



BOARD MEETING AGENDA

The following order of business may be changed by majority vote of the Board at any meeting.

October 28, 2024 Regular Board Meeting – 6:30 p.m.

35200 Little Mack - Clinton Township, MI 48035 ~ High School Conference Center

REGULAR MEETING

- A. Call to Order, Pledge of Allegiance, Roll Call**
- B. Approval of Agenda**
- C. Approval of the Minutes**
- D. Accept and Receive Correspondence**
- E. Approval of Bills**
- F. Student Representatives' Report**
- G. Superintendent's Report**
- H. Presentations**
 - 1. Heather Halpin
 - 2. Dawn Sanchez
- I. Public Comments- Items on the Agenda**
- J. Consent Agenda Item**
 - 1. Hire for **REBECCA COWAN**, as an Instructional Assistant - Special Education
- K. Non-Consent Agenda Items**
 - 1. Hire for **PRESLEIGH DEROSSETTE**, as the Chief Financial Officer
 - 2. Board Policy Updates/New Policies
 - 3. Membership Renewal for Metro Bureau
 - 4. Closed Session as authorized by Section 8(a) of the Open Meetings Act to discuss employee matters.
- L. Public Comments- Items Not on the Agenda**
- M. Adjournment**

This agenda is prepared in advance of the meeting. Changes may occur.



BOARD MEETING AGENDA

The following order of business may be changed by majority vote of the Board at any meeting.

October 28, 2024 Regular Board Meeting – 6:30 p.m.

35200 Little Mack - Clinton Township, MI 48035 ~ High School Conference Center

Call Regular Board Meeting to Order– 6:30 p.m.

Regular Board Meeting began at: _____

ROLL CALL

Jared Maynard

Barry Powers

Lisa Valerio-Nowc

Wilbur Jones

Felicia Kaminski

Diane Zontini

Michael Manning

ALSO IN ATTENDANCE

PLEDGE OF ALLEGIANCE

AGENDA- The Superintendent and the Board President recommend the Board approve the agenda as submitted or amended.

Motion by _____ Support by _____ Y _____ N _____ Ab _____

APPROVAL OF THE MINUTES- The Superintendent and the Board President recommend the Board approve the Regular Board Meeting Minutes - October 14, 2024.

Motion by _____ Support by _____ Y _____ N _____ Ab _____

CORRESPONDENCE- None.

APPROVAL OF BILLS - The Superintendent and the Board President recommend the Board approve the bills ending October 18, 2024.

Motion by _____ Support by _____ Y _____ N _____ Ab _____

STUDENT REPRESENTATIVE REPORT

SUPERINTENDENT'S REPORT

PRESENTATIONS

Heather Halpin

Dawn Sanchez

PUBLIC COMMENT REGARDING BUSINESS BEFORE THE BOARD

We encourage you to voice your opinion on topics on the agenda. Please stand and be recognized by the Board President, and state your name and address before commenting. To provide the opportunity for all to participate, Board policy limits each individual to three minutes. To ensure due process and respect of individual rights, the District maintains a formal process for handling complaints against individuals. A problem involving an individual(s) or specific incident is best handled through administrative channels. Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by your comments, speakers should be aware that if your statements violate the rights of others under the law of defamation or invasion of privacy, you may be held legally responsible. ____



BOARD MEETING AGENDA MINUTES

The following order of business may be changed by majority vote of the Board at any meeting.

October 14, 2024 Regular Board Meeting – 6:30 p.m.

35200 Little Mack - Clinton Township, MI 48035 ~ High School Conference Center

Call Regular Board Meeting to Order – 6:30 p.m.

ROLL CALL

Jared Maynard	Barry Powers	Lisa Valerio-Nowc (6:41)	Wilbur Jones
Felicia Kaminski	Diane Zontini	Michael Manning (excused)	

ALSO IN ATTENDANCE

Kenneth Janczarek- Superintendent	Lee Walmsley- Director of Human Resources
Teresa Wilson- Executive Assistant	Bob Walmsley- Director of Athletics
Kurt Violet- Student Ambassador	Alex Hichel- Director of Communication
Carla Kelley- Supervisor of Operations	

PLEDGE OF ALLEGIANCE

AGENDA- Motion by Ms. Kaminski, Support by Mr. Powers that the Board approve the agenda as submitted. Motion carried 5-0.

APPROVAL OF THE MINUTES- Motion by Ms. Kaminski, Support by Mr. Jones, that the Board approve the Regular Board Meeting Minutes - September 23, 2024. Motion carried 5-0.

CORRESPONDENCE- Motion by Ms. Kaminski, Support by Ms. Zontini, that the Board accept the correspondence and receive them. Motion carried 5-0.

STUDENT REPRESENTATIVE REPORT

SUPERINTENDENT'S REPORT

PRESENTATION

PUBLIC COMMENT REGARDING BUSINESS BEFORE THE BOARD

We encourage you to voice your opinion on topics on the agenda. Please stand and be recognized by the Board President, and state your name and address before commenting. To provide the opportunity for all to participate, Board policy limits each individual to three minutes. To ensure due process and respect of individual rights, the District maintains a formal process for handling complaints against individuals. A problem involving an individual(s) or specific incident is best handled through administrative channels. Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by your comments, speakers should be aware that if your statements violate the rights of others under the law of defamation or invasion of privacy, you may be held legally responsible. None.

CONSENT ITEMS- Motion by Ms. Kaminski, Support by Ms. Zontini, that the Board accept the consent items as presented. Motion carried 6-0.

NON-CONSENT ITEMS- #1-3

1. Resignation - Motion by Ms. Kaminski, Support by Ms. Zontini, that the Board approve the resignation of CATRINA TOOKES, Special Education Social Worker, effective August 28, 2024. Motion carried 6-0.

2. **Resignation** - Motion by Ms. Kaminski, Support by Ms. Zontini, that the Board approve the resignation of **STEPHANIE ROUND**, Young 5's Kindergarten Teacher - Rainbow Elementary, effective October 11, 2024. Motion carried 6-0.

3. **CTE Teacher**- Motion by Ms. Kaminski, Support by Mr. Powers that the Board approve **TIMOTHY FISHER**, as a CTE Teacher, effective immediately, contingent upon approved physical, records check and fingerprints. Motion carried 6-0.

4. **Closed Session**- Motion by Ms. Kaminski, Support by Ms. Zontini, that the Board enter into a Closed Session as authorized by Section 8(c) of the Open Meetings Act to discuss contract negotiations. Motion carried 6-0.

GENERAL PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

We encourage you to voice your opinion on topics not on the agenda. Please stand and be recognized by the Board President, and state your name and address before commenting. To provide the opportunity for all to participate, Board policy limits each individual to three minutes. To ensure due process and respect of individual rights, the District maintains a formal process for handling complaints against individuals. A problem involving an individual(s) or specific incident is best handled through administrative channels. Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by your comments, speakers should be aware that if your statements violate the rights of others under the law of defamation or invasion of privacy, you may be held legally responsible. One.

APPROVAL OF BILLS- Motion by Ms. Kaminski, Support by Ms. Valerio-Nowc that the Board approve the bills ending October 4, 2024. Motion carried 6-0.

ADJOURNMENT- Motion by Ms. Kaminski, Support by Mr. Powers that the regular Board of Education meeting adjourn at 7:18pm. Motion carried 6-0.

Lisa Valerio-Nowc, Board Secretary

10/18/24 13.08.30
CLINTONDALE

DETAIL CHECK REGISTER BY FUND
FROM 10/07/24 TO 10/18/24

CLNSHERRY

CD0502
PAGE

1

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
11 General Fund								
1243	10/15/24	08589	2666	ANDREW LEWIS			BEGINNERS HR CONFERENCE REIMB	313.31
							* MANUAL CHECK TOTAL *	313.31
1244	10/15/24	08589	615650	LINDA KLEIN			MPAAA CONFERENCE-MILEAGE	152.09
							* MANUAL CHECK TOTAL *	152.09
8800	10/17/24	04861	2149	SUB TEACHER SOURCE	109677		SUB TEACHER	209.23
8800	10/17/24	07945	2149	SUB TEACHER SOURCE	109677		SUB TEACHERS	836.92
							* MANUAL CHECK TOTAL *	1,046.15
8801	10/17/24	40120	1557	TSA CONSULTING GROUP			EE ANNUITIES 10/15 PAY	22,867.55
							* MANUAL CHECK TOTAL *	22,867.55
8802	10/17/24	02250	140020	DTE ENERGY			MCG 910001851773 THRU 9/23	2,560.63
8802	10/17/24	04680	140020	DTE ENERGY			PKR 910001864503 THRU 9/23	4,519.67
8802	10/17/24	06940	140020	DTE ENERGY			ADM 910001864107 THRU 9/23	737.69
8802	10/17/24	06945	140020	DTE ENERGY			FH 910001864248 THRU 9/23	51.57
8802	10/17/24	02250	140020	DTE ENERGY			FH 920026898628 THRU 9/23	23.99
							* MANUAL CHECK TOTAL *	7,893.55
125330	10/15/24	40072	555	AFLAC			SUPPLEMENTAL INS 10/15 PAY	856.80
							COMPUTER CHECK TOTAL	856.80
125331	10/15/24	40070	2468	HOLZMAN LAW, PLLC			CASE #07C03197GC01 10/15 PAY	228.78
							COMPUTER CHECK TOTAL	228.78
125332	10/15/24	40117	333675	THE MICHIGAN 529 ADVISOR PLAN			MICH 529 PLAN 10/15 PAY	385.00
							COMPUTER CHECK TOTAL	385.00
125333	10/15/24	40066	210600	MISDU			FRIEND OF THE COURT 10/15 PAY	632.50
							COMPUTER CHECK TOTAL	632.50
125334	10/15/24	40113	2664	TEAMSTERS LOCAL 214			ADMINISTRATORS UNION DUE 10/15	885.00
							COMPUTER CHECK TOTAL	885.00
125335	10/16/24	96725	55570	BCAM			24/25 BASKETBALL MEMBERSHIP	45.00
							COMPUTER CHECK TOTAL	45.00
125336	10/16/24	07849	1373	BLUUM OF MINNESOTA, LLC	1011596	250128	AC ADAPTERS QUOTE 344301	2,294.36
							COMPUTER CHECK TOTAL	2,294.36
125337	10/16/24	96648	82335	BURKE'S SPORT HAVEN, INC.	125895	250127	Training Supplies	495.00
							COMPUTER CHECK TOTAL	495.00
125338	10/16/24	96740	2670	CITY OF ST CLAIR SHORES	3051		BASEBALL FIELD RENTAL	180.00
							COMPUTER CHECK TOTAL	180.00
125339	10/16/24	96641	114197	CLINTON TOWNSHIP TREASURER	14217		SECURITY 2/13/24	2,904.03
							COMPUTER CHECK TOTAL	2,904.03
125340	10/16/24	07285	161285	DIHYDRO SERVICES INC.	45292	250004	Water Testing-MCG	133.00

10/18/24 13.08.30
CLINTONDALE

DETAIL CHECK REGISTER BY FUND
FROM 10/07/24 TO 10/18/24

CLNSHERRY

CD0502
PAGE

3

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
11 General Fund								
125353	10/16/24	09470	414730	OCCUPATIONAL HEALTH CENTERS	715633477		NEW HIRE PHYSICAL-HUGHES *COMPUTER CHECK TOTAL*	237.00 237.00
125354	10/16/24	09020	635710	PETTY CASH-ADMINISTRATION			MACOMB DAILY COPIES	9.75
125354	10/16/24	07500	635710	PETTY CASH-ADMINISTRATION			B&G SCREW DRIVER KIT *COMPUTER CHECK TOTAL*	17.98 27.73
125355	10/16/24	04530	1100	ROCHESTER 100 INC.	INV082556	250044	Nicky's Communicato Green *COMPUTER CHECK TOTAL*	435.00 435.00
125356	10/16/24	08900	2668	SCHOLTEN FANT	319753		LEGAL FEES-3D PARTY INVESTIGAT *COMPUTER CHECK TOTAL*	3,118.07 3,118.07
125357	10/16/24	04630	209880	SCHOOL SPECIALITY, INC.	208134722429	250041	SS Laminating Flim Rolls	189.52
125357	10/16/24	04530	209880	SCHOOL SPECIALITY, INC.	208134722429		SS Chart Paper 32X24	45.00
125357	10/16/24	04530	209880	SCHOOL SPECIALITY, INC.	308104618617		Teacher Supplies *COMPUTER CHECK TOTAL*	2,710.44 2,944.96
125358	10/16/24	07220	542800	TERMINIX PROCESSING CENTER	136041778	250006	Pest Control HS *COMPUTER CHECK TOTAL*	215.00 215.00
125359	10/16/24	08900	531080	THRUN LAW FIRM, P.C.	298851		LEGAL FEES	8,716.00
125359	10/16/24	08900	531080	THRUN LAW FIRM, P.C.	298852		LEGAL FEES *COMPUTER CHECK TOTAL*	10,251.94 18,967.94
125360	10/17/24	96710	82335	BURKE'S SPORT HAVEN, INC.	CLINT1010	250137	Football items *COMPUTER CHECK TOTAL*	367.00 367.00
125361	10/17/24	96643	91899	CARDINAL MOONEY CATHOLIC HS			VARSITY VOLLEYBALL TOURNAMENT *COMPUTER CHECK TOTAL*	250.00 250.00
125362	10/17/24	07000	1256	KSS ENTERPRISES	1619498-1		CUSTODIAL SUPPLIES-MCG	584.34
125362	10/17/24	07000	1256	KSS ENTERPRISES	1619500-1		CUSTODIAL SUPPLIES-MS *COMPUTER CHECK TOTAL*	395.89 980.23
125363	10/17/24	96725	329275	M.I.A.A.A.	OD2ED5AOD	250136	24-25 Membership fee *COMPUTER CHECK TOTAL*	155.00 155.00
125364	10/17/24	09470	414730	OCCUPATIONAL HEALTH CENTERS	715644838		NEW HIRE PHYS-SMITH *COMPUTER CHECK TOTAL*	237.00 237.00
125365	10/18/24	07440	454010	ARCH ENVIRONMENTAL GROUP, INC.	2410001	250140	StormWater CONSULTING *COMPUTER CHECK TOTAL*	539.00 539.00
125366	10/18/24	07988	512920	STATE OF MICHIGAN		250142	Michigan Rehab Services *COMPUTER CHECK TOTAL*	7,000.00 7,000.00
125368	10/18/24	09788	341045	MACOMB INTERMEDIATE SCHOOL DIS	119782		ADMIN CONF-OBSER/EVAL CALIB *COMPUTER CHECK TOTAL*	600.00 600.00
8781	10/07/24	07956	2149	SUB TEACHER SOURCE	119537		SUB TEACHER	19.61

10/18/24 13.08.30
CLINTONDALE

DETAIL CHECK REGISTER BY FUND
FROM 10/07/24 TO 10/18/24

CLNSHERRY

CD0502
PAGE

5

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
11 General Fund								
8794	10/15/24	08965	2265	EHIM	ADM00033045		EE FSA ADMIN FEE	50.00
							* MANUAL CHECK TOTAL *	50.00
8795	10/15/24	07560	324900	LOWES BUSINESS ACCOUNT		250012	Plumbing Supplies	702.76
8795	10/15/24	07500	324900	LOWES BUSINESS ACCOUNT			MAINTENANC SUPPLIES	64.52
8795	10/15/24	07520	324900	LOWES BUSINESS ACCOUNT			Parts	14.56
8795	10/15/24	07500	324900	LOWES BUSINESS ACCOUNT			Maintenance	155.35
8795	10/15/24	07500	324900	LOWES BUSINESS ACCOUNT			Washer & Dryer Maint.	890.49
8795	10/15/24	07500	324900	LOWES BUSINESS ACCOUNT			Washer & Dryer Maint.	327.72
8795	10/15/24	07500	324900	LOWES BUSINESS ACCOUNT			Washer & Dryer Maint.	119.86
8795	10/15/24	07500	324900	LOWES BUSINESS ACCOUNT			MAINTENANCE SUPPLIES	569.16
8795	10/15/24	07381	324900	LOWES BUSINESS ACCOUNT			GROUND SUPPLIES	179.62
8795	10/15/24	07560	324900	LOWES BUSINESS ACCOUNT			PLUMBING SUPPLIES	22.68
8795	10/15/24	07520	324900	LOWES BUSINESS ACCOUNT			ELECTRICAL SUPPLIES	79.44
							* MANUAL CHECK TOTAL *	3,126.16
8796	10/15/24	40116	2428	EDUSTAFF	2024101501-1		OUT OF CYCLE PAY-DAYCARE	341.63
							* MANUAL CHECK TOTAL *	341.63
8797	10/14/24	40110	412	MICHIGAN SCHOOLS AND GOVERNMEN			CU DEPOSIT 10/15 PAY	40,463.66
							* MANUAL CHECK TOTAL *	40,463.66
8798	10/15/24	40004	624	FLAGSTAR BANK			DD & NET CHECKS 10/15 PAY	311,752.26
							* MANUAL CHECK TOTAL *	311,752.26
8799	10/16/24	40030	899	HEALTH EQUITY			EE HSA CONTRIBUTIONS 10/15 PAY	5,846.00
							* MANUAL CHECK TOTAL *	5,846.00
8803	10/18/24	96640	2286	ARBITER PAY		250133	Officials	3,000.00
8803	10/18/24	96648	2286	ARBITER PAY			Trainers	1,500.00
							* MANUAL CHECK TOTAL *	4,500.00
8804	10/18/24	09135	2046	PRIORITY HEALTH			EE HRA CLAIMS THRU 10/14	197.48
							* MANUAL CHECK TOTAL *	197.48

11 General Fund

COMPUTER CHECKS	36	\$108,665.22
MANUAL CHECKS	25	\$835,522.49
TOTAL CHECKS	61	\$944,187.71

*** VOID SUMMARY ***		
COMPUTER VOID CHECKS		*NON-PAYMENT*
VOID CHECKS - COMPUTER		
VOID CHECKS - MANUAL		
TOTAL VOID CHECKS		
TOTAL NET CHECKS	61	\$944,187.71

REPLACEMENT CHECKS

10/18/24 13.08.30
CLINTONDALE

DETAIL CHECK REGISTER BY FUND
FROM 10/07/24 TO 10/18/24

CLNSHERRY

CD0502
PAGE

7

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
12 Federal Grants								
125346	10/16/24	99991	2154	KAMI	232878		PDF LICENSES	2,750.00
							COMPUTER CHECK TOTAL	2,750.00
125354*	10/16/24	12100	635710	PETTY CASH-ADMINISTRATION			MCKINNEY VENTO GAS CARDS	200.00
							COMPUTER CHECK TOTAL	200.00
125367	10/18/24	00377	1223	EDMENTUM	INV3241079		ONLINE PROGRAM LICENCES	24,500.00
							COMPUTER CHECK TOTAL	24,500.00
8781*	10/07/24	07930	2149	SUB TEACHER SOURCE	119546		SUB TEACHERS	418.28
							* MANUAL CHECK TOTAL *	418.28
8789*	10/11/24	01538	2149	SUB TEACHER SOURCE	119714		SUB TEACHERS	209.23
							* MANUAL CHECK TOTAL *	209.23

12 Federal Grants

COMPUTER CHECKS	3	\$27,450.00
MANUAL CHECKS	2	\$627.51
TOTAL CHECKS	5	\$28,077.51

*** VOID SUMMARY ***	
COMPUTER VOID CHECKS	*NON-PAYMENT*
VOID CHECKS - COMPUTER	
VOID CHECKS - MANUAL	
TOTAL VOID CHECKS	
TOTAL NET CHECKS	5 \$28,077.51

REPLACEMENT CHECKS

*=CHECK ALSO EXISTS IN A PRIOR FUND

10/18/24 13.08.30
CLINTONDALE

DETAIL CHECK REGISTER BY FUND
FROM 10/07/24 TO 10/18/24

CLNSHERRY

CD0502
PAGE

9

CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT

25	School Lunch Fund							
8786	10/10/24	82005	2424	SFE HOLDINGS LLC	240912010		SEPTEMBER FOOD SERVICE	148,254.40
							* MANUAL CHECK TOTAL *	148,254.40
25	School Lunch Fund							
							COMPUTER CHECKS	
							MANUAL CHECKS	1 \$148,254.40
							TOTAL CHECKS	1 \$148,254.40
							*** VOID SUMMARY ***	
							COMPUTER VOID CHECKS	*NON-PAYMENT*
							VOID CHECKS - COMPUTER	
							VOID CHECKS - MANUAL	
							TOTAL VOID CHECKS	
							TOTAL NET CHECKS	1 \$148,254.40
							REPLACEMENT CHECKS	

CONSENT ITEM- #1

1. **Instructional Assistant-** The Superintendent and the Director of Human Resources recommend the Board approve **REBECCA COWAN**, as an Instructional Assistant - Special Education, beginning October 29, 2024, at a rate of pay of \$18.21, (Step 1 of the Instructional Assistant Salary Schedule).

NOTE: Mrs. Cowan is already approved in Edustaff, therefore her fingerprints are on file with the district. Mrs. Cowan has children who attend McGlennen Elementary.

Strategic Goal: Recruit and retain talent to support and enhance student success.

END OF CONSENT ITEM- Please ask if any Board Member would like to isolate an item.

Motion by _____ Support by _____ Y _____ N _____ Ab _____

NON-CONSENT ITEMS- #1-4

1. **Chief Financial Officer-** The Superintendent and the Director of Human Resources recommend the Board approve **PRESLEIGH DEROSETTE**, as the Chief Financial Officer, effective immediately. The rate of pay will be \$100,000.00 for the 2024-25 school year.

NOTE: Ms. Derosette has been working as the Interim Chief Financial Officer since September 12, 2024.

Strategic Goal: Recruit and retain talent to support and enhance student success.

Motion by _____ Support by _____ Y _____ N _____ Ab _____

2. **Board Policy Updates/New Policies** - The Superintendent and the Board Policy Committee recommend the Board approve the changes and additions to Sections 2000 and 5000 of the Board Policy Manual.

NOTE: Changes to existing Policies are indicated with a revised date of 10/28/24. New policies are indicated with an adoption date of 10/28/24.

3. **Membership Renewal-** The Superintendent and the Board President recommend the Board approve the renewal of annual membership to Metropolitan Detroit Bureau of School Studies.

Motion by _____ Support by _____ Y _____ N _____ Ab _____

4. **Closed Session-** The Superintendent and the Board President recommend the Board enter into a Closed Session as authorized by Section 8(a) of the Open Meetings Act to discuss employee matters.

Motion by _____ Support by _____ Y _____ N _____ Ab _____

GENERAL PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

We encourage you to voice your opinion on topics not on the agenda. Please stand and be recognized by the Board President, and state your name and address before commenting. To provide the opportunity for all to participate, Board policy limits each individual to three minutes. To ensure due process and respect of individual rights, the District maintains a formal process for handling complaints against individuals. A problem involving an individual(s) or specific incident is best handled through administrative channels. Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by your comments, speakers should be aware that if your statements violate the rights of others under the law of defamation or invasion of privacy, you may be held legally responsible. ____

ADJOURNMENT

Motion by: _____ Support by: _____ Time: _____



MEMO to the Board of Education for October 28, 2024

CONSENT ITEM - #1

1. **Instructional Assistant** - It is recommended by the Superintendent and the Director of Human Resources that the Board approve **REBECCA COWAN**, as an Instructional Assistant - Special Education, beginning October 29, 2024, at a rate of pay of \$18.21, (Step 1 of the Instructional Assistant Salary Schedule).

NOTE: Mrs. Cowan is already approved in Edustaff, therefore her fingerprints are on file with the district. Mrs. Cowan has children who attend McGlennen Elementary.

Strategic Goal: *Recruit and retain talent to support and enhance student success.*

NON-CONSENT ITEMS - #1-2

1. **Chief Financial Officer** - It is recommended by the Superintendent and the Director of Human Resources that the Board approve **PRESLEIGH DEROSETTE**, as the Chief Financial Officer, effective immediately. The rate of pay will be \$100,000.00 for the 2024-25 school year. `

NOTE: Ms. Derosette has been working as the Interim Chief Financial Officer since September 12, 2024.

Strategic Goal: *Recruit and retain talent to support and enhance student success.*

2. **Board Policy Updates/New Policies** - It is recommended by the Superintendent and the Board Policy Committee that the Board approve the changes and additions to Sections 2000 and 5000 of the Board Policy Manual.

NOTE: Changes to existing Policies are indicated with a revised date of 10/28/24. New policies are indicated with an adoption date of 10/28/24.

Hello

My name is Rebecca Cowan



Skills

My skills include excellent customer service, up-selling, POS cash register ~~oper~~ations, backstocking. I am also skilled in a shipping and receiving setting which includes box building, gathering products, creating labels, writing product descriptions, and filling out invoices. I am skilled in inventory, and stocking shelves.

Experience

March 2010 - October 2011

Sally Beauty Supply - *Sales associate*

- Operating a POS system.
- Sales tactics including up-selling.
- Inventory.
- Backstocking.
- Product knowledge.
- Merchandising.

October 2012 - January 2013

Valu Land - *Store associate*

- Store set-up.
- Merchandising.
- Customer service.
- Backstocking.
- Inventory.
- Cash Register.

January 2013 - January 2015

HTC Hot Tool and Cutter grinding co. - *Shipping*

- Cutter and grinder knowledge.
- Filling out invoices.
- Product placement.
- Creating labels.
- Inventory.

Homemaker - 2015-2023

Noon Aide/Instructional Assistant/Substitute Paraprofessional - 2023-Present

- Assisting students in the lunch room.
- Assisting the teacher in the classroom.
- Working with small groups of students.
- Helping solve conflict.

Education**Utica Community School - 2017-2019**

High School Diploma.

The Gallery College of Beauty - 2008-2009

Cosmetology School - Did not complete.

Lincoln High School - 2004-2007

Accountant

Presleigh Derosette



Clinton Township, MI

EDUCATION

Bachelor's

Business Administration

SNHU | 2019

Business Manager Certificate

MSBO | Expected 06/2025

Business Office Training

Oakland Schools | 2024-2026

EXPERTISE

Detail Oriented

Bookkeeping

Accounting

Customer Service

ERP Systems

Collections

Accounts Receivable

Accounts Payable

Process Improvement

Teamwork

Training/Teaching

WORK EXPERIENCE

Accountant

Clintondale Schools | Clinton Township, MI | 11/2023-Present

- Conducted detailed detective work for precise financial data entry
- Review and reconciliation of costs charged to grants
- Set up new revenue & expense accounts in the accounting software
- Analyze trends to see outliers and adjust the budget accordingly
- Backup for payroll processing
- Routinely reviewed chart of accounts and ensure compliance with Bulletin 1022
- Assisted in midyear budget for fiscal year 2023-2024
- Preparation and submission of the quarterly MEDICAID report; annual Excess Cost report; and the annual Facility Settlement report (MAER)
- Received training regarding the preparation of SE-4094, SE-4096, audit schedules, and FID reports

Accounting Coordinator

CLAW Logistics, Inc. | Sterling Heights, MI | 01/2023-11/2023

- Run Daily Reports and analyze for data accuracy
- Utilize Accrual Based Accounting to input payments/credits
- Analyze & import payment spreadsheets from Ford and FCA
- Verify accuracy and approval for purchase orders
- Review aging of customers and vendors monthly to ensure accuracy

Accounting Analyst

Siser North America. | Sterling Heights, MI | 2021-2023 *downsizing

- Review 120-180 orders to invoice and submit to customers
- Analyze reports from SmartLists for Sales Team
- Improved and documented processes for department
- Researched denial codes for payments from retailers
- Collaborate with Sales Manager on past due accounts

Business Office Assistant

ATS Educational Services, Inc. | Clinton Township, MI | 2018-2020

- Create invoices for 30+ school districts in Quickbooks/Excel
- Assist in payroll processing of 300+ employees as needed
- Reconcile bank and credit card accounts in Quickbooks
- Compile/enter information for billing/payroll spreadsheets
- Run any necessary reports from Quickbooks/Paychex
- Interim Business Manager - 3 months

Experience before 2018: Brookdale Hospice - Intake Coordinator; McKesson Medical - Accounts Receivable; Bazo Oil - Administrative Assistant



Metropolitan Detroit Bureau of School Studies, Inc.
391 College of Education • Wayne State University • Detroit, Michigan 48202
Phone: 313-577-1611 • Fax: 313-577-8278 • www.metrobureau.org

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May 30, 2024

Mr. Kenneth Janczarek, Superintendent
Clintondale Community Schools
35100 Little Mack
Clinton Township MI 48035-2633

Dear Mr. Janczarek:

As I write this, I am hoping you are having a fantastic end to the 2023-2024 school year. We cannot thank you enough for your leadership in public education and for your commitment to the children of Michigan.

Each May we reach out to school districts to remind them about the services that Metropolitan Detroit Bureau of School Studies, Inc., provides and share about the organization's membership for the 2024-2025 school year. The Metropolitan Detroit Bureau of School Studies, Inc., organized in 1946, is a voluntary organization of public-school systems, community colleges and universities in Southeastern Michigan. Our mission is to support members through collaboration, professional learning, and strategic partnerships to enhance educational leadership, district operations and student achievement. We do this through the development of human resources to improve student learning and enhance leadership skills while creating additional financial resources with cost-effective and efficient practices. We also provide accurate data for negotiations and the ongoing operations of member organizations through our benchmarking surveys. The continual sharing of information resources and ideas enables Metro Bureau members to seek productive solutions to common problems they encounter as district leaders.

Each year school professionals step into new leadership roles often with limited preparation and experience for the challenging tasks they will soon encounter. Today's professional educators need to operate with integrity, possess a vision that will inspire employees to imagine a better future and have the judgment to make solid business decisions that will continue to produce results in a cost-effective manner.

At the Metro Bureau, we help school leaders become successful by equipping your school professionals with the knowledge, skills and wisdom necessary for leadership and sound decision-making. We are proud of the services we provide, including:

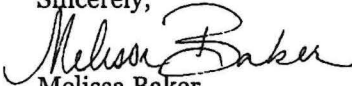
- **Supporting our Districts.** We will continue to provide seminars in person and at times virtually. Our business partners provide current best practices and the detailed Legal Updates will continue to be provided to all of you. We will support you with contract review, communications and your crisis management needs. Our monthly Council of Chief Negotiators (CCN) and Council of Academic Leadership (CAL) meetings are scheduled with ongoing networking to support your leadership teams.
- **Reliable legal and financial information for school leaders.** Our legal updates include input from the top school law professionals in the Metropolitan Detroit region.
- **Regional benchmarking surveys and data collection.** Whether you are preparing for bargaining, making an enrollment forecast or looking to see how many school districts are using a particular ELA or Math curriculum, our benchmarking surveys provide on demand data from school districts in the tri-county area as well as in Eaton, Genesee, Lapeer, Monroe and St. Clair counties.

-more-

- **Regular opportunities to participate in professional development for school and district leaders.** Metro Bureau Councils, seminars and workshops provide facilitated discussions, networking and collaboration opportunities for both new leaders and seasoned veterans to learn from experts and each other. This year we also provided our 5th ED Camp where member district educators participated in eight different virtual learning sessions by state and national educational experts.
- **We launched our first Superintendent Retreat- Feeding our Leaders this year.** We listened to our district superintendents and designed a day of professional development designed by their colleagues for superintendents. It was a day of networking; professional development from peers and leaders in the field- topics included Civility in Our Schools, Crafting an AI Policy, Developing a Leadership Mindset; also best practice strategies and conversations together using real-world scenarios that districts are all facing or will be facing. •**Communications.** Regular communication with timely information and recommendations through our website, monthly newsletters, social media, and newly launched Podcasts-The Metro Minute.
- **Expertise from Metro Bureau Business Partners.** By providing expertise on learning services, legal issues, data and analytics, energy purchase and consumption, facility construction and maintenance, talent acquisition, employee benefit purchases, retirement planning and financial services, and keeping our school campuses safe and secure, our business partners are valued resources to member districts.
- **School Board Workshops.** Our team of consultants has worked with school boards in all three counties and offers a customized approach driven by goals determined by the school district.
- **The Metro Bureau in partnership with the Michigan Leadership Institute (MLI) offers a comprehensive Superintendent Search Service to member school districts.** Our process is thorough and effective, utilizing networks across the State. Metro Bureau member school districts receive this service at a cost that is significantly lower than current market rates.
- **The Metro Bureau website (www.metrobureau.org)** contains information on upcoming events, archived conferences and seminars, benchmarking survey results and recent contract settlement information for member districts.
- **Scholarships for graduating seniors.** Each year, graduating seniors from member school districts receive scholarships from the Metro Bureau to assist with the cost of their post-secondary education at a Metro Bureau member college or university.

The Metro Bureau recognizes the difficulty of our current economy and the impact of district financial decisions. **Therefore, you will again see no increase in your membership rate for the 2024/2025 school year. In addition, if you have a reduction in student enrollment, your cost will be adjusted.** I'm very proud to ask for your support for an organization with a rich tradition of supporting our members through the collaborative efforts of our K-12, community college, university and business partners. While there are many school organizations across our state that support school leaders, only the Metro Bureau provides this unique mix of participants with reasonably priced membership and seminar fees.

Please permit the Metro Bureau to continue our work on your behalf by committing to a membership for the 2024- 2025 school year.

Sincerely,

Melissa Baker
Executive Director
MelissaBaker@wayne.edu or 313-577-8281

Attachments

1. Invoice
2. Membership Commitment Form
3. Brochure



The
Metro Bureau

Metropolitan Detroit Bureau of School Studies, Inc.

391 College of Education-Wayne State University

Detroit, Michigan 48202

313.577.1611 • Fax 313.577.8278 • www.metrobureau.org

09005

Invoice

Invoice #: **2024M038**

Date: May 30, 2024

BILL TO:

Mr. Kenneth Janczarek
Superintendent
Clintondale Community Schools
35100 Little Mack
Clinton Township MI 48035-2633

SHIP TO:

Metropolitan Detroit Bureau
of School Studies, Inc.
391 College of Education, Wayne State University
Detroit, Michigan 48202

Membership, 2024-2025

July 1, 2024 through June 30, 2025

DESCRIPTION	AMOUNT
Institutional Fee	\$1600.00
Plus 1750 Pupil Enrollment x 25¢ (NOT TO EXCEED \$2350.00)	\$437.50
Total Membership Fee (NOT TO EXCEED \$3950.00)	\$2037.50
PLEASE PAY THIS AMOUNT	\$2037.50

In lieu of paying the total amount in July, the district may elect to pay the institutional fee in July and the per pupil fee by November 1, 2024.

Bureau membership implies the understanding that Bureau report data is not to be released to non-member districts or institutions. Bureau data can be accessed at www.metrobureau.org.

Metropolitan Detroit Bureau of School Studies, Inc. EIN #38-1426899

Thank you for your membership!