School Cancellation, Delay, and Early Dismissal

The Superintendent may close, delay, or dismiss school, and cancel or alter any school-related activities, to protect the health, safety, and welfare of students, employees, and others. The Superintendent will endeavor to timely and accurately notify persons affected by schedule alterations.

Date adopted:

Date revised:

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DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3402 Drills, Plans, and Reports

The Board will take reasonable steps to provide a safe and secure learning environment to protect students and employees.

A. Emergency Drills. The Superintendent or designee will schedule, notify, conduct, report, and post all fire, tornado, and other emergency drills as required by law.

B. Cardiac Emergency Response Plan. The Board will develop, adopt, and provide for annual review a cardiac emergency response plan as required by law.

C. Cooperation. The Superintendent or designee will act as liaison to work with the School Safety Commission and the Office of School Safety, including to identify model practices for determining school safety measures.

D. Safety and Emergency Plans. The Board will comply with the statewide school information policy, and the Superintendent or designee will provide all reports, information, and notices required by that policy. If the policy does not satisfy the requirements of Revised School Code Section 1308b(3), the Board will develop and adopt an emergency operations plan with public input and participation by at least 1 law enforcement agency having jurisdiction over the District. The statewide school information policy or the emergency operations plan, as applicable, will be reviewed every 2 years in conjunction with at least 1 law enforcement agency having jurisdiction over the District. The Board will notify MDE within 30 days after completing a required review.

E. Reporting Incidents of Crime. Each building principal will collect and update information at least weekly on incidents of crime in the applicable building. At least annually, the Board will post information on its website about incidents of crime in the District and will make this information available to parents and guardians on a per-building basis. Within 24 hours after an incident occurs, the Superintendent or designee will report to the Michigan State Police crimes and attempted crimes identified in MCL 380.1310a(2).

Legal authority: MCL 29.19; MCL 380.1241, 380.1308, 380.1308a, 380.1308b, 380.1310a

Date adopted:

Date revised:

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optional text

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DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3403 Reporting Accidents

If a student suffers a serious physical injury while at school or while participating in a school-sponsored activity, District personnel, if aware of the injury, will promptly report the injury to the building principal or designee. If the student is a minor, the building principal or designee will promptly notify the student's parent(s)/legal guardian(s) and complete an accident report. See Policy 5702.

Date adopted:

Date revised:

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DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3404 Communicable Diseases

A person with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, protect the person's health and privacy rights, and protect the health and safety of others.

The Michigan Department of Health and Human Services maintains a list of reportable diseases and infections, including those capable of being transmitted to a person. The District will work cooperatively with the local health department to identify, report, and contain diseases and infections in accordance with applicable laws and local health department policies and guidance.

A. District personnel will immediately notify the Superintendent or applicable building principal when they reasonably suspect the presence of a listed communicable disease.

B. When it is reasonably suspected that a person has a communicable disease (except for AIDS or HIV infection), the Superintendent or building principal may exclude the person for a period sufficient to obtain a determination by a physician or local health officer as to the presence of a communicable disease.

C. A person excluded under subsection B may return to school and school-related activities when a physician or local health officer determines that the person does not represent a risk to others.

D. The Superintendent or applicable building principal will report to the local health department within 24 hours after suspecting either of the following:

   1. The occurrence of a serious communicable disease listed by the Michigan Department of Health and Human Services (except for AIDS or HIV infection); or

   2. The unusual occurrence, outbreak, or epidemic of any disease, infection, or condition within the District.

E. Reports, records, data, and other information associated with AIDS or HIV may be subject to heightened confidentiality requirements in accordance with MCL 333.5131.

Legal authority: MCL 333.5111, 333.5131; Mich Admin Code R 325.171-173, 325.175

Date adopted:

Date revised:

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DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3405 Bloodborne Pathogens

Bloodborne pathogens and other infectious body fluids can be transmitted through contact with skin, eyes, mouth, and mucous membranes, including by needle sticks, cuts, punctures, and bites. The District will observe universal precautions to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids will be considered potentially infectious materials.

~~[Optional: If one or more District employees are subject to occupational exposure, the Superintendent or designee will develop and annually update an exposure control plan that will be accessible to employees.]~~

The District will provide personal protective equipment, the hepatitis B vaccine and vaccination series, training, and post-exposure evaluations, as required by law, at no charge to employees whose duties are reasonably anticipated to result in occupational exposure to blood or other infectious materials.

"Bloodborne pathogens" means pathogenic microorganisms that are present in human blood and can cause disease in humans. Those pathogens include hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

"Universal precautions" means a method of infection control that treats all human blood and other potentially infectious material as capable of transmitting HIV, HBV, and other bloodborne pathogens.

Legal authority: 29 CFR 1910.1030; Mich Admin Code R 325.70004

Date adopted:

Date revised:

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DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3500 FOIA Requests and Record Retention

3501 Freedom of Information Act

The District is a "public body," as defined in Section 2 of the Michigan Freedom of Information Act (FOIA). It is the District's policy to comply with FOIA.

The Superintendent is the District's FOIA Coordinator but may designate another person to accept, process, approve, and deny FOIA requests. The Superintendent will establish written procedures and guidelines, a written public summary of the procedures and guidelines, and a detailed itemization of fees form in compliance with FOIA. The procedures and guidelines [~~Choose one: will /~~ will not provide for fee appeals to the Board. Note: current policy does not allow fee appeals to the Board. They have to go to circuit court.

Legal authority: MCL 15.231 et seq.

Date adopted:

Date revised:

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DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3500 FOIA Requests and Record Retention

3502 Record Retention

A "public record" means a writing prepared, owned, used, in the possession of, or retained by the District in the performance of an official function, from the time it is created.

The District will comply with all federal and state record retention requirements and with Michigan's general record retention schedules. Regardless of format, the District will make public records accessible for the applicable retention period.

A. The District will store its public records in a secure and stable environment, whether digital or physical, and protect them from tampering and damage.

B. Disposal of Records

1. Once a public record has been retained for the duration required by law, the District may dispose of the public record unless the disposal or preservation of a public record is mandated by law or Policy.

2. The District will not destroy a public record responsive to a FOIA request received before the date the record is destroyed until the District has produced the public record or determined it is exempt from disclosure.

C. Litigation, Investigation, or Audit Holds

The Superintendent or designee will issue a hold directive to all persons suspected of having records that may relate to the potential issues in a reasonably anticipated or pending litigation, investigation, or audit. A hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation, investigation, or audit hold has been lifted.

Legal authority: MCL 15.231-246; MCL 399.811; MCL 750.491; *General Retention Schedule Nos. 1, 2, 23, 26, 30, 31*

Date adopted:

Date revised:

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Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3406 Integrated Pest Management

The District will monitor, manage, and treat pests on District property.

A. Pest Application

1. The Board does not authorize the application of a pesticide on District property unless a written integrated pest management program is in place for that property. The Superintendent or designee will develop, evaluate, and modify site-specific integrated pest management programs in accordance with law.

2. The Board only authorizes the lawful application of a pesticide by a certified or registered applicator who has been properly trained. After the application of a pesticide, a person may only reenter District property in compliance with restrictions identified by the applicator and required by law.

3. A "pesticide" does not include sanitizers, germicides, disinfectants, or antimicrobial agents.

B. Notice

1. Within 30 days after the beginning of each school year, the Superintendent or designee will provide notice to students' parents/guardians that they will receive advance notice of the application of a pesticide.

2. Except in an emergency, the Superintendent or designee will provide at least 48 hours' advance notice to students' parents/guardians of the application of a pesticide. In an emergency, the Superintendent or designee will provide notice to students' parents/guardians promptly after a pesticide has been applied.

3. Notices will comply with methods, time frames, and information requirements established by MCL 324.8316.

4. Notices are not required for the application of a pesticide that is a bait or gel formulation.

C. Records

Each building will maintain a copy of its integrated pest management program. Records of pesticide use and other non-pesticide pest management practices will be maintained on site.

Legal authority: MCL 324.8316; Mich Admin Code R 285.637.1 et seq.

Date adopted:
Date revised:

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DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3407 Asbestos Management

The District will maintain an asbestos management plan for each school building and otherwise comply with the requirements of the Asbestos Hazard Emergency Response Act (AHERA) and related regulations.

A. Each asbestos management plan will address building inspections, re-inspections, preventative measures, periodic surveillance, response actions, operations and maintenance, notices, and other information required by law.

B. Each school building will maintain in its administrative offices a complete, updated copy of the asbestos management plan for that school building. The District's administrative offices will maintain complete, updated copies of asbestos management plans for all school buildings. The District will make asbestos management plans available for inspection without cost but may charge a reasonable amount to make copies.

C. The District will provide training and information, maintain records, and perform asbestos-related obligations with accredited persons as required by law.

D. The Board designates the Director of Facilities ~~(may be an employee or consultant)~~] to oversee the District's compliance with the asbestos management plan and AHERA.

Legal authority: 15 USC 2641 et seq.; 29 CFR 1910.1001; 40 CFR 763 Subpart E; MCL 388.861 et seq.

Date adopted:

Date revised:

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DEXTER COMMUNITY SCHOOLS

Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3408 Firearms and Weapons

The District is a weapon-free school zone. Except as otherwise permitted by Policy or required by applicable law, a person may not possess a weapon on District property. See also Policy 5206. Each person on District property must also comply with the federal Gun-Free School Zones Act.

A. As used in this Policy:

1. ~~[Optional in conjunction with subsection B.7: An "antique firearm" means that term as defined by MCL 750.237a.]~~

2. A "firearm" means any weapon that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.

3. "Pistol" means that term as defined by MCL 28.421.

4. "District property" means:

   a. a building, playing field, or property used for school purposes to impart instruction to students or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses; and

   b. a vehicle used by the District to transport students to or from a place described in subsection A.4.a above.

5. A "weapon" means a firearm, pneumatic gun, ~~[Optional:~~ dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles, or any other object used, intended, or represented to inflict serious bodily injury or property damage.

B. Permitted Uses

The following persons may possess a weapon on District property:

1. A peace officer as defined by law;

2. A student's parent or guardian licensed to carry a concealed pistol may carry a concealed pistol (but no other weapons) while in a vehicle if the parent or guardian is dropping the student off at, or picking the student up from, the student's school;

3. A person with permission from the Superintendent or designee to possess a firearm (but no other weapons) within any lawful parameters established by the Board;

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optional text

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DEXTER COMMUNITY SCHOOLS

~~[The following are optional and should be discussed in conjunction with legal counsel.]~~

4. ~~An employee or contracted person if the possession of that weapon is to provide security services for the District;~~

5. ~~A person licensed to carry a concealed weapon;~~

6. ~~A person who possesses a weapon provided by the District or the District's instructor for purposes of providing or receiving instruction in the use of that weapon; and~~

7. ~~[Use in conjunction with subsection A.1: A non-student at least 18 years old who possesses an unloaded firearm (but no other weapons) in a wrapper or container in a vehicle's trunk while transporting a student to or from the school if any of the following apply:~~

   a. ~~The person is carrying an antique firearm while en route to or from a hunting or target shooting area or function involving the exhibition, demonstration, or sale of antique firearms;~~

   b. ~~The person is carrying a firearm while in possession of a valid Michigan hunting license or proof of valid membership in an organization having shooting range facilities and while en route to or from a hunting or target shooting area;~~

   c. ~~The person is carrying a firearm from the place of purchase to his or her home or place of business or to a place of repair or back to his or her home or place of business, or in moving goods from one abode or business to another abode or business; or~~

   d. ~~If the vehicle does not have a trunk, the person is carrying a firearm in the passenger compartment and the person is otherwise complying with the requirements of subsection b or c and the wrapper or container is not readily accessible to the vehicle's occupants.~~]

C. Violations

1. Students and District personnel with knowledge that a person is in violation of this Policy should immediately report the violation to the building principal or designee.

2. Violation of this Policy will result in discipline of students, employees, and contractors, up to and including expulsion or termination, removal from District property, and referral to law enforcement.

Legal authority: 18 USC 921; 18 USC 922(q); MCL 28.425f, 28.425o; MCL 750.237a

Date adopted:
Date revised:

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Series 5000: Students, Curriculum, and Academic Matters

5400 Curriculum, Instruction, and Parent/Guardian Involvement

5407 Instructional Program and Curriculum Development

The District will provide students with at least the minimum number of instructional hours and days each school year required by the state for full state aid funding. The District may deviate from this requirement only as permitted by state law.

The Board, advised by the Superintendent, will adopt a curriculum and procure textbooks and materials to support the curriculum.

The Superintendent or designee is responsible for providing and directing District-wide planning for curriculum, instruction, assessment, and staff development in accordance with Policy 2203. Committees consisting of educational professionals, including administrators, and community members, may be established to design instructional strategies and assessments to implement the curriculum.

A. Parent/Guardian Rights

As described in Policy 5401, the District will provide a parent/guardian the opportunity to review District-approved curriculum, textbooks, and instructional materials upon request to the building principal. See Policy 5401 for appropriate procedures.

B. [Optional] Complaints about Instructional Materials

If a parent/guardian objects to their student's instructional materials, the following procedures will apply:

1. First Level – Objection to Teacher. The parent/guardian must submit an objection and explanation in writing to the relevant classroom teacher. The teacher will review the parent's/guardian's objection and either discontinue using the material or advise the parent/guardian of the educational and pedagogical reasons for the material.

2. Second Level - Appeal to Building Principal. If the parent/guardian disagrees with the teacher's response, the parent/guardian may submit a written appeal to the building principal stating the reasons why the parent/guardian objects to the materials. The building principal will confer with the relevant classroom teacher within 5 school days. The building principal will review the written objection and the materials in question to determine whether:

   a. the stated objection outweighs the educational and pedagogical reasons;

   b. the materials require the student to engage in conduct or practice that violates the student's sincerely held religious belief;

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c. the materials lack serious educational, literary, artistic, political, or scientific value for the age range of the students in question; or

d. the materials are inappropriate or harmful for the age range of the students in question.

The building principal will provide all parties with a written response granting or denying the appeal within 10 school days after conferring with the teacher.

3. [~~Optional. If selected, choose Option 1 Superintendent Review or Option 2 Committee Review~~]

~~Option 1:~~ Third Level - Superintendent Review. If the parent/guardian disagrees with the building principal's response, the parent/guardian may submit a written appeal to the Superintendent within 5 school days after receiving the building principal's response. The Superintendent will review the parent's/guardian's written objection, the building principal's written response, the parent's/guardian's written appeal, the materials being challenged, and any other information the Superintendent deems relevant. The Superintendent will issue a written decision within 30 calendar days of receiving the appeal based on the factors described in Section 2 above. The Superintendent's decision is final.

~~Option 2: Third Level – Committee Review. If the parent/guardian disagrees with the building principal's response, the parent/guardian may submit a written appeal to the Superintendent within 5 school days after receiving the building principal's response. The Superintendent will create a committee to review the appeal. The committee will review the parent's/guardian's written objection, the building principal's written response, the parent's/guardian's written appeal, the materials being challenged, and any other information the committee deems relevant. The committee will issue a written decision within 30 calendar days of receiving the appeal based on the factors described in Section 2 above. The committee's decision is final.~~

C. [~~Optional, but recommended~~] Complaints about Library Materials

If a parent/guardian objects to materials in the school library, the parent/guardian must submit an objection and explanation in writing to the Superintendent identifying:

1. the basis for the objection;

2. any recent known use of the library materials in the school; and

3. any other relevant information.

The Superintendent will review the written objection and the materials in question in their totality to determine whether:

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1. the materials lack serious educational, literary, artistic, political, or scientific value for the age range of the students in question; or

2. the materials are inappropriate or harmful for the age range of the students in question.

The Superintendent may, in his or her sole discretion, designate review to another administrator or employee. The Superintendent or designee will endeavor to provide a written response to the parent/guardian within 30 calendar days after receiving the objection. The Superintendent or designee's decision is final.

The District will not restrict access to the challenged material during the review process.

Legal Authority: MCL 380.1137, 388.1706

Date adopted:

Date revised:

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TO: Board of Education

FROM: Christie Bueche, CFO

DATE: July 1, 2024

RE: **District Memberships 2024-25**

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

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

Annual cost: $6,960.71

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

Annual cost: $238.00

MHSAA® 2024-25

1661 Ramblewood Drive
East Lansing, MI 48823
(517) 332-5046

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

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

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

MEMBERSHIP RESOLUTION

For the year August 1, 2024 — through July 31, 2025

LIST ON BACK the School(s) which are under the direction of this Board of Education/Governing Body.

(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2024-25 must be listed on the back of this form)

Dexter Community Schools City/Township of Dexter

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

(A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and

(B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

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

This authorization shall be effective from August 1, 2024 and shall remain effective until July 31, 2025, during which the authorization may not be revoked.

RECORD OF ADOPTION

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

Dexter Community School(s), on the 22 day of July, 2024,

and is so recorded in the minutes of the meeting of the said Board/Governing Body.

Board of Education
(Governing Body Name)

2704 Baker Rd.
(Address)

Dexter. 48130
(City & Zip Code)

vestergaardh@dexterschools.org
(Contact E-mail)

Board Secretary Signature or Designee

☐ Check if Designee

-OVER-

Please be sure to save document and then send to camala@mhsaa.com as an attachment.

Schools Which Are To Be MHSAA Members During 2024-25

NOTE: Pursuant to the MHSAA Constitution, all high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has enrollment and onsite attendance of at least 15 students, whether for grades **6 through 8 or 9, grades 7 through 8 or 9, or grades 9 or 10 through 12**; and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization. To reach the15-student minimum for middle school membership, schools may join the MHSAA at the 6th-grade level whether or not 6th-grade students participate in athletics.

A. This Section does not require school districts to become member schools at the junior high/middle school level and does not require school districts to sponsor any interscholastic athletics for 6th-grade students.

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

Name the Member High School(s)

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

1. Dexter High School
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

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

Name the Member Junior High /Middle School(s)

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

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

1. Mill Creek Middle School

Name of Member School

Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): 7-8

Provide anticipated 2024-25 7th and 8th-grade enrollment 244

Provide anticipated 2024-25 6th-grade enrollment 250

Grade levels for membership: ☐ 6 ☒ 7 ☒ 8

☐ Yes ☐ No 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.

_____

2. _____

Name of Member School

Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): _____

Provide anticipated 2024-25 7th and 8th-grade enrollment _____

Provide anticipated 2024-25 6th-grade enrollment _____

Grade levels for membership: ☐ 6 ☐ 7 ☐ 8

☐ Yes ☐ No 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.

_____

3. _____

Name of Member School

Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): _____

Provide anticipated 2024-25 7th and 8th-grade enrollment _____

Provide anticipated 2024-25 6th-grade enrollment _____

Grade levels for membership: ☐ 6 ☐ 7 ☐ 8

☐ Yes ☐ No 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.

_____

Please be sure to save document and then send to camala@mhsaa.com as an attachment.

TO: Board of Education

FROM: Christie Bueche, CFO

DATE: July 22, 2024

RE: School Loan Revolving Fund-Annual Loan Activity Application 2024-25

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

The Annual Loan/Repayment Activity Application is required to be filed at this time. Because we are winter collection only we will not begin collecting 2024 taxes until December. Therefore, we anticipate that we will borrow to make the November 2024 interest payments. We will collect sufficient funds in 2024-25 (2024 debt levy) for the May 2025 payment and the repayment of the loan from the November interest payments. We are required to submit our status to the Department of Treasury annually.

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

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

AUTHORITY: Act 92, 2005, as amended
COMPLETION: Required
Due Date: August 1, 2024

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

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

School Loan Revolving Fund
Annual Loan Application
Cover Transmittal

School District Name Dexter Community School District
District Code 81-050
_x_ **Winter Levy** ___ **Summer/Split Levy**

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

____ School Board certified resolution (with board votes recorded on page 2)
____ Annual Loan Worksheet
____ Copy of ***Reconciled*** Bank Statements

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

Name: Christie Bueche
Title: CFO
E-Mail Address: buechec@dexterschools.org
Telephone #: 734-424-4107
Fax #: _____

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

_____ _____ _____
(Signature of Authorized Officer) (Title) (Date)
refer to section 5 of the board resolution

MAILING INSTRUCTIONS:
Return ONE copy by August 1, 2024 to TREASURY at the above address.

Direct questions to:
Ashton Albrecht, Financial Analyst
Telephone: 517-335-1552 Fax:

For Treasury Use Only:
Borrow (Repay) _____

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

ANNUAL LOAN/REPAYMENT ACTIVITY APPLICATION
For Participation in the School Bond Qualification and Loan Program

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

CERTIFICATE

I, the undersigned, Secretary of the Board of Education, do certify hereby that the following constitutes a true and complete copy of a resolution adopted by the Board of Education of this School District, at a [regular or special] meeting held on the 22nd day of July, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with Act 267 of the Public Acts of 1976 (Open Meetings Act).

IN WITNESS WHEREOF, I have hereunto set my hand this 22nd day of July, 2024.

_____ _____
(Type or Print Name of Secretary) (Signature of Secretary)

_____ _____
(Type or Print Name of Treasurer, Board of Education) (Signature of Superintendent of Schools)

RESOLUTION

A meeting was called to order by Christopher Timmis, Superintendent (due to pending election of officers)

Present: Members _____

Absent: Members _____

The following preamble and resolution were offered by Member _____

and supported by Member _____

WHEREAS:

1. Act 92 of the Public Acts of Michigan, 2005, enacted pursuant to Article IX, Section 16, of the Michigan Constitution of 1963, provides the procedure, terms and conditions for obtaining a loan from the Michigan School Loan Revolving Fund.

2. Pursuant to Executive Order No. 1993-19, the state activities related to bond qualification and state borrowing functions for the provision of loans by the State of Michigan to school districts were transferred from the Department of Education to the Department of Treasury. The State Treasurer is responsible for prescribing the forms and procedures regarding the application for loan from the School Loan Revolving Fund.

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

NOW, THEREFORE, LET IT BE RESOLVED THAT:

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

Qualified bond debt millage (Tax Year 2024)	8.50	
Combined beginning balance owed to the SBLF and/or SLRF 06/30/2024		$ 1,116.82
Estimated amount to borrow from or repay to the SBLF and/or SLRF		$ 0.00
Estimated accrued interest		$ 50.91
Estimated combined ending balance owed the SBLF and/or SLRF 06/30/2025		$ 1,167.73

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

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

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

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

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

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

Ayes: Members

Nayes: Members

WINTER ONLY TAX LEVY

UNLIMITED TAX QUALIFIED BONDS

Instructions for Internet use:
1. Please enter data in the shaded areas only.
2. Complete this spreadsheet. Obtain Board of Education approval.
3. Submit this spreadsheet with the required documents prior to August 1, 2024

SCHOOL DISTRICT CODE: 81-050
SCHOOL DISTRICT NAME: Dexter Community School District
TOTAL DEBT MILLAGE TO BE LEVIED: 8.50

2024 Taxable Valuation =	1,807,793,276
PLUS: 1/2 of 2024 Equivalent IFT/CFT Taxable Value =	
Total Equivalent Value =	1,807,793,276
Less: 2024 TIFA, DDA, & LDFA Captured Value =	
TOTAL 2024 Taxable Value Subject to Debt Service =	1,807,793,276

Bond Issue Date MM/DD/YY (if variable rate issue, indicate with a "Var", e.g 11/03/00 Var & attach current P&I schedule)	Debt Service Payment (Interest) Due Nov 1, 2024	Fees	Total Nov 2024 Debt Service Payment, (Interest & Fees) Total (b + c)	RECONCILED Debt Fund Balance, June 30, 2024 Including Cash, Investments, Accrued Interest, Transfers, etc.	Amount to Borrow from SLRF for Nov 1, 2024 Debt Service (the greater of d - e, or $0)	Debt Fund Balance after Nov 1, 2024 Debt Service Payment (-d + e + f)	Debt Service Payment Due May 1, 2025 (Principal & Interest)	Funds Needed for May 2025 Debt Service Payments (h - g)	Prorated Millage Allocation (j / total j) * total millage	Actual Millage Allocation (If "0", enter "0")	Revenues to be Collected from 2024 Tax Levy (l * Taxable Value/1000)	Estimated Amount to Borrow from SLRF for May 2025 Debt Service Payments (j - m)	**Estimated TOTAL Amount to Borrow from SLRF for Fiscal Year ending 6/30/2025 (f + n)**
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(j)	(k)	(l)	(m)	(n)	(o)
06/01/98	267,750	500	268,250		268,250		2,892,750	2,892,750	1.744			2,892,750	3,161,000
11/28/17	1,045,066	500	1,045,566		1,045,566		6,140,066	6,140,066	3.701			6,140,066	7,185,631
03/24/21	21,971	500	22,471		22,471		4,656,971	4,656,971	2.807			4,656,971	4,679,441
03/23/23	411,750	500	412,250		412,250		411,750	411,750	0.248			411,750	824,000
Common Debt Fund				1,100,993	(1,100,993)					8.500	15,366,243	(15,366,243)	(16,467,236)
Total	1,746,536	2,000	1,748,536	1,100,993	647,544		14,101,536	14,101,536	8.500	8.500	15,366,243	(1,264,707)	(617,163)

2024 Winter Annual Loan Worksheet

*IF SIGNIFICANT ADJUSTMENTS ARE MADE TO THE ACTUAL MILLAGE ALLOCATION AS COMPARED TO THE PRORATED MILLAGE ALLOCATION, PLEASE PROVIDE A BRIEF EXPLANATION OF YOUR BASIS.

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

June 19, 2024

Dexter Community Schools
7714 Ann Arbor Street
Dexter, MI 48130

Re: Required P.A. 437 of 2012 Annual Millage Study – Taxable Value Year 2024

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

Page(s)

2 Taxable Value History and Growth Assumptions
3 Required 2024 Estimated Millage Study
4 Required 2024 Estimated Millage Study – Chart Format

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

BAKER TILLY MUNICIPAL ADVISORS, LLC

Jesse R. Nelson, CPA, Partner

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

TAXABLE VALUE HISTORY AND GROWTH ASSUMPTIONS

Year	Taxable Value	Personal Property Tax Loss		Total Value	
2024	1,807,793,276	31,258,283	*	1,839,051,559	5.84%
2023	1,706,268,066	31,258,283		1,737,526,349	6.60%
2022	1,601,145,377	28,855,065		1,630,000,442	5.52%
2021	1,517,600,937	27,139,040		1,544,739,977	3.81%
2020	1,461,602,778	26,433,519		1,488,036,297	4.48%
2019	1,399,044,220	25,208,092		1,424,252,312	5.40%
2018	1,327,769,317	23,506,794		1,351,276,111	5.32%
2017	1,260,439,268	22,640,954		1,283,080,222	3.84%
2016	1,216,305,466	19,350,554		1,235,656,020	3.45%
2015	1,194,487,026	-		1,194,487,026	3.30%
2014	1,156,278,423	-		1,156,278,423	2.71%
2013	1,125,761,517	-		1,125,761,517	3.06%
2012	1,092,316,834	-		1,092,316,834	0.27%
2011	1,089,342,439	-		1,089,342,439	-0.94%
2010	1,099,646,761	-		1,099,646,761	-3.54%
2009	1,140,017,185	-		1,140,017,185	-2.02%
2008	1,163,506,124	-		1,163,506,124	0.60%
2007	1,156,524,367	-		1,156,524,367	6.80%
2006	1,082,871,907	-		1,082,871,907	8.51%
2005	997,958,668	-		997,958,668	8.86%
2004	916,736,979	-		916,736,979	
5 Year Average					5.25%
20 Year Average					3.59%

*Assumes prior year PPT Value

(Subject to the attached letter dated June 19, 2024)

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

ESTIMATED EXISTING BONDS MILLAGE STUDY

Winter Tax Levy | **Tax Collection Factor** **100%** | ***Significant assumptions.** | Final Mandatory Repayment Date 5/1/2034

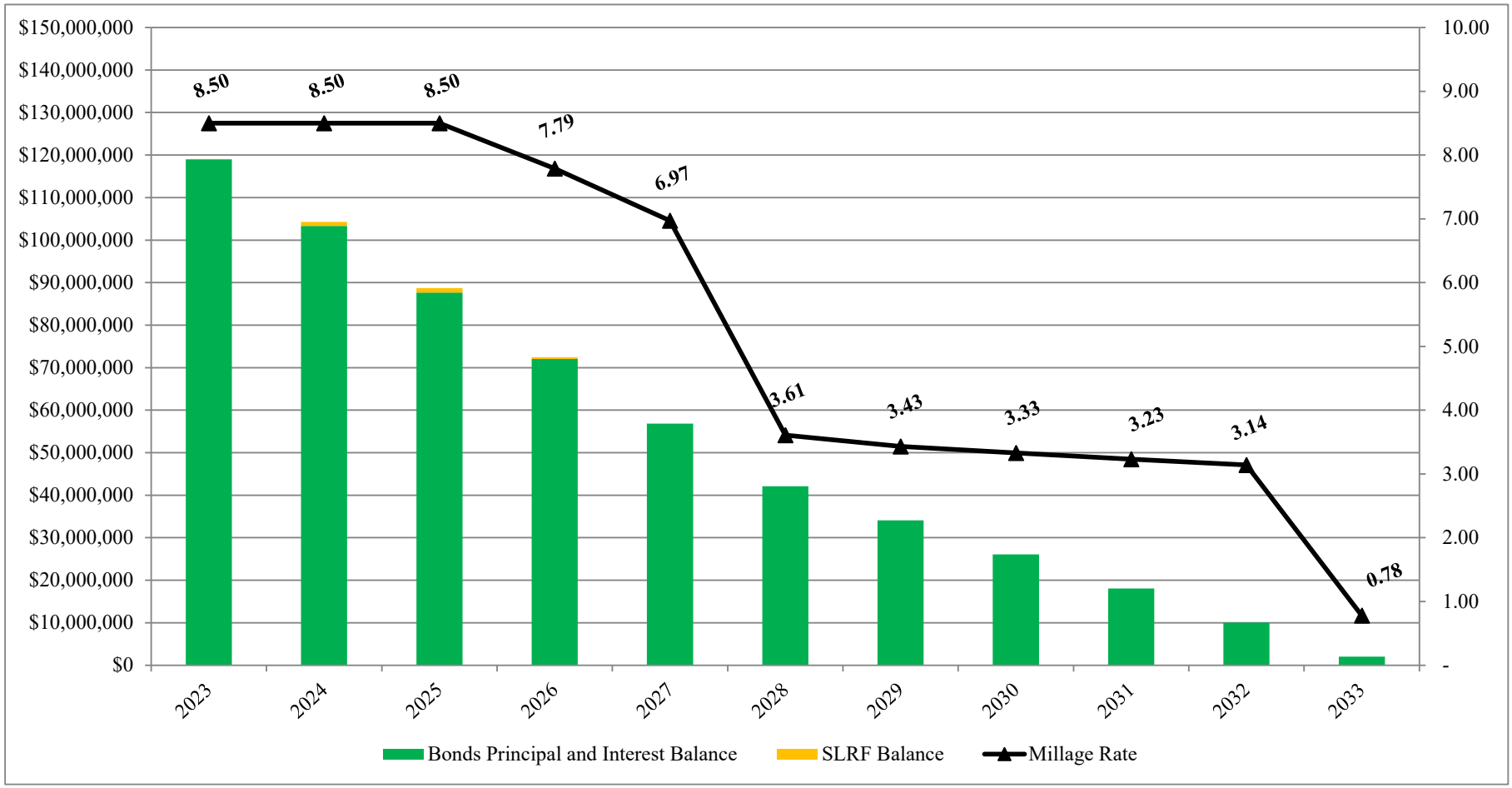
		Revenues									Bond Payments			School Loan Revolving Fund ("SLRF")			
Taxable Value Year	Debt Service Year Ending	Growth %	Taxable Value	Personal Property Tax ("PPT") Reimbursable Value	PPT Bonds Millage Rate	Non PPT Bonds Millage Rate	Total Millage Rate	Tax Collections	PPT Reimbursements	Total Revenues	PPT Payments	Non PPT Payments	Total Annual Payments	Assumed Interest Rate*	Borrowing (Repayment)	Interest Expense	Balance 12/01/2023
														Beginning balance			$1,089
2023	2024	6.60%	1,706,268,066	31,258,283	6.86	1.64	8.50	$14,503,279	$214,432	$14,717,711	$11,913,916	$3,762,906	$15,676,822	4.55842%	$959,111	$50	960,250
2024	2025	5.84%	1,807,793,276	**31,258,283**	6.63	1.87	8.50	15,366,243	207,242	15,573,485	12,008,245	3,655,231	15,663,476	4.55842%	89,991	43,772	1,094,013
2025	2026	**5.25%**	1,902,702,423	**31,258,283**	4.49	4.01	8.50	16,172,971	140,350	16,313,321	8,679,099	6,953,106	15,632,205	4.55842%	(681,116)	49,870	462,767
2026	2027	**5.25%**	2,002,594,300	**31,258,283**	2.06	5.73	7.79	15,584,514	64,392	15,648,906	4,188,213	10,976,831	15,165,044	4.55842%	(483,862)	21,095	-
2027	2028	**5.25%**	2,107,730,501	**31,258,283**	1.94	5.03	6.97	14,690,882	60,641	14,751,523	4,140,338	10,595,906	14,736,244				
2028	2029	**5.25%**	2,218,386,352	**31,258,283**	-	3.61	3.61	8,008,375	-	8,008,375	-	8,012,431	8,012,431				
2029	2030	**5.25%**	2,334,851,635	**31,258,283**	-	3.43	3.43	8,008,541	-	8,008,541	-	8,010,931	8,010,931				
2030	2031	**3.00%**	2,404,897,184	**31,258,283**	-	3.33	3.33	8,008,308	-	8,008,308	-	8,013,131	8,013,131				
2031	2032	**3.00%**	2,477,044,100	**31,258,283**	-	3.23	3.23	8,000,852	-	8,000,852	-	8,012,331	8,012,331				
2032	2033	**3.00%**	2,551,355,423	**31,258,283**	-	3.14	3.14	8,011,256	-	8,011,256	-	8,015,806	8,015,806				
2033	2034	**3.00%**	2,627,896,086	**31,258,283**	-	0.78	0.78	2,049,759	-	2,049,759	-	2,056,641	2,056,641				
Totals					21.98	35.80	57.78	$118,404,980	$687,057	$119,092,037	$40,929,811	$78,065,251	$118,995,062			$114,787	$1,089

*SLRF interest rate as of June 19, 2024

(Subject to the attached letter dated June 19, 2024)

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

REQUIRED 2024 ESTIMATED MILLAGE STUDY - CHART FORMAT



(Subject to the attached letter dated June 19, 2024)

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

Date: July 22, 2024

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

Dear Board of Education,

I am writing to recommend the appointment of the DELTA (Dexter Leaders, Teachers, and Administrators) Team as the PD Advisory Committee for the 2024-2025 school year. The DELTA Team has demonstrated exceptional capabilities, expertise, and commitment to fostering professional growth and development among educators through professional learning communities and professional development.

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

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

Thank you for your attention to this matter.

Sincerely,

Ryan Bruder
Executive Director of Instruction

DECLARATION OF COMMITMENT
BOARD OF EDUCATION
DEXTER COMMUNITY SCHOOLS

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

A. We will devote time, thought, and study to our duties and responsibilities as Board members.

B. We will build and maintain good relationships with each other and with the Superintendent.

C. We will emphasize planning, policy-making, and public relations, leaving management to the Superintendent.

D. We will prepare ourselves well for each Board meeting; keep our comments concise, organized, and clear; and listen carefully to others who have the floor.

E. We will vote our individual convictions and avoid factionalism.

F. We will individually refrain from deliberations and decisions on matters in which we have a vested interest or a conflict of interest.

G. We will respect all confidential information received and refrain from disclosing opinions expressed in confidence by each other and the Superintendent.

H. We will listen courteously to citizens, refer those with personal requests and criticisms to the Superintendent, and keep the Superintendent apprised of community concerns.

I. We will set clear goals for the Superintendent, support him/her, and help him/her to be as effective as possible.

J. We will belong to organizations for Board members and be active in these associations.

K. We will establish goals for our school district and make the community aware of these goals.

L. We will abide by the *Code of Ethical Relationships for Board of Education Members and Educational Administrators* provided by the Michigan Association of School Boards (MASB).

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

Signed by: _____ Date: _____



DEXTER COMMUNITY SCHOOLS
BOARD OF EDUCATION
CONFLICT OF INTEREST DECLARATION

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

Name _____ Date _____

Position _____

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

_____

_____

_____

_____

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

_____

_____

_____

Norms of the Dexter Board of Education

Revised 4/28/21

Board Discussion

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

Board Agenda

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

Meeting Minutes

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

Public Comment

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

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

School and Community Group Presentations

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

E-mail and Electronic Communication

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

Board Decisions

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

_____ _____

Board Member Date

Social Media Guidelines for School Board Members

Adapted from TASB School Law eSource
Revised 4/28/21

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

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

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

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

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

Direct complaints or concerns presented online to the appropriate administrator.

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

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

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

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

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

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

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

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

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

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

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

_____ _____

Board Member Date

Policy Committee Minutes
June 24, 2024 12:00pm
Bates Boardroom

Meeting called to order at 12:05pm

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

1. **Minutes**. Melanie Szawara made a motion to approve the minutes from 6-24-2024. Mara Greatorex seconded the motion. Motion carried (unanimous).
2. **Agenda**. Mara Greatorex made a motion to approve the agenda. Melanie Szawara seconded the motion. Motion carried (unanimous).
3. **Public Participation** - none
4. **Discussion**
    a. **Thrun Policies**
        i. Discussed whether to make finance policies Series 6000 or keep as 3000; will keep as 3000 for clarity for future users. Will keep copies of current NEOLA policies for reference in the business office and Superintendent's office.
        i. Review policy 5407 *Instructional Program & Curriculum*; committee decision to recommend adoption as is.
        ii. Reviewed & discussed the following policies:
            1. Series 3200 Finance & Borrowing: ready for first reading: policies 3201, 3201A, 3202, 3203, 3204, 3205, 3206; 3207; 3209, 3210; 3211; 3212; 3213; committee opted not to recommend optional policy 3208 (surety bonds)
            2. Series 3300 Facilities, Real & Personal Property: ready for first reading 3301, 3301A, 3302, 3303, 3309
            3. Series 3300 Facilities, Real & Personal Property: still need review: 3304; 3305; 3306, 3307
    b. Review Adoption Timeline - pending until last policies can be reviewed
5. **Future Business** - Remaining Section 3000 policies for August adoption:
    a. 3304 Use of District Property
    b. 3305 Sale or Lease of District Property
    c. 3306 Construction Bidding
    d. 3307 Construction Administration
    e. *3308 Distribution of Printed Materials and Advertising in schools* - hold for longer look at a future committee meeting.
6. **Adjournment** - 1:54pm

Dexter Community Schools
Finance Committee
Meeting Minutes
June 24, 2024
Bates

Board Committee Members Present –Dick Lundy (Chair, Board), Jennifer Kangas (Board)
Staff Committee Members Present –Christie Bueche, John Heuser (DEA), Chris Timmis
Others Present – None

Meeting convened at 6:00 pm.

Approval of Minutes

A motion was made by Jennifer Kangas to approve the finance committee meeting minutes of May 20, 2024. John Heuser seconded the motion. Motion Carried (unanimous).

Audience Participation

None

Discussion Items

1. The Committee reviewed and discussed the 2023-24 budget amendment for General Fund and the Community Services Fund along with supporting documentation. The Finance Committee recommends the Board approve the 2023-24 budget amendments as presented.

   Motion made by Jennifer Kangas, second by John Heuser. Motion carried (unanimous).

2. The Committee reviewed and discussed the 2024-25 budget adoption for General Fund, Community Services Fund, Food Service Fund, Cooperative Activities Fund and Student Activities Fund along with the supporting documentation. The Finance Committee recommends the Board approve the 2024-25 budgets as presented.

   Motion made by Dick Lundy, second by Jennifer Kangas. Motion carried (unanimous).

Meeting adjourned at 6:45 pm.