



PLYMOUTH-CANTON
COMMUNITY SCHOOLS

GLOBALLY FOCUSED. LOCALLY CONNECTED.

**454 S. Harvey
Plymouth, Michigan**

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 a time for public participation during the meeting as indicated in the agenda item Citizens' Comment.

Citizens' Comment Cards must be submitted before the start of the Board meeting per district policy #0167.3

Regular Meeting - Tuesday, August 13, 2024 - 7:00 p.m.

2024-2025 Meeting Calendar

[Calendar of Board Meetings 2024-2025 \(p. 3\)](#)

Call The Meeting to Order

- o Roll Call
- o Pledge of Allegiance

A. Adoption of Agenda/Approval of Consent Agenda

Action Item #25-08-04

1. Human Resources

New Hires

[New Hires \(p. 4\)](#)

Leaves, Resignations, and Retirements

[Leaves, Resignations, and Retirements \(p. 29\)](#)

2. Approval of Minutes

[Regular \(Organizational\) Meeting Minutes - July 23, 2024 \(p. 31\)](#)

3. First Reading Policies

[Policy #3220 - Professional Staff Evaluation \(p. 38\)](#)

B. Board Committee Reports/Action

1. Student Performance & Achievement Committee (SPA)-Anupam Sidhu

T.B.D.

2. Policy Committee-Patti McCain

Next Meeting: Tuesday, August 27, 2024 - 5:30 p.m.

5. Student Voice in Action Committee (SVA)-Lauren Christenson

T.B.D.

4. Finance and Operations Committee-Patrick Kehoe

Next Meeting: Thursday, August 22, 2024 - 5 p.m.

C. Administrative Reports/Recommendations

1. Superintendent's Report

2. Finance and Operations - Jill Minnick

Action Item #25-08-05: Consider Approval of P-CEP Drain Easement for the Willow Creek Drain (First and Final Reading)

[Resolution-Easements for the Willow Creek Drain at P-CEP \(p. 43\)](#)

D. Citizens' Comments

E. Discussion

MASB Delegate Assembly - Discussion

Expulsion Training - Potential Dates Discussion

Board Meeting Presentation Schedule - Discussion

P-CEP Chillers - Discussion

F. Adjournment

District Vision: P-CCS will deliver an innovative educational experience which propels each student to excellence.

District Mission: P-CCS will develop capable, involved citizens who recognize that they are citizens of the world, use critical thinking skills, and are lifelong learners.

Meeting of the Board of Education
2024-2025
(subject to change)

DATE	TIME	MEETING TOPIC	LOCATION
August 13, 2024	6 p.m.	Special Meeting/Closed Session	E.J. McClendon Center
August 13, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
August 26, 2024	5:30 p.m.	Special Meeting/Workshop	E.J. McClendon Center
August 27, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
September 10, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
September 24, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
October 8, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
October 22, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
November 12, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
November 26, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
December 10, 2024	7 p.m.	Regular Meeting	E.J. McClendon Center
January 14, 2025	7 p.m.	Regular Meeting	E.J. McClendon Center
January 28, 2025	7 p.m.	Regular Meeting	E.J. McClendon Center
February 11, 2025	7 p.m.	Regular Meeting	E.J. McClendon Center
February 25, 2025	7 p.m.	Regular Meeting	E.J. McClendon Center
March 11, 2025	7 p.m.	Regular Meeting	E.J. McClendon Center
April 8, 2025	7 p.m.	Regular Meeting	E.J. McClendon Center
April 22, 2025	7 p.m.	Regular Meeting	E.J. McClendon Center
May 13, 2025	7 p.m.	Regular Meeting	E.J. McClendon Center
May 27, 2025	7 p.m.	Regular Meeting	E.J. McClendon Center
June 10, 2025	7 p.m.	Regular Meeting	E.J. McClendon Center
June 24, 2025	7 p.m.	Regular Meeting	E.J. McClendon Center

Regular meetings of the Board of Education of the Plymouth-Canton Community Schools, Wayne and Washtenaw Counties, Michigan, shall be held on the second and fourth Tuesdays of each month. Exceptions: There will only be one meeting in July (7-23-24), one meeting in December (12-10-24), and one meeting in March (3-11-25).

The Board shall comply with Subtitle A of Title II of the Americans with Disabilities Act of 1990, being Public Law 101-336, 42 USC 12101 et. Seq. or successor law. Requests for reasonable accommodation to participate in the meeting may be made by calling Diane Robertson, Executive Assistant to the Superintendent, at 734-416-3048 for voice & TDD calls or email to diane.robertson@pccsk12.com five days in advance of the meeting. Video recording of any open meeting is permitted with prior approval of the Superintendent. 8-7-24

New Contracts

2024/2025 School Year

<u>NAME/POSITION/SCHOOL CERTIFICATION</u>	<u>HIRE DATE SALARY</u>	<u>DEGREE/UNIVERSITY EXPERIENCE</u>
ARNING, DANA CO TCH WITH GEN ED TEACHER/RESOURCE ROOM EAST CERTIFICATE: PROFESSIONAL TEACHING CERTIFICATE: EXP: 06/30/2027 K-12 SL K-12 SM 6-12 CX	08/26/2024	BA-Eastern Mich. Univ. MA-Univ of Mich - Dearborn 2 YRS DEARBORN, 2 YRS TRENTON, 1.5 YRS HAWAII
CUSICK, MARIA-FERNANDA SPANISH/ELECTIVE-21ST CENTRY SKLS-PROJ B PIONEER CERTIFICATE: STANDARD TEACHING CERTIFICATE: EXP: 06/30/2026 K-12 FF	08/26/2024	BA-Foreign MA-Eastern Mich. Univ. MA+30-Eastern Mich. Univ. 3 YRS BERKLEY SCHOOLS SHARED TIME –OLGC
FITZSIMMONS, SAMANTHA M OCCUPATIONAL THERAPY CANTON/SALEM CERTIFICATE: OCCUPATIONAL THERAPIST LIC: EXP: 06/07/2025	08/26/2024	BA-Albion College MA-Eastern Mich. Univ. K-12 NU1
MEDLEN, MARGARET OCCUPATIONAL THERAPY FARRAND/FIELD YRS PRIVATE SECTOR CERTIFICATE: OCCUPATIONAL THERAPIST LIC: EXP: 02/10/2025	08/26/2024	BA-Alma College MA-Western Mich. Univ. 1 YR LIVONIA, 5 YRS DEARBORN, 5 K-12 NU1
MORRIS, JOSEPH COUNSELOR (NON-INSTRUCTIONAL) DISCOVERY CERTIFICATE: SCHOOL COUNSELOR LICENSE: EXP: 06/30/2029	08/26/2024	BA-Eastern Mich. Univ. MA-Wayne State Univ. MA+30 Wayne State Univ. K-12 NT
WANSHON, BROOKE NURSE HOBEN/DISCOVERY CERTIFICATE: REGISTER NURSE LICENSE: EXP: 02/07/2025	08/26/2024	BA-Grand Valley State Univ. MA-Univ. of Mich. - Ann Arbor 11 YRS HOSPITAL/DR. OFFICE K-12 NY

MOTION:

AUTOMATICALLY ACCEPT AS PART OF THE CONSENT AGENDA ACTION.

"Move that the Board of Education approve the new hires as listed above."

MOVED _____ **SECOND** _____ **VOTE** _____

MEMORANDUM

TO: Dr. Monica Merritt, Superintendent
Board of Education Members

FROM: Abdul Madyun
Chief Human Resource Officer

RE: Executive Director of Special Education

DATE: August 13, 2024

Attached is the resume of Stefanie Hayes, who is being recommended for the P-CCS Executive Director of Special Education position. It is the consensus of the committee that Stefanie Hayes be appointed to the position.

BOARD RESOLUTION

It was moved by _____ and seconded by _____ that the Board of Education approves the appointment of Stefanie Hayes to the position of Executive Director of Special Education.

Ayes _____ Nays _____

STEFANIE HAYES, Ed. S.

CONTACT



CERTIFICATION

STATE OF MICHIGAN

School Administrator Certificate,
Central Office

Director of Special Education
Approval 2023

Professional Teaching Certificate
Emotional Impairments K-12
Psychology 6-12

EDUCATION

EDUCATION SPECIALIST

General Administration and
Supervision

Wayne State University | 2008

MASTERS OF ARTS

Special Education EI

University of Detroit Mercy | 2002

BACHELOR OF ARTS

Psychology

University of Detroit Mercy | 1992

PROFILE

Experienced educator, advocating and supporting students with disabilities, staff, and families for over 20 years. Dedicated leader in the field of special education. Genuine and passionate person ensuring equitable access, believing in the strengths of a diverse community, and modeling inclusive practices.

PROFESSIONAL EXPERIENCE

DIRECTOR OF STUDENT SERVICES

Ferndale Public Schools | August 2023 - Present

- Provide district leadership when working together on behalf of students with disabilities & families under the specific laws and guidance of MARSE & IDEA.
- Contribute to cabinet level district oversight in regards to special education programs & services.
- Oversee, support, and collaborate with supervisors, professional staff, & paraprofessionals when supporting students with disabilities.
- Collaborate directly with the Superintendent, Deputy Superintendents, Directors, and Administrators in supporting the district's overall Strategic Plan.
- Establish a culture of equitable access, supporting all learners, and ensuring an inclusive environment in FPS.
- Section 504 District Coordinator
- Support team case reviews, attend IEP's, participate in mediation, collaborate with MDE, OCR
- Maintain a "team" approach, always ensuring the student remains the priority.

DIRECTOR OF STUDENT SERVICES

Grosse Pointe Public School System | February 2013 - July 2023

- Provide district leadership, working together on behalf of students with disabilities & families under the specific laws governing our work with MARSE, IDEA, and Section 504.
- Create, monitor, and maintain \$2 million+ budgets for district, IDEA, and Act 18 budgets.
- Oversee, support, and collaborate with 3 supervisors, over 100 professional staff, & over 100 paraprofessionals when supporting students with disabilities.
- Ensure GPPSS provides access to a continuum of programs & services as part of the Wayne County Eastern Region which includes Hamtramck & Harper Woods, and Highland Park (25 ASD categorical classrooms, 5 CI categorical classrooms).

STEFANIE HAYES, Ed. S.

PROFESSIONAL AFFILIATIONS

Michigan Association of Administrators in Special Education 2010-Present

WCAASE 2013-2023

SEAOC 2010-2013, 2023- Present

Autism Society of Michigan 2010-2012

Michigan Elementary & Middle School Principal Association 2008-2010

PROFESSIONAL REFERENCES

Dr. Jon Dean
Retired Superintendent | GPPSS

Karen Howey
Retired Assistant
Superintendent | Wayne RESA

Lillie Loder
Director of Student Services |
GPPSS

Meaghan Post
Retired ASD Coach | GPPSS

PROFESSIONAL EXPERIENCE CONTINUED

AUTISM SPECTRUM DISORDER PROGRAM SUPERVISOR
Birmingham Public Schools | August 2010 – February 2013

- Supervise staff & students in the ASD categorical Center based program for BPS.
- Conduct team building and program development meetings with ASD staff.
- Provide PD (behavior, ASD, compliance, team building, etc.) for all stakeholders.
- Attend, facilitate, support stakeholders through the IEP process.

PRINCIPAL OF MIXTER ELEMENTARY SCHOOL
Lincoln Park Public Schools | August 2008 – June 2010

- Communicate & collaborate with staff, families, students, and community on behalf of Mixter Elementary.
- Evaluate all tenured & non-tenured staff
- Model & foster innovation, and to engage students each and every day.
- Implement Schoolwide PBIS
- Empower all stakeholders to have a voice, support equitable access, and provide inclusive learning environment for all students.

SPECIAL SERVICES ASD PROGRAM SUPERVISOR
Lincoln Park Public Schools | November 2005 – June 2008

- Supervise staff & students with ASD in separate facility as well as in general education buildings.
- Collaborate & network with district level admin. Union representatives, building teams on behalf of our students
- Provide parent support on a monthly basis while being visible and available on a daily basis.
- Create a learning environment which is inclusive, supports diversity, and provides equitable access for all.

BEHAVIOR SPECIALIST
Lincoln Park Public Schools | January 2000 – November 2005

- Conduct Functional behavioral assessments & create behavior intervention plans
- Consult & train in PBIS, Behavior, ASD for the 18 downriver & Dearborn districts & LP
- Maintained documentation & compliance surrounding behavior implementation, goals, plans, and IEP's.
- Attend IEP's with stakeholders to collaborate on behalf of students

MEMORANDUM

TO: Dr. Monica Merritt, Superintendent
Board of Education Members

FROM: Abdul Madyun
Chief Human Resource Officer

RE: Director of Capital Programs and Facilities

DATE: August 13, 2024

Attached is the resume of Matthew Lents, who is being recommended for the Director of Capital Programs and Facilities position. It is the consensus of the committee that Matthew Lents be appointed to the position.

BOARD RESOLUTION

It was moved by _____ and seconded by _____ that the Board of Education approves the appointment of Matthew Lents to the position of Director of Capital Programs and Facilities.

Ayes _____ Nays _____

Matthew D. Lents

CONSTRUCTION EXPERIENCE

Director of Capital Assets and Construction in the **Capital Improvement Program (CIP)**
Department for the **Detroit Housing Commission** from October 2019 to June 2024

- Managing Capital Improvement Budget for CIP Department
- Scheduling End-of-Life-Cycle Equipment Replacements via the Capital Needs Assessment
- Overseeing (4) Construction Project Managers and Support Staff
- Writing and Presenting Commission Board Meeting Agenda Items
- Responsible for Compliance with HUD and Federal Capital Improvement Regulations associated with HUD Office of Capital Improvements grants. 11 Million Dollars Annually

Regional Construction Project Manager for **Kroger Michigan Division** from November 2015 to October 2019

- Managing Renovation Contracts from Writing the Scopes of Work until Contract Completion
- Soliciting Bids and Reviewing the Bids for Completeness
- Managing Multiple Contractors on Job Sites at One Time
- Reviewing Pay Applications

Construction Project Manager for the **Detroit Housing Commission** from May 2009 to November 2015

- Managing Renovation Contracts from Writing the Scopes of Work until Contract Completion
- Conducting Davis Bacon Wage Interviews
- Reviewing Pay Applications
- Writing and Presenting Commission Board Meeting Agenda Items
- Reviewing and Answering RFI's

Quality Control Superintendent for **Rockford Construction Company** in the **Meijer** Division from May 2007 to November 2008

- Conducting Craftsmanship Inspections
- Processing Submittals
- Material Verification against Specifications, Submittals, and LEED Qualifications

APPLIED CONSTRUCTION EDUCATION

Bachelors of Science degree from **Ferris State University**. May 2007.
Major: CONSTRUCTION MANAGEMENT

Associates of Applied Science from **Ferris State University**. May 2006
Major: BUILDING CONSTRUCTION TECHNOLOGY

Associates of Applied Science from **Baker College of Muskegon**. June 2004

Matthew D. Lents

Major: ARCHITECTURAL DESIGN

PERTINENT PROFESSIONAL AND PERSONAL ACCOMPLISHMENTS

Residential Builders License # 2101204008

2016 President's Award winner from the ***Kroger Co.***

2016 Facility Engineering's Project Manager of the Year from the ***Kroger Co.***

Detroit Housing Commission Employee of the Month in April 2010

MEMORANDUM

TO: Dr. Monica Merritt, Superintendent
Board of Education Members

FROM: Abdul Madyun
Chief Human Resource Officer

RE: Caitlin Opfermann

DATE: August 13, 2024

Attached is the resume of Caitlin Opfermann, who is being recommended for the Coordinator of Early Childhood Education. It is the consensus of the committee that Caitlin Opfermann be appointed to the position.

BOARD RESOLUTION

It was moved by _____ and seconded by _____ that the Board of Education approves the appointment of Caitlin Opfermann to the position of Coordinator of Early Childhood Education.

Ayes _____ Nays _____

CAITLIN OPFERMANN

EDUCATIONAL LEADER AND CURRICULUM SPECIALIST

CONTACT



SKILLS

Educational Leadership

Curriculum Development

Family & Community Engagemenet

Conflict Resolution

Data Analysis

Crisis Management

Technology Integration

EDUCATION

PK-12 Administrator Certificate

**Michigan Association of
Secondary School Principals**

2023-2024

In progress- Completion date October 2024

**Curriculum and Instructional Leadership
Eastern Michigan University**

2014-2016

Cumulative GPA: 4.00, Summa Cum Laude

**Elementary Mathematics and Early
Childhood Education**

Eastern Michigan University

2007-2011

Cumulative GPA: 3.87, Magna Cum Laude

OBJECTIVE

- Driven educational leader with a proven track record of fostering a nurturing and academically rigorous environment for today's youth to become tomorrow's leaders.
- Fierce advocate of student achievement, family engagement, and community involvement.
- Dedicated to promoting equitable access to resources, support services, and educational opportunities that amplify diversity and unite stakeholders

WORK EXPERIENCE

Interim Principal

Ann Arbor Public Schools

2023-Present

- Led a team of educators in fostering a positive and inclusive school culture, resulting in improved student engagement and academic achievement.
- Developed and implemented strategic initiatives aligned with school goals and district objectives, including curriculum enhancements, professional development programs, and student support services.
- Cultivated strong partnerships with parents, community organizations, and local businesses to support student learning and well-being, resulting in increased parent involvement and community support for school initiatives.
- Provided leadership and support for faculty and staff, including mentoring, coaching, and professional development opportunities, resulting in a highly effective and collaborative team focused on student success.
- Created a Continuous Improvement Plan in collaboration with stakeholders to improve literacy instruction in the building.
- Restructured school-wide observation feedback cycles to better align to emerging data trends and school needs.
- Developed a student and staff equity team to amplify student/staff voice and address concerns, and identify areas of improvement.

Title I Teacher/Lead Teacher

Ann Arbor Public Schools

2019-2024

- Provided a variety of support structures in the classroom for identified underserved students including but not limited to small group tutoring, team teaching, model teaching, and individual student support.
- Reallocated Title I funds to create more equitable access to education for diverse learners.
- Analyzed various data points to identify underserved student populations.
- Created and implemented relevant professional developments designed to empower teachers to analyze and reflect on classroom data.
- Collaborated with all stakeholders to foster the holistic development of students and families by planning school-wide educational events.
- Contributed time and talent to the School Improvement Team, Equity Team, Crisis Team, Curriculum Team, and Medical Emergency Response Team.

Curriculum Coordinator/Classroom Teacher

New Paradigm for Education

2011-2019

- Conducted observation and feedback cycles to build teacher capacity and instill a culture of data driven instruction.
- Implemented and managed targeted, evidence-based curricular programs to promote student achievement.
- Faithfully executed administrative duties and channeled district resources to optimize school operations.
- Actively collaborated with teachers, administrators and other stakeholders through effective professional development opportunities.

CAITLIN OPFERMANN

EDUCATIONAL LEADER AND CURRICULUM SPECIALIST

"CAITLIN IS AN ADAPTIVE LEADER WHO WILL CONTINUE TO MAKE HERSELF AN ASSET TO ANY TEAM SHE IS PART OF."
CORY MCELMEEL (LEAD PRINCIPAL, AAPS)

"MRS. OPFERMANN IS EASILY ONE OF THE BEST EDUCATORS I HAVE HAD THE PLEASURE OF WORKING WITH OVER THE PAST 15 YEARS OF MY CAREER."
JENNIFER POLIQUIN (BUILDING LITERACY COACH, AAPS)

"HER LEADERSHIP CONTRIBUTES TO AN ATMOSPHERE THAT IS NOT ONLY PROFESSIONAL, BUT POSITIVE AND ENJOYABLE."
KATHLEEN CLYDE (TUTOR, AAPS)

"CAITLIN HAS A WONDERFUL RAPPORT WITH PEOPLE OF ALL AGES, ESPECIALLY CHILDREN AND THE TEACHERS SHE COLLABORATES WITH. SHE HAS HIGH EXPECTATIONS FOR HERSELF AND THOSE SHE WORKS WITH."
DENICE JONES: INSTRUCTIONAL COACH/EDUCATOR

"CAITLIN HAS A TALENT FOR RECOGNIZING EACH AND EVERY PERSON'S STRENGTHS, AND HELPS THEM TO DEVELOP AND ACHIEVE THEIR GOALS."
ELENI KASTANIS (LEAD EL TEACHER, AAPS)

"THE PLETHORA OF TECHNIQUES SHE HAS TO OFFER WERE ALL SO EFFECTIVE, I SAW A DRAMATIC INCREASE IN MY STUDENTS' SKILLS AND ENGAGEMENT."
EMILY STIFFLER (CLASSROOM TEACHER, AAPS)

ADDITIONAL WORK EXPERIENCE

Math Curriculum Instructional Specialist

Ann Arbor Public Schools

2019-2024

Lead district-wide math professional development sessions. Create Common Core State Standards aligned assessments. Collaborate with colleagues to enhance mathematics instruction across the district. Attend professional development on Math Essentials

Lead Teacher

Pittsfield Elementary

2019-2024

- Instructional Leadership
- Teacher Collaboration
- Student Assessment
- Parent Communication
- Student and Staff Support
- General Administrative Duties

Building Leadership Team Member

2019-Present

Building Equity Team Member

2019-Present

School Technology Coordinator

2019-Present

Medical Emergency Response Team Member

2019-Present

Service Learning and Philanthropy Consultant

2012-Present

Meaningful Service Training Facilitator

2015-Present

Student Leadership Team Coordinator

2012-2018

MEMORANDUM

TO: Dr. Monica Merritt, Superintendent
Board of Education Members

FROM: Abdul Madyun
Chief Human Resource Officer

RE: Gwendolyn Pollard

DATE: August 13, 2024

Attached is the resume of Gwendolyn Pollard, who is being recommended for the Payroll Coordinator position. It is the consensus of the committee that Gwendolyn Pollard be appointed to the position.

BOARD RESOLUTION

It was moved by _____ and seconded by _____ that the Board of Education approves the appointment of Gwendolyn Pollard to the position of Payroll Coordinator.

Ayes _____ Nays _____

Gwendolyn Pollard

MANAGEMENT PROFILE

Goal Orientated

Team Leadership

Operation Oversight

Highly accomplished professional with diverse experience poised to transition solid background in human resources, accounting and office management to excel in a leadership position within business. Offer outstanding team leadership, excellent analytical skills and organizational skills.

CORE COMPETENCIES

Payroll

Employee Relationships

Strong Computer Skills

Team Leadership

Accounting/Budgeting

Benefits Administration

Microsoft Excel

Hiring & Training

Policy & Procedure Administration

PROFESSIONAL EXPERIENCE

Advantage Academy

11/2023- Present

Human Resources Manager

Calculate wages, overtime, deduction and benefits. Prepare and distributes payroll, retirement, garnishments, and insurance report. Interpret Federal and State Laws, City policies and procedures for human resource activities. Screen applications for minimum qualifications and imputing data into tracking system. Organize and conduct new hire orientation by explaining forms, policies and procedures to new employees. Review employee benefits invoices for accuracy and ensures they are submitted to accounts payable. Coordinate annual open enrollment for insurance plans and completion of applicable paperwork. Update and maintain insurance data. Oversees completion of workers' compensation claim forms and submits to third party administrator. Perform relevant pre-employment testing, background checks and processing of new hire personnel. Assist with budget planning, finance and benefits audits and pay plans.

Gateway Charter Academy

09/2021-11/2023

Human Resources Manager

Responsible for supporting the Chief Administrative Officer (CAO) in overall management of the district's human resource's function. Supports the strategic planning and implementation of human resources programs to include professional and auxiliary staffing, wage, and salary administration, leave administration, performance appraisal, employee relations & records, benefits, unemployment claims. Implement legally sound and effective human resources management programs, policies, and practices.

Vista College- Richardson, TX

05/2020-07/2021

Payroll & Benefits Specialist

Perform data entry of employment-related information including new employees, status changes, terminations, etc. necessary for the accurate and timely processing of employee hours and earnings. Processed bi-weekly multi-state payroll for all employees, auditing time and attendance for accuracy; involving direct interaction with managers and leaders at each campus. Process income withholding orders, including garnishments, child support, levies, and medical support orders through Smart Compliance within ADP Workforce Now. Ensure the accuracy of the payroll records by auditing the database for status changes, demographic updates, taxes, garnishments, tax levies, support orders, time-off accruals, other adjustments to pay as necessary, and benefit

enrollments. Administer all employee benefit programs including enrollments and terminations. Fulfills all governmental regulatory mandates and ensures filings are performed as required. Assist with annual Benefits Open Enrollment, wellness events and other related functions. Addresses benefit inquiries to ensure timely and accurate resolutions. Maintains contact with employees and beneficiaries to facilitate proper and complete utilization of benefits for all employees. Processes monthly billings from providers. Reviews billings for accuracy and approves for payment in a timely manner. Resolves discrepancies with carriers and payroll.

Haggar Clothing – Farmer’s Branch – Dallas, TX

12/2019 – 5/2020

Payroll & Accounts Administrator

Maintained payroll information by collecting, calculating, and entering data. Updated payroll records by entering changes in tax withholdings (federal and state), garnishments, and direct deposit. Determined payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security payments. Reconciliation of GL payroll accounts. Accounts Payable Administrator processed corporate invoices for over 75 stores and corporate office

The Guidance Center/Adult & Family – Southgate, MI

01/2018- 06/2019

Payroll Specialist

Responsible for auditing and processing timesheets, mileage forms and other expenses for 600+ staff members both union and non-union. Process court orders such as child support, garnishments, & bankruptcy. Process and adjust leave banks according to company policies. Maintain and manage all payroll related deductions, direct deposits, taxes, 401K, longevity, manual checks, union dues etc. Process human resources employee status changes related to promotions, salary increases, terminations, new hire, job locations, etc.

Town of Addison (Finance Dept.) - Addison, TX

07/2017-11/2017

Payroll Specialist/Accountant

Responsible for all facets of payroll. Reviewed and verified availability of the various paid leaves. Sets up special payroll and deduction codes in the Human Resources computer system and automated timesheet system. Prepared monthly, quarterly, and annual reports as needed for TMRS, IRS, Workers' Compensation, FICA, EEOC, Medicare, and Deferred Compensation. Prepares for yearly audit for Workers' Compensation. Prepared payroll journal; monitors and reviews all payroll system computer reports to ensure that each payroll is accurate and complete. Monitored information from electronic time entry system. Processed vacation/sick leave buybacks and longevity pay. Responsible for all special payroll check runs. Prepare annual W-2s. Resolves all payroll problems and reconciles payroll accounts in the General Ledger. Manages system for direct deposit paychecks; disburses paychecks and notices of deposit for all employees. Prepared payment authorizations for all payroll deductions and disbursements. Worked with Finance auditors in related matters.

Education

Associate of Arts Business Administration, Oakland Community College, Royal Oak, MI

Bachelor of Arts Business Administration, William Tyndale College, Farmington Hills, MI

COMPUTER SKILLS

Quickbooks, Peachtree, SIRS, Microsoft Word, Excel, Outlook, Access, ADP -E-Time, NEOGOV, Tyler Tech Incode Version 10 & Munis 11.2, Empower Vibe and ECI, Paylocity, ADP Workforce Now, Kronos

MEMORANDUM

TO: Dr. Monica Merritt, Superintendent
Board of Education Members

FROM: Abdul Madyun
Chief Human Resource Officer

RE: Tiffany Roberts

DATE: August 13, 2024

Attached is the resume of Tiffany Roberts, who is being recommended for the Assistant Principal of Activities and Athletics at Canton High School position. It is the consensus of the committee that Tiffany Roberts be appointed to the position.

BOARD RESOLUTION

It was moved by _____ and seconded by _____ that the Board of Education approves the appointment of Tiffany Roberts to the position of Assistant Principal of Activities and Athletics at Canton High School position.

Ayes _____ Nays _____

Tiffany M. Roberts

EDUCATION

Masters in Administration/Principalship May 2013
Saginaw Valley State University, University Center, MI

Bachelor of Arts in Secondary Physical and Health Education December 2006
Saginaw Valley State University, University Center, MI
Minor: **History**

CERTIFICATIONS

State of Michigan Educator Certification
Administration (ES) K-12 expires 6/30/2028
Physical and Health Education (MX) K-12, Professional expires 6/30/2027

National Interscholastic Athletic Administrators Association Indianapolis, IN 46240
Registered Athletic Administrator (**RAA**) May 2014

MHSAA CAP (Coaches Advancement Program)
CAP 1 April 2023

CPR/AED/First Aid Certified, American Red Cross expires 5/31/2025

DISTRICT ATHLETIC DIRECTOR/ASSISTANT PRINCIPAL

Carman-Ainsworth High School July 2022-Present
Flint Twp. MI
Class A/Enrollment 1077
31 Sports

Carman-Ainsworth Middle School July 2022-Present
Flint, MI
15 Sports

- District Athletic Director in charge of running successful athletic programs at both the middle school and high school which involves a total of 46 sport teams and 71 coaches.
- Won two district championships for girls and boys' basketball in 2022 and Regional Champs for girls basketball in 2022.
- Responsible for running coaches' meetings for fall, winter, and spring sports as well as Meet the Team night prior to the start of each season.
- All coaches at my middle school and high school are CPR/AED/First Aid Certified
- CAP courses through the MHSAA are also offered and completed by my coaching staff at the high school level.
- Implemented Athletes for a Better World which involves our student athletes to become active in our community with volunteering at our local elementary schools to read and work with the students in the classrooms, beautification around our campus and active in various MHSAA leadership summits and local food drives.

Tiffany M. Roberts

- Implemented new social media graphics through Boxout sports to promote athletics at both the high school and middle school as well as gameday contests and our student-athletes. This program is used at D1 collegiate athletic programs.
- Implemented the use of social media on all platforms (Facebook, Twitter, Band App, Minga, CA Athletic Page) to constantly update our fans, community members and parents to promote the great things happening in our athletic department as well as game day information and/or changes.
- Researched and presented information to our Superintendent to run eligibility checks every 3 weeks instead of weekly. Students failing during week one eligibility check will be mandated to take a gray card with them for the next two weeks to get their grades from their teachers. Athletes are required to turn their gray card into the athletic office by 2pm on Friday, week two and week three. By doing so will make them eligible for weeks two and three. This in turn helps the athlete be responsible for their grades and our hope is that when we run eligibility again their grades will be passing and they will be able to participate in contests.
- Implemented Hudl AD package for my coaching staff which allows them to get automatic downloads at home games where they don't have to worry about someone filming. Breaks down stats within 12 hours and gives them the tools they need to have a successful season. Hudl TV is also implemented in this package where our fans can view games if they don't want to use NFHS.
- Implemented BSN Sports and Nike to become a Nike school where my coaching staff receives Nike dollars to help offset cost of uniforms and equipment they need.
- Presented information to my Superintendent to put my varsity teams on a four-year rotation for uniforms and for the district to pay for half. This was approved and has taken a lot of stress off my coaches using their fundraising monies to go to other items needed. Prior to this, coaches had to fundraise the full amount for new varsity uniforms.
- Implemented after school tutoring for my athletes who are failing or athletes who need to catch up on work. If failing it is mandatory the athletes go to tutoring 3 days a week right after school. The tutor will then give a bracelet with the date after the athlete completes tutoring so the coach knows that their athlete has attended their session. If the athlete skips the session they sit out of the next contest.
- I work closely with our athletic boosters to help get volunteers and plan various fundraising events to get our parents and community involved.
- Effectively schedule all athletic contests early and communicate with coaches to get their input on what teams they would like to compete against.
- Assured adherence to MHSAA Policies and Procedures
- Communicating effectively with coaches, parents, administration and staff
- Effectively followed proper athletic budget, purchase order procedures, and other district and MHSAA forms
- Works closely with our varsity coaches and community ed director to build up programs for our elementary and middle school students
- Properly evaluate and hiring of athletic coaches
- Works closely with our counseling department regarding the NCAA clearing house to make sure athletes who want to play collegiately have their profile complete as well as taking the correct classes.

Tiffany M. Roberts

- Athletic Signing Day event held with our athletes playing at the collegiate level in front of parents, staff, administrators and community members. This is a big night as we have various news outlets at our event.
- Assistant Principal at the high school in charge of the senior class, senior discipline, evaluations for the health and physical education department, as well as holding various PLC meetings with my department to make sure they are continuing to work on their priority standards and objectives.

ASSISTANT ATHLETIC DIRECTOR

Sandusky Jr./Sr. High
Sandusky MI
Class C/Enrollment 298
24 Sports

August 2010-June 2022

- Effectively scheduled all sporting events using Schedule Star
- Publicized team and individual accomplishments to the media and within the school district
- Developed and maintained social media pages, while sharing our student-athletes success stories
- Revised and implemented a new Dual Sport Policy
- Assured adherence to MHSAA Policies and Procedures
- Effectively managed relationship and concerns for students, parents, and coaches, while enforcing the Athletic Code of Conduct
- Organized game day personnel and officials for regular season games and MHSAA Tournaments
- Managed Building use forms and contracts
- Oversaw, organized and administered fundraising efforts, such as various projects to offset district costs
- Effectively followed proper athletic budget, purchase order procedures, and other district and MHSAA forms
- Prepared detailed inventory reports of equipment and uniforms
- Attended various meetings through our conference and the MHSAA
- Planned and implemented various student-athlete showcasing events
- Organized coaches and parent meetings prior to each season
- Properly evaluated and hiring of athletic coaches
- Checking weekly for eligibility of athletes
- Communicating effectively with coaches, parents, administration and staff

ASSISTANT PRINCIPAL

Sandusky Elementary School
Sandusky MI

August 2010-June 2022

- Assist Principal with Title 1 and building schedules for staff and students
- Managed relationships and concerns for students, teachers, and parents
- Acting Principal anytime my principal is out of the building

Tiffany M. Roberts

- Assist Principal with NWEA data review for use with MTSS
- Developed Schedules for our RTI Program, worked with Students using IXL, Read Naturally and Lexia
- Reviewed and worked on our EdYES report
- Effectively wrote and awarded Grant Money through the Michigan Department of Ed for the Use of Technology for Assessment for NWEA
- Experience using and implementing the use of our 5D+ Teacher Evaluation system

TEACHING EXPERIENCE

Physical and Health Education Teacher

August 2010 – June 2022

Sandusky Elementary and Sandusky Jr./Sr. High, Sandusky MI

- Adhered to the EPEC (Physical Education Curriculum) for my K-6 Physical Education Classes and the Michigan Model for Health Curriculum for my K-12 students. Developed lesson plans that maintained students' motivation and engagement that are focused on learning objectives.
- Established and managed 5th and 6th grade intramural sports program to educate students on teamwork, sportsmanship and living a healthy lifestyle.
- Organized our Elementary Field Day to include our high school student athletes to promote teamwork, physical fitness and living a healthy lifestyle for our elementary students.
- Incorporate technology into students' learning activities for varied learning styles; efforts have resulted in invitations to lead district-wide teacher professional development.

Physical and Health Education Teacher

August 2007 – June 2010

International Academy of Saginaw, Saginaw MI

- Adhered to the EPEC (Physical Education Curriculum) for my K-6 Physical Education Classes; and the Michigan Model for Health Curriculum. Developed lesson plans that maintained students' motivation and engagement that are focused on learning objectives.
- Student Life Director, placed 300 students in after school clubs along with coordinating and instructing the athletic programs.

NCAA DIVISION 1 EXPERIENCE

Michigan State University

January 2016

East Lansing MI

- Michigan State University athletic department-assisted with game duties and fan experience during the Men's basketball season

Tiffany M. Roberts

COACHING EXPERIENCE

Varsity Girls Soccer Coach Marlette High School, Marlette MI	January 2016-June 2016
JV/Assistant Varsity Girls Basketball Coach Sandusky High School, Sandusky MI	November 2010-March 2016
JV Girls Softball Coach Sandusky High School, Sandusky MI	March 2014-June 2014
Varsity Girls Soccer Coach Sandusky High School, Sandusky MI	January 2011-June 2013

For all coaching positions:

- Adhered to MHSAA Policies and Procedures
- Effectively coordinated and executed game and practice schedules
- Effectively managed relationship and concerns for students, parents, and coaches, while enforcing the Athletic Code of Conduct
- Effectively followed proper athletic budget and purchase order procedures
- Developed and maintained social media pages
- Organized and administered fundraising efforts
- Prepared detailed inventory reports of equipment and uniforms

TECHNOLOGICAL SKILLS

Microsoft Office: Word, Excel, PowerPoint, Outlook, Publisher

Google: G Suite for Education

Teaching-Related Programs: Smart Board, Chromecast, Apple TV

Software: Skyward, Synergy, Hudl, Pivot 5D+, Boxout Sports, Charlotte Danielson Evaluation Tool

HONORS/ASSOCIATIONS

- Region 8 Alternate Representative for the MIAAA-August 2023-Present
- MIAAA presenter at our state conference relating to the use of social media and how to use it to promote athletics -March 2024
- Grant from the Michigan Department of Ed for the Use of Technology for Assessment-December 2016
- Port Huron Times Herald Girls Soccer Coach of the Year Award-June 2016

MEMBERSHIPS

- NIAAA “National Interscholastic Athletic Administrators Association” December 2016 – Present
- MIAAA “Michigan Interscholastic Athletic Administrators Association” December 2016 – Present

MEMORANDUM

TO: Dr. Monica Merritt, Superintendent
Board of Education Members

FROM: Abdul Madyun
Chief Human Resource Officer

RE: Lindsey Segrist

DATE: August 13, 2024

Attached is the resume of Lindsey Segrist, who is being recommended for the Principal at Eriksson Elementary position. It is the consensus of the committee that Lindsey Segrist be appointed to the position.

BOARD RESOLUTION

It was moved by _____ and seconded by _____ that the Board of Education approves the appointment of Lindsey Segrist to the position of Principal at Eriksson Elementary.

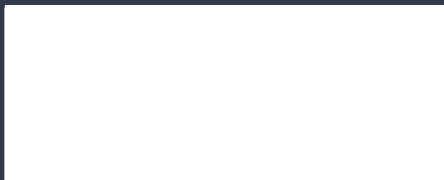
Ayes _____ Nays _____



LINDSEY SEGRIST

E D U C A T I O N A L L E A D E R

CONTACT



SKILLS

- School Improvement Coordinator
- Data Driven Instruction
- Curriculum Development and Review
- Professional Development Coordination
- Grant Coordination and Funding Pursuit
- ESL Coordinator
- Stakeholder Relationship Building
- Leadership and Supervision

EDUCATION

WESTERN MICHIGAN UNIVERSITY

Educational Specialist in Leadership
August 2024

MASA HORIZON LEADERSHIP ACADEMY

Central Office Endorsement

EASTERN MICHIGAN UNIVERSITY

Master of Arts in Educational
Leadership

Bachelor of Science in Elementary
Education

PROFILE

I am a dynamic educational leader skilled in curriculum design, data-driven instruction, and fostering positive stakeholder relationships, with extensive experience in mentoring, professional development, and implementing various initiatives. Committed to social-emotional learning and MTSS, I prioritize student-centered approaches while ensuring fiscal responsibility, eager to collaborate in creating an enriching learning environment for all.

EXPERIENCE

K-8 PRINCIPAL

Honey Creek Community School
2023-Present

ELEMENTARY PRINCIPAL-HEADSTART/GSRP SITE DIRECTOR

Ypsilanti Community Schools
2018-2023

INSTRUCTIONAL COACH/TEACHER

Milan Area Schools
2008-2018

REFERENCES

Kevin Kelly, Executive Director
Honey Creek Community School

Sue McCarty, Human Resources Director
Ypsilanti Community Schools

Kimberly Jasper, Principal
Saline Middle School

MEMORANDUM

TO: Dr. Monica Merritt, Superintendent
Board of Education Members

FROM: Abdul Madyun
Chief Human Resource Officer

RE: Harold Wimberly Jr.

DATE: August 13, 2024

Attached is the resume of Harold Wimberly Jr., who is being recommended for the Dean of Student Support at Discovery Middle School position. It is the consensus of the committee that Harold Wimberly Jr. be appointed to the position.

BOARD RESOLUTION

It was moved by _____ and seconded by _____ that the Board of Education approves the appointment of Harold Wimberly Jr. to the position of Dean of Student Support at Discovery Middle School.

Ayes _____ Nays _____

Harold L. Wimberly Jr.

Education

Eastern Michigan University (1989)

Major: Criminal Justice

Bachelor of Science Degree

Professional Experience

Scarlett Middle School, Ann Arbor (10/01/2013-Present)

Behavioral Intervention Specialist

- Provide oversight and direction for students
- Create behavioral intervention plans and data research for students
- Provide training for teachers and Administration on using intervention plans that will improve student behaviors and classroom success
- Maintain contact with parents and provide needed family support
- Develop small groups for some of our most challenging students with behavior and academic difficulties
- Develop and implement programs that will improve student success
- Provide family interventions that will help strengthen and support our families

Power Incorporated (People, Organizing, Working, Evolving, and Reaching Inc.) Ypsilanti MI (01/15/07)

Program Director

- Provided oversight and service Delivery
- Maintain daily programming and operations
- Managed budget, Financial data for Community Empowerment for Youth programming
- Developed agency capacity to develop and implement programming for youth and families
- Operates in conjunction with management team to insure quality programming and services daily
- Agency representation at external meetings
- Provides staff trainings to ensure quality work performance

Willow Run Community Schools, MI. (05/08/07-10/21/09)

Board Member, Vice President

- Responsible for District oversight regarding policy and procedures
- District oversight regarding curriculum, budget/financing, and personnel
- Hiring of District Superintendent and provide supervision and evaluation

Vista Marie, Dearborn Heights, MI (05/02/05-01/14/07)

Unit Supervisor

- Delegates task and assignments appropriately to Direct Care Counselors

- Maintain daily programming and operations
- Conduct semi-annual and annual staff evaluations
- Developed and implemented staff trainings as it related to treatment and care of adjudicated residents
- Worked as part of the unit clinical care team to assure that residents received proper treatment services
- Dispensed resident medication daily

Wedgewood Christian Services, Ann Arbor, MI. (08/23/03-05/01/05)

Residential Home Manager

- Serves as Administrative representative to the Unit team, keeping staff current with agency policies and procedures
- Delegates task and assignments appropriately to Youth Treatment Specialist
- Maintain daily programming and operations of treatment unit
- Assist in the develop of policies and procedures for managing residents behavior
- Served as Chair of Clinical Residential team and Quality Assurance Committee
- Oversees all treatment staff evaluations and monthly supervisions
- Agency representative in maintaining public relations within the community

City of Ypsilanti, Ypsilanti, MI. (09/18/01-06/30/03)

Parks and Recreation Director

- Supervised all full-time Recreation Coordinators to achieve recreation goals within available resources
- Plans and organizes workloads and staff assignments
- Provides staff trainings and evaluations
- Plans and coordinates year around citywide parks and recreation programs
- Supervises and manages the planning of new neighborhood parks and playgrounds
- Promotes interest in parks and recreation programs through publicity, joint programs, and various community programs
- Performs cost control activities, prepares annual budget request and assures effective and efficient use of budgeted funds

Power Incorporated (People-Organizing-Working-Evolving- Reaching) Ypsilanti, MI. (01/04/98-10/15/00)

Program Manager

- Facilitate Grant Funded Ypsilanti YouthBuild Program
- Designed and implemented life skills program for Delinquent youth
- Performed behavioral assessments and reports
- Facilitated group sessions program participants

Washtenaw Juvenile County Detention/Courts, Ann Arbor, MI. (12/88-07/98)

Youth Counselor/On Call Shift Supervisor

- Provided individual and group counseling for delinquent youth
- Designed and implemented life skill programs for youth
- Performed behavioral assessments and reports
- Facilitated groups and training sessions for youth and staff
- Performed Supervisory duties on various shifts

Huron High School, Ann Arbor, MI. (12/95-01/98)

In-School Suspension Coordinator/Counselor

- Designed, implemented, and evaluated behavioral interventions with 9th thru 12 grade students
- Supervised Program Staff
- Provided oversight of students with behavioral challenges during school

Community Education

University of Michigan School of Social Work, Ann Arbor, MI (6/96)

Guest Lecture

- Conveying knowledge and information to graduate Students regarding working with Incarcerated Youth.

Wayne County Juvenile Courts, Detroit, MI. (03/96-08/96)

First Offenders Program

- Developed and implemented workshops for young first offenders the importance of living a clean life and how to change their lifestyles for success.

Eastern Michigan University Social Work Graduate Student, Ypsilanti, MI (05/15-05/21)

Guest Lecturer

- What it means to be vested in today's social work career
- The Importance of understanding your purpose and how that impacts your career choice

Certifications

- Certified Restorative Practice Circles Facilitator
- Certified Adverse Childhood Experience (ACE) Master Trainer
- Certified Trails and Mindfulness Facilitator

Honors

1993 Bob Rader National Youth Counselor of the Year

- Nationally recognized for excellence in working with incarcerated youth

1993 Washtenaw County Child Care Worker of the Year

- Nominated and selected by Washtenaw County Juvenile Detention for Excellence in serving incarcerated youth

2013 Washtenaw County S.L. Roberson Community Leadership Award

- Nominated and selected for outstanding Community Engagement

2017 Ann Arbor Public Schools Exceptional Intervention Specialist

- Exceptional work with students, families, and teachers within the district

2023/24 SCHOOL YEAR

LEAVES

DICIUCCIO, KELLIE
ELEM. CLSRM.
HULSING
01/06/2016

Childcare Leave of Absence
September 16, 2024 through January 31, 2025

HAMMOND, CHRISTOPHER
STUDENT SUPPORT COORDINATOR
BENTLEY
12/13/2002

Professional Growth Leave of Absence
2024-25 School Year

HILLYARD, KELLY
EARLY ON SERVICE PROVIDER
ALLEN
07/05/2011

Childcare Leave of Absence
August 26, 2024 through November 17, 2024

POLLUM, ROSEMARIE
MATH
PIONEER
08/29/2022

Childcare Leave of Absence
August 26, 2024 through January 17, 2025

RESIGNATIONS

NAME, ASSIGNMENT, DATE OF HIRE

REASON, EFFECTIVE DATE

AHMED, HUMA
ADMIN ASSISTANT FOR SPECIAL EDUCATION
ADMIN. BLDG.
03/01/2024

Resignation effective July 31, 2024.

ALLEN-ELSNER, BETHANY
ECOLOGY
CANTON
08/31/2020

Resignation effective August 2, 2024.

IGNAGNI, PATRICK
INSTRUCTIONAL COACH - SECONDARY
PCCS EDUC. SUPPORT CENTER
11/18/2002

Resignation effective August 7, 2024.

KERR, SHARON
COMPLIANCE MANAGER SPEC. EDUC.
CURR.CENTER
08/14/2023

Resignation effective August 2, 2024.

NAME, ASSIGNMENT, DATE OF HIRE

REASON, EFFECTIVE DATE

RISSMAN, STEFANIE
EI CATEGORICAL CLSRM
WEST
10/02/2023

Resignation effective July 23, 2024.

RUGGIRELLO, SARAH
ELEM. CLSRM.
BENTLEY
06/24/2013

Resignation effective July 15, 2024.

SIMON, AIMEE
NURSE
FIELD
08/26/2019

Resignation effective August 12, 2024.

SPARLING, MEGAN
CO TCH WITH GEN ED TEACHER
DISCOVERY
10/23/2023

Resignation effective August 1, 2024.

TESKE, JESSICA
SPEECH CORRECTION - EARLY ON
ALLEN
08/26/2013

Resignation effective August 16, 2024.

RETIREMENTS

RIDDELL, DONNA
ELEM. CLSRM.
BENTLEY
05/23/1996

Retirement effective June 30, 2024.

ROUSSEAU-SWIFT, VALERIE
COUNSELOR (NON-INSTRUCTIONAL)
WEST
08/30/1999

Retirement effective August 16, 2024.

WALLMAN, BRIDGET
LIFE MANAGEMENT/FAMILY & CONSUMER SCI
DISCOVERY
10/14/2010

Retirement effective October 4, 2024.

WEST, KATHLEEN
RESOURCE ROOM
ISBISTER
08/28/1989

Retirement effective August 23, 2024.

MOTION:

AUTOMATICALLY ACCEPT AS PART OF THE CONSENT AGENDA ACTION.

"Move that the Board of Education approve the above Leaves, Resignations and Retirements as listed above."

BOARD OF EDUCATION REGULAR (ORGANIZATIONAL) MEETING MINUTES
July 23, 2024

The Board of Education of the Plymouth-Canton Community Schools, Wayne and Washtenaw Counties, Michigan, met in a Regular Meeting on Tuesday, July 23, 2024, at 7:00 p.m. at the E. J. McClendon Educational Center, 454 S. Harvey Street, Plymouth, Michigan, 48170.

Superintendent Merritt called the Regular (Organizational) Meeting to order at 7 p.m. in the Boardroom.

Present: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra

Absent: Member Wilson

Administrators Present: Dr. Monica L. Merritt, Superintendent of Schools
Dr. Liz Vartanian-Gibbs, Assistant Superintendent of Student & Family Engagement
Mr. Kurt Tyszkiewicz, Assistant Superintendent of Student Services
Ms. Bethany Rayl, Chief Academic and Innovation Officer
Ms. Carly Rays, Assistant Director of Marketing and Promotion

Others Present: Ms. Diane Robertson, Executive Assistant to the Superintendent and Board
Mr. Josh Patterson, SVA Student Representative
Ms. Sae Pawar, SVA Student Representative

Josh Patterson led the Pledge of Allegiance.

1. Adoption of the Organizational Meeting Agenda

It was moved by Member Sidhu and seconded by Member Kehoe to adopt the agenda as presented.

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra

Nays: None

The motion was carried 6-0

2. Discussion of Officer Positions

3. Election of Officers 2024-2025

Nominations for **President** were called.

It was moved by Member Kehoe to nominate Member Christenson for President of the Board of Education for the 2024-2025 school year.

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra

Nays: None

The motion was carried 6-0

Member Christenson was declared to be President.

President Christenson immediately commenced responsibilities as President of the Board of Education and conducted the remainder of the July 23, 2024, Organizational Meeting.

Nominations for **Vice President** were called.

It was moved by Member Sidhu to nominate Member McCoin for Vice President of the Board of Education for the 2024-2025 school year.

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra

Nays: None

The motion was carried 6-0

Member McCoin was declared to be Vice President.

Nominations for **Secretary** were called.

It was moved by Member Sidhu to nominate Member Westra or Secretary of the Board of Education for the 2024-2025 school year.

Ayes: Members Christenson, Kehoe, McCain, Picard, Sidhu, and Westra

Nays: None

The motion was carried 6-0

Member Westra was declared to be Secretary.

Nominations for **Treasurer** were called.

It was moved by Member McCain to nominate Member Kehoe for Treasurer of the Board of Education for the 2024-2025 school year.

Ayes: Members Christenson, Kehoe, McCain, Picard, Sidhu, and Westra

Nays: None

The motion was carried 6-0

Member Kehoe was declared to be Treasurer.

2024-2025 Board of Education Officers

President: Lauren Christenson

Vice-President: Patti McCain

Secretary: Judy Westra

Treasurer: Patrick Kehoe

4. By-Laws Nos. 0164.1 and 0164.2 - Time, Place, and Notification of Meetings

It was moved by Member Sidhu and seconded by Member Kehoe to adopt the following By-Laws:

By-Law Nos. 0164.1: Regular Meetings - Time, Place, and Notification

Regular meetings of the Board of Education of the Plymouth-Canton Community Schools, Wayne and Washtenaw Counties, Michigan, shall be held on the second and fourth Tuesdays of each month. Exceptions: There will be only one meeting in July (7-23-24), one meeting in December (12-10-24), and one meeting in March (3-11-25) beginning at 7:00 p.m. at the following location (except as agreed herein) unless otherwise directed by a majority vote of the members:

E. J. McClendon Educational Center
454 South Harvey Street
Plymouth, Michigan 48170

By-Law No. 0164.2 Special Meetings - Time, Place, and Notification

Special meetings of the Board of Education of the Plymouth-Canton Community Schools, Wayne and Washtenaw Counties, Michigan, may be called by the President of the Board, or any two members thereof, by serving on the other members a written notice of the day, time, and place of such special meetings, or by a majority vote of the Board.

PUBLIC NOTICE of each meeting of the Board of Education shall be given by posting a copy of the NOTICE on the message board by the front entrance to the E. J. McClendon Educational Center, 454 South Harvey, Plymouth, Michigan, at least eighteen (18) hours prior to the time of the meeting. The Executive Assistant to the Board of Education or other central office staff, in her absence, shall be appointed the designee for posting notice of meetings.

Ayes: Members Christenson, Kehoe, McCain, Picard, Sidhu, and Westra

Nays: None

The motion was carried 6-0

It was moved by Member Kehoe and seconded by Member McCain to direct the Board of Education Executive Assistant to advertise By-Laws Nos. 0164.1 and 0164.2 in the Detroit Newspaper Agency newspapers.

Ayes: Members Christenson, Kehoe, McCain, Picard, Sidhu, and Westra

Nays: None

The motion was carried 6-0

5. Authorized Signatures for School District Business:

It was moved by Member Kehoe and seconded by Member McCain to authorize the following signatures for School District business.

<u>Documents</u>	<u>2024-2025 Authorized Signatures</u>
A. Administrator Contracts	President, Secretary, or Superintendent
B. Teacher Contracts	
(1) Probationary	President, Secretary, or Superintendent
(2) Continuing Tenure	President, Secretary, or Superintendent
C. Motor Vehicle Titles	Superintendent, Chief Finance, and Operations Officer
D. Land Contracts	President, Secretary, or Superintendent
E. Deeds to Real Estate	President, Secretary, or Superintendent
F. Leases and Easements	President, Secretary, Superintendent, or Chief Finance and Operations Officer
G. Deposit and Investment Accounts	President, Treasurer, Superintendent, Chief Finance and Operations Officer, Director of Finance & Accounting
H. Vendor Contracts	Superintendent, Chief Finance and Operations Officer

Ayes: Members Christenson, Kehoe, McCain, Picard, Sidhu, and Westra

Nays: None

The motion was carried 6-0

6. Consider the Following Resolutions:

A. Naming Depository, Investment of Moneys, and Naming Signatories for all Funds

It was moved by Member Kehoe and seconded by Member Picard that the Treasurer and/or Chief Finance and Operations Officer be authorized to deposit all monies for all funds of the Plymouth-Canton Community Schools in the following banks:

Community Financial Credit Union
Fifth Third Bank
Flagstar Bank
J. P. Morgan Chase Bank, N.A.
Michigan Liquid Asset Fund Plus
PNC Bank and PNC Capital Markets, LLC
Public Trust Advisors, LLC
The Bank of New York Mellon Trust Company, N.A.
U.S. Bank, N.A.

and further, to invest all monies of all funds of the Plymouth-Canton Community Schools in investments authorized under Section 1223 of the Michigan School Code of 1976, as amended,

and, further, that these banks be requested, authorized, and directed to honor checks, drafts, and other orders for the payment of money drawn in the name of Plymouth-Canton Community Schools against the named funds when bearing facsimile signature of TREASURER Kehoe and the facsimile signature of PRESIDENT Christenson

and, further, that the Huntington National Bank, Bank of New York Mellon, and UMB Bank, N.A., be designated as the paying agents for bonds of the Plymouth-Canton Community Schools as required,

and, further, a Blanket Position Bond is required for all School District employees in the amount of \$100,000, and the cost of the Bond be provided by the School District.

Ayes: Members Christenson, Kehoe, McCain, Picard, Sidhu, and Westra

Nays: None

The motion was carried 6-0

B. Naming General Counsel

It was moved by Member Kehoe and seconded by Member Picard to appoint legal counsel for the 2024-2025 school year.

Collins and Blaha Law Firm, P.C. (General Counsel)

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra

Nays: None

The motion was carried 6-0

C. Naming Other Specific Legal Counsel as appointed by the Board of Education

It was moved by Member Kehoe and seconded by Member Picard to appoint other specific legal counsel as appointed by the Board of Education for the 2024-2025 school year. In addition, the Board of Education has the right to name other legal firms during the course of the year as they deem necessary.

Clark Hill, PLC

Lacey & Jones, LLP

LaPointe and Associates, P.C.

Miller, Canfield, Paddock, and Stone, PLC

Thrun Law Firm, P.C.

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra

Nays: None

The motion was carried 6-0

D. Naming School District Auditor

It was moved by Member Kehoe and seconded by Member Westra to appoint Plante Moran, LLC, Certified Public Accountants, as the School District auditors for the 2024-2025 school year.

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra

Nays: None

The motion was carried 6-0

E. Naming School District Bond Financial Advisor

It was moved by Member Sidhu and seconded by Member Kehoe to appoint PFM Financial Advisors, LLC, as the School District's Bond Financial Advisor for the 2024-2025 school year.

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra

Nays: None

The motion was carried 6-0

7. Designate Routine Advertisement

It was moved by Member Kehoe and seconded by Member Westra that the Detroit Newspaper Agency or the Michigan Chronicle newspapers be designated for the following routine advertisements:

(A) Notice of Budget Hearing and Truth in Taxation Hearing

(B) Invitation for Bids

(C) Request for Proposals

And, that The Bond Buyer or the Detroit Legal News, as required, be designated for publication of:

(A) Call for Redemption of Bonds

(B) Sale of Bonds

(C) Sale of Tax Anticipation Notes

And, that Invitation for Bids for Major Renovations, Additions, and New Construction- P.A. 232 of July 21, 2004, requires schools to post-construction solicitations for a minimum of two (2) weeks on the State of Michigan's "SIGMA Michigan" website.

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra

Nays: None

The motion was carried 6-0

Without objection, President Christenson adjourned the Organizational Meeting at 7:17 p.m. and called the Regular Meeting to Order in the Boardroom.

Present: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra

Absent: Member Wilson

Administrators Present: Dr. Monica L. Merritt, Superintendent of Schools
 Dr. Liz Vartanian-Gibbs, Assistant Superintendent of Student & Family Engagement
 Mr. Kurt Tyszkiewicz, Assistant Superintendent of Student Services
 Ms. Bethany Rayl, Chief Academic and Innovation Officer
 Ms. Carly Rays, Assistant Director of Marketing and Promotion

Others Present: Ms. Diane Robertson, Executive Assistant to the Superintendent and Board
 Mr. Josh Patterson, SVA Student Representative
 Ms. Sae Pawar, SVA Student Representative

A. Adoption of the Agenda/Approval of the Consent Agenda

Action Item #25-07-02: Member Picard requested that three (3) new hire resolutions for Student Support Coordinators be removed from the consent agenda to allow for additional discussion. It was moved by Member Sidhu and seconded by Member Kehoe to adopt the Agenda and the **Amended** Consent Agenda as presented. The Consent Agenda consisted of New Hires, Leaves, Resignations, Retirements, Regular Meeting Minutes of June 25, 2024, and Special Meeting Minutes of July 15, 2024.

Ayes: Members Christenson, Kehoe, McCoin, Picard, Sidhu, and Westra

Nays: None

The motion was carried 6-0

New Hires

Bennett, Mikaila	Social Worker Bentley Elementary School	Effective 8-26-24
Fairbanks, Jennifer	Elementary ASD Teacher Tonda Elementary School	Effective 8-26-24
Lowes, Geoffrey	Chemistry Salem High School	Effective 8-26-24
McLaren, Marissa	Nurse Eriksson/Isbister Elementary Schools	Effective 8-26-24
Mitchell, Carli	Speech Pathology Allen Early Learning Academy	Effective 8-26-24
Saleh, Caroline	(0.4) Language Arts Pioneer Middle School	Effective 8-26-24
Federhofer, Claire	Assistant Principal Canton High School	Effective 8-8-24
Ulrich, Tara	Assistant Principal Salem High School	Effective 8-8-24
Zhu, Wei	Accounting and Grants Coordinator Administrative Office	Effective 7-1-24
Pelukas, Amanda	Early Middle College and Post-Secondary Coordinator Canton High School	Effective 7-1-24
Hammond, Christopher	Student Support Coordinator Bentley Elementary School	Effective 8-19-24
Wagner, Kathryn	Student Support Coordinator Bird Elementary School	Effective 8-19-24
Thompson, Kara	Student Support Coordinator Field Elementary School	Effective 8-19-24

Leaves

Ladner, Christine	Innovation Period Teacher Tonda Elementary School	Unpaid Leave of Absence 8-26-24 through 6-11-25
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Resignations

Belanger, Heidi	Elementary Classroom Bird Elementary School	Resignation Effective 7-11-24
Farkas, Kristen	APAA Canton High School	Resignation Effective 6-30-24
Hines, Alexia	Nurse Eriksson Elementary School	Resignation Effective 7-15-24
Jarmusevich, Jennifer	(0.5) Elementary Classroom Hoben Elementary School	Resignation Effective 6-30-24
Majszak, Stacie	Counselor (Non-Instructional) Discovery Middle School	Resignation Effective 8-23-24
Marsh, Samuel	Dean of Student Support Discovery Middle School	Resignation Effective 7-15-24
Rea, Kaytlynn	Art Elementary Workman Elementary School	Resignation Effective 7-8-24
Starrak, Jessica	Teacher on Special Assignment-HS Starkweather Academy	Resignation Effective 7-10-24
Reese, Tamona	Elementary Classroom Field Elementary School	Resignation Effective 8-1-24
Williams, Mackenzie	(0.5) Speech Pathologist Dodson Elementary School	Resignation Effective 7-8-24

Retirements

Dean, Kathryn	Elementary Classroom Field Elementary School	Retirement Effective 9-16-24
Wooster, William	Social Studies West Middle School	Retirement Effective 10-20-24

Approval of Minutes

The Regular Meeting Minutes of June 25, 2024, and the Special Meeting Minutes of July 15, 2024, were approved as presented.

B. Board Committee ReportsPresident's Report -

President Christenson shared that she looks forward to serving as President of the Board of Education in the upcoming school year. She asked the current committee chairs to describe their roles and encouraged any Board members interested in chairing a committee for the 2024-2025 school year to email her this week.

Student Performance and Achievement Committee (SPA) - Anupam Chugh Sidhu

Member Sidhu shared that the SPA Committee has not met since the last Board meeting. The next SPA meeting will be announced and posted on the district website when committee chair positions for the 2024-2025 school year have been determined.

Policy Advisory Committee - Patti McCoin

Member McCoin shared that the Policy Committee has not met since the last Board meeting. The next Policy meeting will be announced and posted on the district website when committee chair positions for the 2024-2025 school year have been determined.

Finance and Operations Committee - Patrick Kehoe

Member Kehoe shared that the F&O Committee has not met since the last Board meeting. The next Finance and Operations meeting is scheduled for August 8, 2024, and community members are welcome to attend. The full calendar of committee dates will be published this week.

Student Voice in Action Committee – Member Wilson

Mr. Josh Patterson and Saeer Pawar, SVA Committee Student Co-chairs, shared that the Committee has not met since the last Board meeting. The next SVA meeting will be announced and posted on the district website when the 2024-2025 meeting dates are scheduled.

C. Administrative Reports/Recommendations**Superintendent's Report – Dr. Monica Merritt**

Superintendent Merritt congratulated P-CEP graduates Charlie Salowich and Madeline White for their impressive victories at the National SkillsUSA Championships in Atlanta last month. Charlie secured the top spot among 43 student chefs nationwide in a challenging five-hour, five-course cooking competition. Madeline's excelled in a four-stage restaurant management and presentation competition. Both students received full-tuition scholarships as a result of their win, along with prize packages to further their culinary education. Superintendent Merritt thanked Chef Diana Woodward for her dedication and mentorship to the many students involved in the P-CEP Culinary Program.

In addition, she spoke about the P-CCS communication and P-CEP Communicator emailed to district families this week, offering a preview of essential back-to-school information, which is also accessible on the district website. This update provides early access to key dates, transportation updates, schedule pick-up details, athletic schedules, extracurricular activities, food service information, and instructions for completing required forms.

Superintendent Merritt also thanked the hard-working P-CCS staff members involved in various summer learning programs throughout the district, offering students expanded enrichment and educational opportunities.

Lastly, she invited the community to the 2024 P-CCS Back to School Bash, which will be held on Saturday, August 24, from 11 a.m. to 2 p.m. at the P-CEP bus loop behind Salem High School. This event will feature opportunities for families to meet school and district leaders, tour the P-CEP campus, learn about P-CCS programs, and enjoy food, fun, and games.

D. Citizens' Comments

- None

E. Discussion/Action Items

- **Action Item #25-07-03:** It was moved by Member Kehoe and seconded by Member McCoin to Approve the New Hire Resolutions of Christopher Hammond, Student Support Coordinator at Bentley Elementary School, Kathryn Wagner, Student Support Coordinator at Bird Elementary School, and Kara Thompson, Student Support Coordinator at Field Elementary School. An opportunity for additional Board discussion related to the Student Support Coordinator positions was provided prior to voting. (First and Final Reading)

Ayes: Members Christenson, Kehoe, McCoin, Sidhu, and Westra

Nays: Member Picard

The motion was carried 5-1

- **Discussion:** Board Members and Superintendent Merritt discussed potential dates to hold a board workshop to review required Superintendent Evaluation Tool Updates and to finalize Board and Superintendent Goals for the 2024-2025 school year. A special meeting/workshop was scheduled for August 26, 2024, at 5:30 p.m.

F. Adjournment

President Christenson adjourned the Regular Meeting at 7:54 p.m.

Judy Westra
Secretary, Board of Education

PLYMOUTH-CANTON COMMUNITY SCHOOLS
Plymouth, Michigan

M E M O

MEMO TO: Members of the Board of Education
Dr. Monica L. Merritt, Superintendent

FROM: Abdul Madyun, Chief Human Resources Officer

DATE: June 25, 2024

SUBJECT: **Policy 3220-PROFESSIONAL STAFF EVALUATION**

Date to Administrator for review: June 2024 Reviewed by: Abdul Madyun

Date reviewed and approved by the Policy Advisory Committee: June 25, 2024

This policy from NEOLA:	☐	reflects current state of the law and should be adopted to have accurate policies
	☒	is recommended but not required
	☐	is optional

This policy is being brought to the Board of Education for first reading.

KEY IDEA:

This policy is being brought forward as part of the policy review process with a minor grammatical revision.

RECOMMENDED RESOLUTION

It was moved by member _____ and seconded by member _____ to approve the first reading of **Policy 3220** for the Plymouth-Canton Community Schools. A period of at least two weeks will be allowed for stakeholder input prior to a second reading at a public board meeting, at which time a majority vote of the board voting in favor of this policy will cause it to be adopted.

Ayes: _____

Nays: _____

The Motion was: _____

Attachments X New/Revised/Replacement Policy
 Current Policy

Book	Policy Manual
Section	Vol. 38, No. 2 - February 2024
Title	Vol. 38, No. 2 - February 2024 Technical Correction PROFESSIONAL STAFF EVALUATION
Code	po3220
Status	
Last Revised	June 25, 2024
Last Reviewed	June 25, 2024

Technical Correction Policy – Vol. 38, No. 2

3220 - PROFESSIONAL STAFF EVALUATION

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with involvement of professional staff, the Board delegates to the Superintendent the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does at least all of the following:

- A. evaluates the employee's job performance in a year-end evaluation, while providing timely and constructive feedback

Teachers rated highly effective or, as of July 1, 2024, effective on the three (3) most recent consecutive year-end evaluations may be evaluated every other year or, as of July 1, 2024, every third year, at the District's discretion.

- B. establishes clear approaches to measuring student growth and provides professional staff with relevant data on student growth
- C. evaluates an employee's job performance, using rating categories of highly effective, effective, minimally effective, and ineffective prior to July 1, 2024 and using rating categories of effective, developing, and needing support as of July 1, 2024, which take into account student growth and assessment data or student learning objectives

Before the 2024-2025 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning in the 2024-2025 school year, twenty percent (20%) of the year-end evaluation must be based on student growth and assessment data or student learning objectives

metrics. **[DRAFTING NOTE: The statute now requires that the metrics be agreed upon through collective bargaining, but this is not required to be in policy.]**

Evaluations must also comply with the following:

1. The portion of a teacher's year-end evaluation that is not based on student growth and assessment data or student learning objective metrics shall be based primarily on a teacher's performance as measured by the District.
2. Prior to July 1, 2024, for core content areas in grades and subjects in which state assessments are administered, fifty percent (50%) of student growth must be measured using the state assessments, and the portion of student growth not measured using state assessments must be measured using multiple research-based growth measures or alternative assessments that are rigorous and comparable across schools within the District. Student growth also may be measured by student learning objectives or nationally normed or locally adopted assessments that are aligned to state standards, or based on achievement of individualized education program goals.
3. Prior to July 1, 2024, the portion of a teacher's evaluation that is not measured using student growth and assessment data or using the evaluation tool developed or adopted by the District shall incorporate criteria enumerated in section M.C.L. 380.1248(1)(b)(i) to (iii) that are not otherwise evaluated under the tool. (See

Policy 3131) After July 1, 2024, the portion of a teacher's evaluation that is not measured using student growth and assessment data or student learning objectives metrics, or using the evaluation tool developed or adopted by the District, must be based on objective criteria.

4. Prior to July 1, 2024, if there are student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on the student growth and assessment data for the most recent three (3) consecutive-school-year period. If there are ~~none~~ student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on all student growth and assessment data that are available for the teacher.
5. As of July 1, 2024, the following apply: Evaluations and feedback concerning the evaluation must be provided in writing to the teacher; if a written evaluation is not provided, the teacher is deemed effective; if required by circumstances described in M.C.L. 380.1249, a teacher must be designated as unevaluated; and if a teacher receives an unevaluated designation, the teacher's rating from the immediately prior school year must be used.

D. uses the evaluations, at a minimum, to inform decisions regarding all of the following:

1. the effectiveness of employees, so that they are given ample opportunities for improvement
2. prior to July 1, 2024, promotion, retention, and development of employees, including providing relevant coaching, instruction support, or professional development, and after July 1, 2024, development of employees, including providing relevant coaching, instruction support, or professional development
3. prior to July 1, 2024, whether to grant tenure or full certification, or both, to employees, using rigorous standards and streamlined, transparent, and fair procedures
4. prior to July 1, 2024, removing ineffective tenured and untenured employees after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures

E. provides a mid-year progress report for every teacher who is in the first year of probation or has received a rating of minimally effective or ineffective or, after July 1, 2024, needing support or developing on the most recent year-end evaluation

This mid-year report shall supplement and not replace the year-end evaluation. The mid-year report shall:

1. prior to July 1, 2024, be based, at least in part, on student achievement;
2. be aligned with the teacher's individualized development plan;
3. include specific performance goals and any recommended training for the remainder of the school year, as well as written improvement plan developed in consultation with the teacher that incorporates the goals and training.

F. includes classroom observations in accordance with the following:

1. must include review of the lesson plan, State curriculum standards being taught, and student engagement in the lesson and, as of July 1, 2024, the items described in this paragraph must be discussed during a post-observation meeting between the observer and the teacher
2. must include multiple observations unless the teacher has received an effective or higher rating on the last two (2) year-end evaluations
3. observations need not be for an entire class period but, as of July 1, 2024 must not be less than fifteen (15) minutes
4. one (1) observation may be unscheduled
5. the school administrator responsible for the teacher's performance evaluation shall conduct at least one (1) of the observations

Other observations may be conducted by other observers who are trained in the use of the evaluation tool as described below. These other observers may be teacher leaders.

6. the District shall ensure that, within thirty (30) calendar days after each observation, the teacher is provided with written feedback from the observation

G. for the purposes of conducting annual year-end evaluations under the performance evaluation system, **[must select one (1) option below]**

☒ the District will adopt and implement one (1) or more of the evaluation tools for teachers that are included on the list established and maintained by the Michigan Department of Education ("MDE")

☐ the District will use its local evaluation tool(s) for teachers or modifications of an evaluation tool on the list, which must comply with H., below

The evaluation tool(s) shall be used consistently among the schools operated by the District so that all similarly situated teachers are evaluated using the same evaluation tool.

H. the District will post on its public website all of the following information about the measures it uses for its performance evaluation system for teachers:

1. The research base for the evaluation framework, instrument, and process or, if the District adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.
2. The identity and qualifications of the author or authors or, if the District adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.
3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the District adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.
4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.
6. A description of the plan for providing evaluators and observers with training.

I. the District shall also:

1. provide training to teachers on the evaluation tool(s) used by the District in its performance evaluation system and how each evaluation tool is used

This training may be provided by a district or ~~by a~~ consortium consisting of the District, the intermediate school district, or a public school academy.

2. ensure that training is provided to all evaluators and observers

The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide ~~the~~ training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

3. by not later than September 1, 2024, and every three (3) years thereafter, each individual who conducts an evaluation shall complete rater reliability training provided by the District that complies with M.C.L. 380.1249

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform assigned responsibilities in a satisfactory manner, dismissal or non-renewal procedures may be invoked. A teacher rated as

ineffective or, as of July 1, 2024, needing support on three (3) consecutive year-end evaluations must be dismissed from employment as a teacher with the District. In such an instance, all relevant evaluation documents may be used in the proceedings.

Prior to July 1, 2024, if a non-probationary teacher is rated as ineffective on an annual year-end evaluation, the teacher may request a review of the evaluation and the rating by the Superintendent. The request for a review must be submitted in writing within twenty (20) days after the teacher is informed of the rating. Upon receipt of the request, the Superintendent shall review the evaluation and rating and may make any modifications as appropriate based on review. However, the performance evaluation system shall not allow for a review as described in this subdivision more than twice in a three (3) school-year period.

After July 1, 2024, if a teacher is rated as needing support, the teacher must be provided with the options related to review of the evaluation, including a written response, the ability to request mediation, and when appropriate, utilization of the grievance process or binding arbitration as set out in M.C.L. 380.1248.

The District shall not assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ineffective or, after July 1, 2024, as needing support on the teacher's two (2) most recent annual year-end evaluations. If the District is unable to comply with this and plans to assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ineffective or, after July 1, 2024, as needing support on the teacher's two (2) most recent annual year-end evaluations, the Board will notify the student's parent or legal guardian in writing not later than July 15 immediately preceding the beginning of the school year for which the student is assigned to the teacher, that the District is unable to comply and that the student has been assigned to be taught in the same subject area for a second consecutive year by a teacher who has been rated as ineffective or, as of July 1, 2024, as needing support on the teacher's two (2) most recent annual year-end evaluations. The notification shall include an explanation of why the Board is unable to comply. After July 1, 2024, if a teacher requests a review of the teacher's evaluation under the amendments to the statute, the Board must not issue the notification until the review process is complete.

Evaluations shall be conducted of each professional staff member as stipulated in the Teacher Tenure Act, the revised School Code, a negotiated agreement or contract, the Superintendent's administrative guidelines, and as directed by the Michigan Department of Education. A professional staff member shall be given a copy of any documents relating to the staff member's performance which are to be placed in the personnel file.

This policy shall not deprive a professional staff member of any rights provided by State law or contractual rights consistent with State law.

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Legal

M.C.L. 380.1249 (as amended)

PLYMOUTH-CANTON COMMUNITY SCHOOLS
Office of Chief Finance & Operations Officer

TO: Monica Merritt, Superintendent
Board of Education

FROM: Jill Minnick, Chief Finance & Operations Officer

DATE: August 13, 2024

RE: Approval of Drain Easements for the Willow Creek Drain at P-CEP

OVERVIEW

As part of the ongoing construction at Plymouth-Canton Educational Park, we require the Board of Education's approval for the necessary easements. The Willow Creek Drain, managed by the Wayne County Drain Commission, necessitates two standard easements to ensure the county has access to this public utility, which is situated on our property.

These easements are located on tax parcel I.D. Nos. 71-013-99-0007-701 and 71-014-99-0001-702.

RECOMMENDED RESOLUTION

It was moved by member _____ and seconded by member _____
to approve the easement agreements with the Wayne County Drain Commission, regarding
the Willow Creek Drain, which is on P-CCS property at Plymouth-Canton Educational Park.

Ayes: _____

Nays: _____

The motion was: _____

DRAIN EASEMENT
WILLOW CREEK DRAIN (W016)

For and in consideration of the payment of One (\$1.00) Dollar, and the prospective benefits to be derived because of the establishment, construction, operation, maintenance and improvement of the Willow Creek Drain, ("Drain"), a county drain under the supervision of the Wayne County Drain Commissioner, whose address is 400 Monroe, Suite 400 Detroit, Michigan 48226;

Plymouth-Canton School District (FKA Plymouth Community School District of Wayne and Washtenaw Counties), whose address is 454 S Harvey, Plymouth, Michigan 48170 ("Landowner"), and which is the owner of lands described in ***Exhibit A*** ("Property"), now conveys and releases to the Willow Creek Drain Drainage District ("Drainage District"), the address for which is 400 Monroe, Suite 400, Detroit, Michigan 48226, an easement for purposes of establishment, construction, operation, maintenance and improvement of the Drain ("Easement"). The Easement is described in the attached ***Exhibit B*** ("Easement Area"). A depiction of the Property and the Easement Area is attached as ***Exhibit C***.

This conveyance shall be deemed a sufficient conveyance to vest in the Drainage District, an easement over the Easement Area for the uses and purposes of drainage with such rights of entry upon, passage over, storing of equipment and materials including excavated earth on the Property as may be necessary or useful for the establishment, construction, operation, maintenance, and improvement of the Drain. This conveyance shall also be deemed sufficient to vest in the Drainage District an easement for the clearing of the Easement Area and the spreading and/or removal of spoils and excavated materials.

Non-movable or permanent structures shall not be constructed by Landowner, its agents, employees, or contractors within the specific limits of the Easement Area without the prior written consent of the Drainage District. Notwithstanding the foregoing, Landowner shall have the right to maintain the following existing structures within the Easement Area: sheds; bridges; concrete walks; asphalt parking lot; asphalt drive; concrete curb and gutters; batting cage; concrete bleacher pad; block dugouts; block building and concrete; sanitary sewer, watermain, and electric crossings; detention basin; and fences ("Encroachments"). The Encroachments are depicted in the attached ***Exhibit C***. Landowner shall not have the right to replace, improve, or increase the footprint of any of the Encroachments without receiving prior written consent from the Drainage District and obtaining all necessary permits. Furthermore, Landowner shall be responsible for any reasonable increased costs to the Drainage District for operation, maintenance, and improvement of the Drain due to the existence of the Encroachments in the

Drafted By:

Amanda J. Knutson (P85668)
Fahey Schultz Burzych Rhodes PLC
4151 Okemos Road
Okemos, Michigan 48864
(517) 381-0100

When Recorded Return To:

Elmeka N. Steele
Wayne County Drain Commissioner
400 Monroe Street, Suite 400
Detroit, MI 48226

Tax Parcel ID No.:
71-013-99-0007-701

Property Address:
8415 Canton Center N Road
Canton, Michigan 48187

DRAIN EASEMENT
EXHIBIT 'A'
WILLOW CREEK DRAIN DRAINAGE DISTRICT

LEGAL DESCRIPTION

TAX PARCEL ID NO. 71-013-99-0007-701
SOURCE: ASK TITLE REF#11483298
OWNER: PLYMOUTH-CANTON SCHOOL DISTRICT

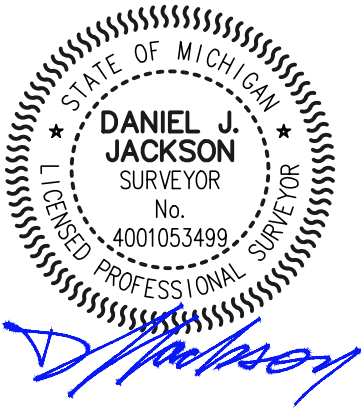
THE NE 1/4 SEC 4 T2S R8E EXC S 1066FT OF N 1479FT OF E 203FT THEREOF ALSO EXC N 60FT THEREOF EXC E 43FT THEREOF 145.31 AC

LEGAL DESCRIPTION AS SURVEYED

TAX PARCEL ID NO. 71-013-99-0007-701
SOURCE: AS SURVEYED
OWNER: PLYMOUTH-CANTON SCHOOL DISTRICT

PART OF THE NORTHEAST 1/4 OF SECTION 04, TOWN 02 SOUTH, RANGE 08 EAST, TOWNSHIP OF CANTON, COUNTY OF WAYNE, STATE OF MICHIGAN, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

POINT OF BEGINNING BEING THE NORTHEAST CORNER OF SAID SECTION 4; THENCE S00°17'56"E 413.00 FEET ALONG THE EAST LINE OF SAID SECTION 4; THENCE S89°18'32"W 203.00 FEET; THENCE S00°17'56"E 1066.00 FEET; THENCE N89°18'32"E 203.00 FEET TO SAID EAST LINE; THENCE S00°17'56"E 1108.53 FEET ALONG SAID EAST LINE TO THE EAST 1/4 CORNER OF SAID SECTION 4; THENCE S88°33'20"W 2610.68 FEET ALONG THE EAST/WEST 1/4 LINE OF SAID SECTION 4 TO THE CENTER POST OF SAID SECTION 4; THENCE N00°13'38"W 2622.05 FEET TO THE NORTH 1/4 CORNER OF SAID SECTION 4; THENCE N89°18'45"E 2606.94 FEET ALONG THE NORTH LINE OF SAID SECTION 4 TO THE POINT OF BEGINNING; LESS AND EXCEPT THE NORTH 60 FEET AND THE EAST 43 FEET THEREOF. CONTAINING 145.98 ACRES OF LAND. RESERVING EASEMENTS AND RIGHTS OF WAY OF RECORD.



REV 6/20/24 PER REVIEW COMMENTS DATED JUNE 3, 2024
REV 7/19/24 PER REVIEW COMMENTS DATED JULY 18, 2024
REV 8/02/24 PER REVIEW COMMENTS DATED JULY 31, 2024



905 South Blvd. East Phone: (248) 844-5400
Rochester Hills, MI 48307 Fax: (248) 844-5440
www.sda-eng.com

DRAWN: N.POOLE	DATE: 04-30-24
CHECKED: D.JACKSON	DATE: 04-30-24
MANAGER: G.PLATZ	SCALE: N/A
JOB No. NP24014	SHEET: 1 OF 7
SECTION 04 TOWN 02 SOUTH RANGE 08 EAST	
CANTON TOWNSHIP	WAYNE COUNTY, MI

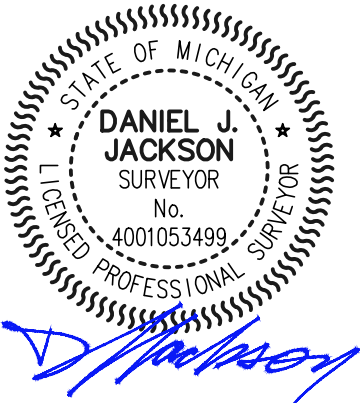
DRAIN EASEMENT
EXHIBIT 'B'
WILLOW CREEK DRAIN DRAINAGE DISTRICT

DRAIN EASEMENT DESCRIPTION

A PERMANENT 110' WIDE EASEMENT FOR THE WILLOW CREEK DRAIN, LOCATED IN SECTION 4, TOWN 02 SOUTH, RANGE 08 EASE, TOWNSHIP OF CANTON, COUNTY OF WAYNE, STATE OF MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 4, THENCE S89°18'45"W 43.00 FEET ALONG THE NORTH LINE OF SAID SECTION 4; THENCE S00°17'56"E 412.85 FEET ALONG THE WESTERLY RIGHT OF WAY LINE N. CANTON CENTER ROAD (86 FEET WIDE) TO THE NORTH LINE OF PARCEL 71-01399-0004-000; THENCE S89°18'32"W 160.00 FEET ALONG SAID NORTH LINE TO THE WEST LINE OF SAID PARCEL; THENCE S00°17'56"E 591.01 FEET ALONG THE WEST LINE OF SEVERAL PARCELS TO THE POINT OF BEGINNING;

THENCE S00°17'56"E 110.13 FEET; THENCE S86°56'38"W 114.44 FEET; THENCE N85°30'28"W 60.76 FEET; THENCE S81°24'02"W 79.00 FEET; THENCE N71°39'58"W 37.30 FEET; THENCE N85°19'20"W 33.95 FEET; THENCE S64°57'48"W 25.73 FEET; THENCE N68°17'02"W 74.58 FEET; THENCE N86°10'03"W 57.27 FEET; THENCE N86°16'46"W 121.39 FEET; THENCE N84°48'39"W 61.60 FEET; THENCE S72°16'54"W 52.44 FEET; THENCE N79°35'22"W 91.40 FEET; THENCE N86°54'58"W 86.69 FEET; THENCE S64°50'24"W 25.80 FEET; THENCE N89°51'21"W 113.13 FEET; THENCE N79°59'19"W 94.89 FEET; THENCE S88°52'30"W 171.94 FEET; THENCE S75°08'53"W 48.45 FEET; THENCE N86°31'17"W 59.91 FEET; THENCE N86°02'47"W 94.19 FEET; THENCE S66°22'49"W 24.53 FEET; THENCE N77°18'20"W 34.03 FEET; THENCE S85°18'48"W 64.52 FEET; THENCE N70°40'24"W 25.12 FEET; THENCE S80°29'24"W 34.84 FEET; THENCE N80°54'37"W 53.96 FEET; THENCE S84°59'34"W 28.16 FEET; THENCE S60°07'40"W 20.14 FEET; THENCE N84°21'01"W 48.38 FEET; THENCE S89°12'01"W 140.49 FEET; THENCE N83°13'11"W 52.38 FEET; THENCE S80°09'39"W 57.36 FEET; THENCE N86°33'13"W 114.47 FEET; THENCE S72°07'53"W 70.61 FEET; THENCE N55°14'03"W 15.30 FEET; THENCE S60°18'06"W 22.40 FEET; THENCE N68°32'51"W 56.04 FEET; THENCE S78°26'51"W 40.44 FEET; THENCE N74°20'09"W 44.55 FEET TO THE EAST LINE OF PARCEL 71-014-99-0001-702; THENCE N00°13'38"W 114.37 FEET ALONG SAID EAST LINE; THENCE S74°20'09"E 49.23 FEET; THENCE N78°26'51"E 46.40 FEET; THENCE S68°32'51"E 35.98 FEET; THENCE N60°18'06"E 39.11 FEET; THENCE S55°14'03"E 30.25 FEET; THENCE N72°07'53"E 36.90 FEET; THENCE S86°33'13"E 122.36 FEET; THENCE N80°09'39"E 60.61 FEET; THENCE S83°13'11"E 61.16 FEET; THENCE N89°12'01"E 139.40 FEET; THENCE S84°21'01"E 19.35 FEET; THENCE N60°07'40"E 9.16 FEET; THENCE N84°59'34"E 66.01 FEET; THENCE S80°54'37"E 49.55 FEET; THENCE N80°29'24"E 45.11 FEET; THENCE S70°40'24"E 30.01 FEET; THENCE N85°18'48"E 57.93 FEET; THENCE S77°18'20"E 14.77 FEET; THENCE N66°22'49"E 15.45 FEET; THENCE S86°02'47"E 120.72 FEET; THENCE S86°31'17"E 41.70 FEET; THENCE N75°08'53"E 43.94 FEET; THENCE N88°52'30"E 195.90 FEET; THENCE S79°59'19"E 96.12 FEET; THENCE S89°51'21"E 78.95 FEET; THENCE N64°50'24"E 28.78 FEET; THENCE S86°54'58"E 121.41 FEET; THENCE S79°35'22"E 70.89 FEET; THENCE N72°16'54"E 47.17 FEET; THENCE S84°48'39"E 82.47 FEET; THENCE S86°16'46"E 120.09 FEET; THENCE S86°10'03"E 74.68 FEET; THENCE S68°17'02"E 44.34 FEET; THENCE N64°57'48"E 7.36 FEET; THENCE S85°19'20"E 76.30 FEET; THENCE S71°39'58"E 24.13 FEET; THENCE N81°24'02"E 65.28 FEET; THENCE S85°30'28"E 66.13 FEET; THENCE N86°56'38"E 112.48 FEET TO THE POINT OF BEGINNING. CONTAINING 6.187 ACRES (269,505 SQ.FT.), MORE OR LESS.



REV 6/20/24 PER REVIEW COMMENTS DATED JUNE 3, 2024
REV 7/19/24 PER REVIEW COMMENTS DATED JULY 18, 2024
REV 8/02/24 PER REVIEW COMMENTS DATED JULY 31, 2024



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DRAWN: N.POOLE	DATE: 04-30-24
CHECKED: D.JACKSON	DATE: 04-30-24
MANAGER: G.PLATZ	SCALE: N/A
JOB No. NP24014	SHEET: 2 OF 7
SECTION 04 TOWN 02 SOUTH RANGE 08 EAST	
CANTON TOWNSHIP	WAYNE COUNTY, MI

Plotted: Aug 5, 2024, 9:42 AM by user: 602 - Saved: 8/5/2024 by user: 602
N: \\NP\\NLD Projects\\NP24014 - Plymouth Canton Campus - Easement\\Survey\\DWG\\NP24014EASE_EAST.dwg

CERTIFIED SURVEY
EXHIBIT 'C'

WILLOW CREEK DRAIN DRAINAGE DISTRICT

NORTH 1/4 CORNER
OF SECTION 04
T.02S., R.08E.
CANTON TWP.
WAYNE COUNTY, MI

NORTHEAST CORNER
OF SECTION 04
T.02S., R.08E.
CANTON TWP.
WAYNE COUNTY, MI

JOY ROAD

NORTH LINE OF SECTION 4 N89°18'45"E 2606.94'

EX. 60' R.O.W. LINE

SEE ENCROACHMENT DETAILS SHEETS 4 - 7

DETAIL A

DETAIL B

DETAIL C

DETAIL D

DETAIL E

DETAIL F

DETAIL G

EX. 43' R.O.W. LINE
S00°17'56"E 413.00'

S89°18'32"W 203.00'

BLEACHERS, DUGOUTS,
AND FENCES

DETENTION BASIN

WATER MAIN CROSSING
BRIDGE/WALK

6.187 ACRES
269,509 SQ. FT.

BRIDGE/WALK

WILLOW
CREEK
DRAIN

CROSS
SECTION
LOCATION

ELECTRIC CROSSING
WATER MAIN CROSSING
BRIDGE/WALK

BRIDGE/DRIVE

SHED

SHED & BATTING CAGE

PLYMOUTH-CANTON COMM. SCHOOLS

TAX PARCEL No.
71-013-99-0007-701
145.98 ACRES

SANITARY SEWER CROSSING
BLEACHERS, SHED,
DUGOUT, & FENCES

CONC WALK
BRIDGE/WALK

PARKING LOT

S00°17'56"E 1066.00'
TAX PARCEL No.
71-013-99-0004-000

N89°18'32"E 203.00'

CANTON CENTER RD.

EX. 43' R.O.W. LINE
S00°17'56"E 1108.53'

EAST/WEST 1/4 LINE OF SECTION 4

S88°33'20"W 2610.68'

EAST 1/4 CORNER
OF SECTION 04
T.02S., R.08E.
CANTON TWP.
WAYNE COUNTY, MI

TAX PARCEL No.
71-014-99-0001-702

N00°13'38"W 2622.05'

NORTH/SOUTH 1/4 LINE OF SECTION 4



SURVEYOR'S COMMENTS
1. DESCRIPTION OF EASEMENT
PROVIDED IN EXHIBIT B
2. A PORTION OF THIS PROPERTY
IS DESCRIBED IN L. 16256, P. 309
AND L. 16360, P. 49



D. Jackson

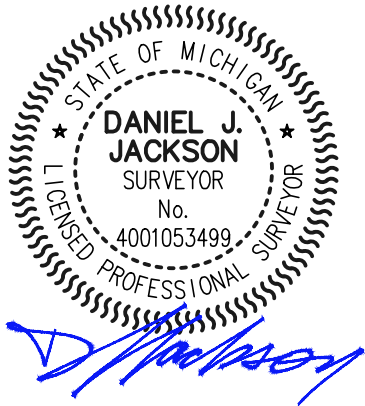
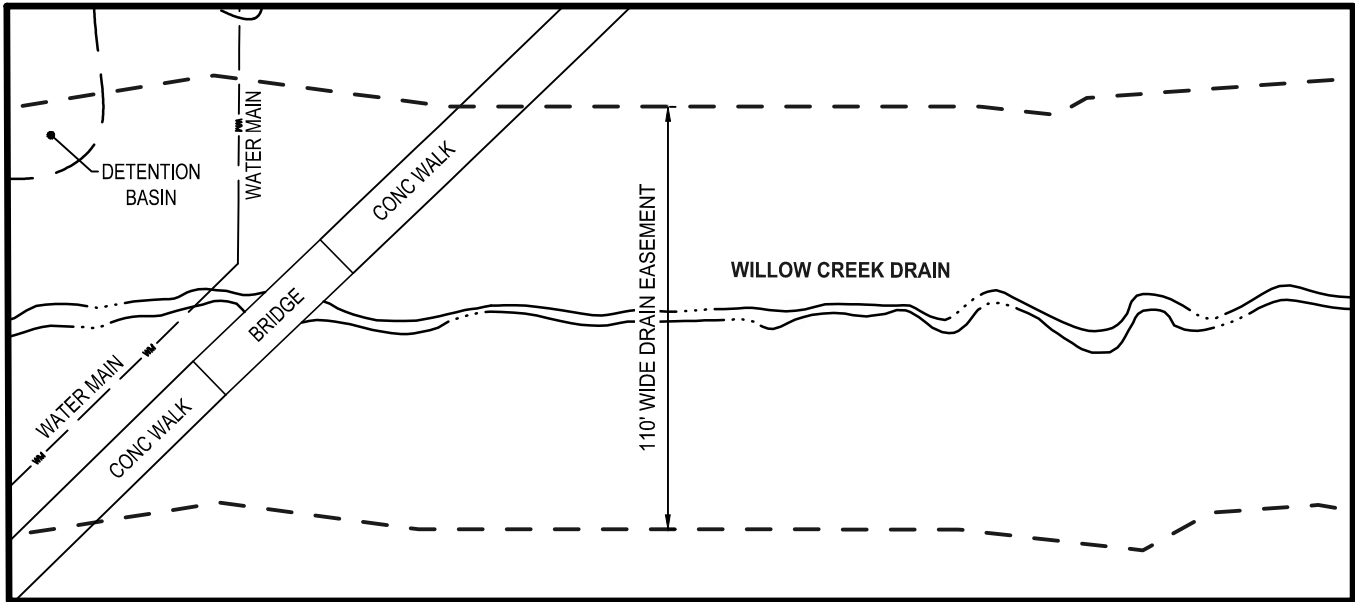
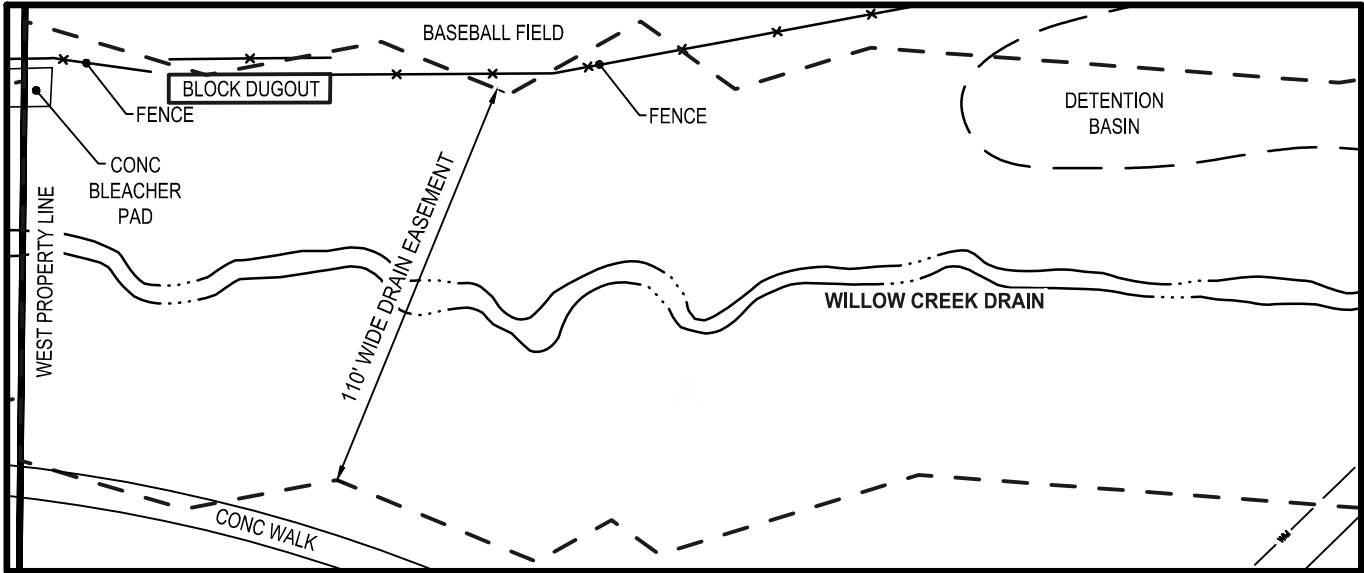
REV 6/20/24 PER REVIEW COMMENTS DATED JUNE 3, 2024
REV 7/19/24 PER REVIEW COMMENTS DATED JULY 18, 2024
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CHECKED: D.JACKSON	DATE: 04-30-24
MANAGER: G.PLATZ	SCALE: 1" = 400'
JOB No. NP24014	SHEET: 3 OF 7
SECTION 04 TOWN 02 SOUTH RANGE 08 EAST	
CANTON TOWNSHIP WAYNE COUNTY, MI	

CERTIFIED SURVEY
EXHIBIT 'C'
WILLOW CREEK DRAIN DRAINAGE DISTRICT



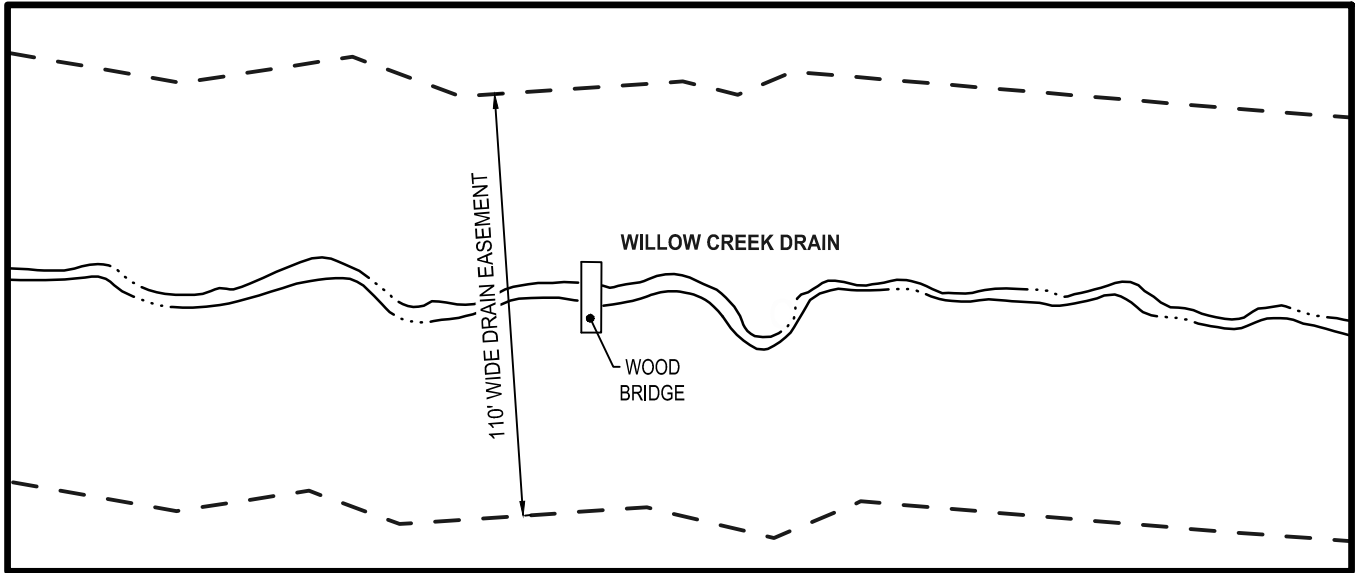
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REV 7/19/24 PER REVIEW COMMENTS DATED JULY 18, 2024
REV 8/02/24 PER REVIEW COMMENTS DATED JULY 31, 2024



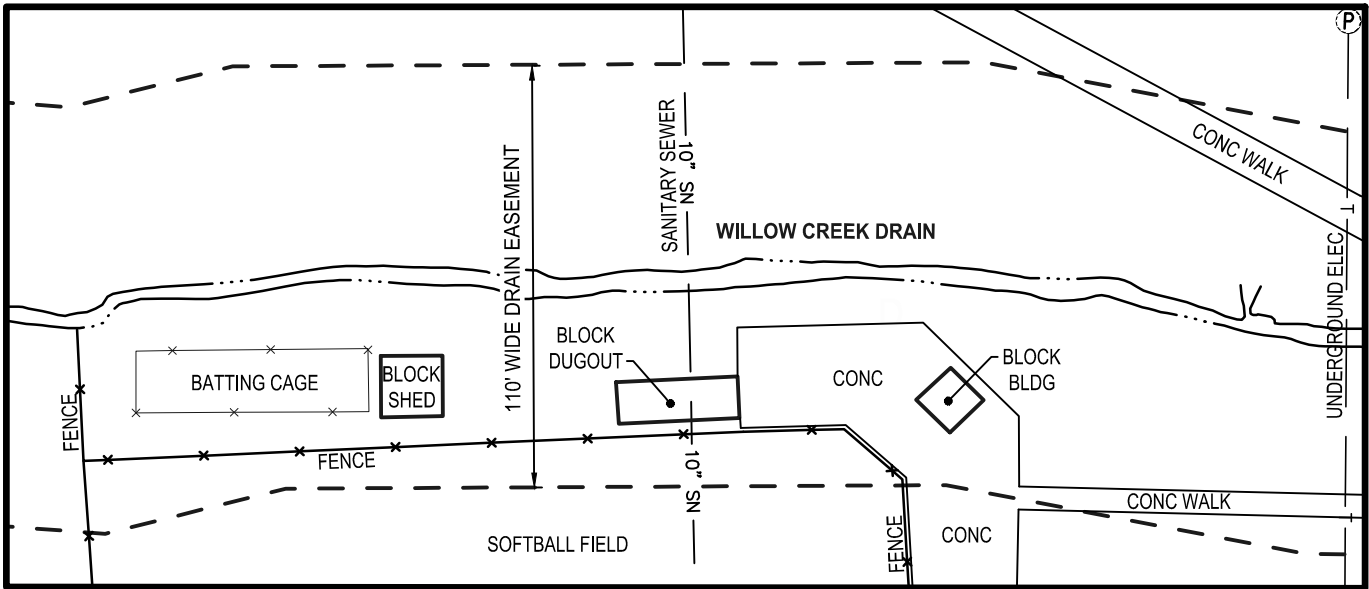
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Fax: (248) 844-5440
www.sda-eng.com

DRAWN: N.POOLE	DATE: 04-30-24
CHECKED: D.JACKSON	DATE: 04-30-24
MANAGER: G.PLATZ	SCALE: 1" = 50'
JOB No. NP24014	SHEET: 4 OF 7
SECTION 04 TOWN 02 SOUTH RANGE 08 EAST	
CANTON	WAYNE COUNTY, MI

CERTIFIED SURVEY
EXHIBIT 'C'
WILLOW CREEK DRAIN DRAINAGE DISTRICT



ENCROACHMENT DETAIL C



ENCROACHMENT DETAIL D



D. Jackson

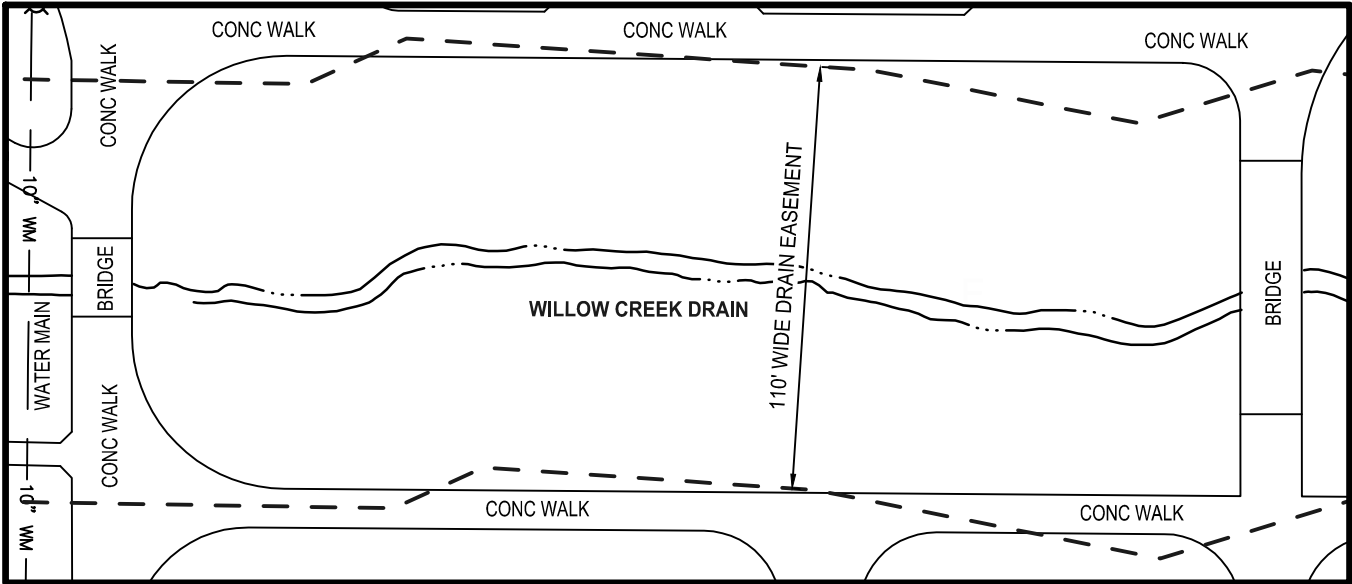
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REV 7/19/24 PER REVIEW COMMENTS DATED JULY 18, 2024
REV 8/02/24 PER REVIEW COMMENTS DATED JULY 31, 2024



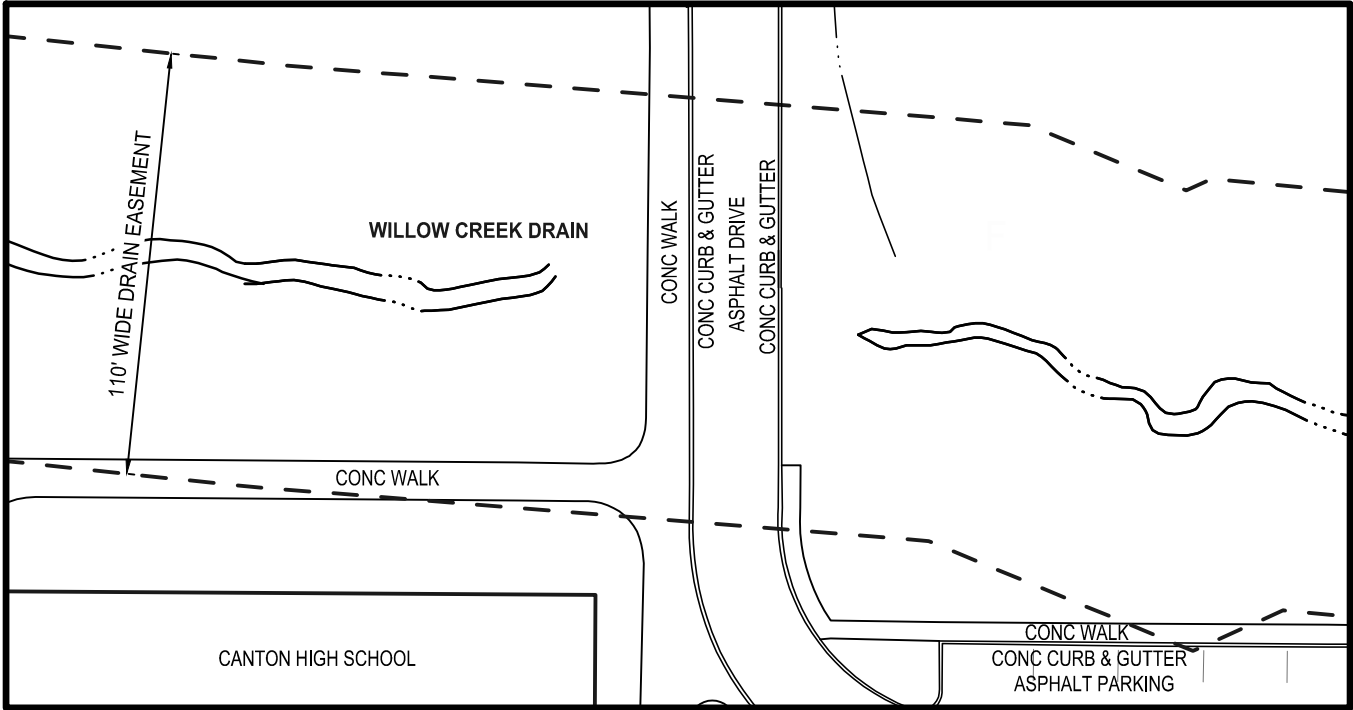
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DRAWN: N.POOLE	DATE: 04-30-24
CHECKED: D.JACKSON	DATE: 04-30-24
MANAGER: G.PLATZ	SCALE: 1" = 50'
JOB No. NP24014	SHEET: 5 OF 7
SECTION 04 TOWN 02 SOUTH RANGE 08 EAST	
CANTON	WAYNE COUNTY, MI

CERTIFIED SURVEY
EXHIBIT 'C'
WILLOW CREEK DRAIN DRAINAGE DISTRICT



ENCROACHMENT DETAIL E



ENCROACHMENT DETAIL F



D. Jackson

REV 6/20/24 PER REVIEW COMMENTS DATED JUNE 3, 2024
REV 7/19/24 PER REVIEW COMMENTS DATED JULY 18, 2024
REV 8/02/24 PER REVIEW COMMENTS DATED JULY 31, 2024

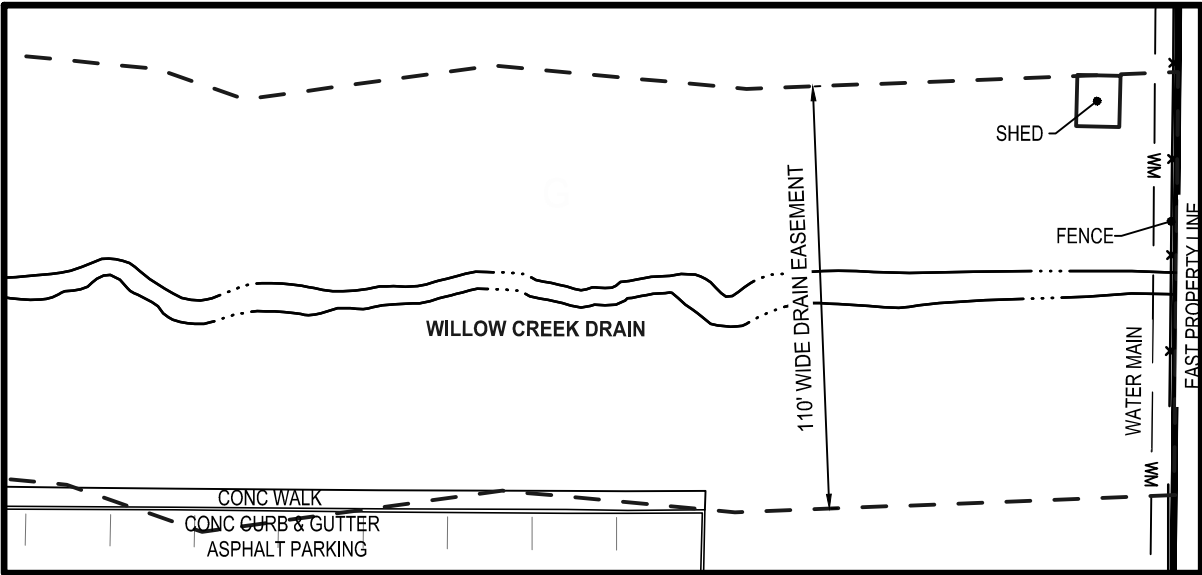


SPALDING DeDECKER
Engineers | Surveyors

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DRAWN: N.POOLE	DATE: 04-30-24
CHECKED: D.JACKSON	DATE: 04-30-24
MANAGER: G.PLATZ	SCALE: 1" = 50'
JOB No. NP24014	SHEET: 6 OF 7
SECTION 04 TOWN 02 SOUTH RANGE 08 EAST	
CANTON	WAYNE COUNTY, MI

CERTIFIED SURVEY
EXHIBIT 'C'
WILLOW CREEK DRAIN DRAINAGE DISTRICT



ENCROACHMENT DETAIL G



D. Jackson

REV 6/20/24 PER REVIEW COMMENTS DATED JUNE 3, 2024
REV 7/19/24 PER REVIEW COMMENTS DATED JULY 18, 2024
REV 8/02/24 PER REVIEW COMMENTS DATED JULY 31, 2024



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Fax: (248) 844-5440

DRAWN: N.POOLE	DATE: 04-30-24
CHECKED: D.JACKSON	DATE: 04-30-24
MANAGER: G.PLATZ	SCALE: 1" = 50'
JOB No. NP24014	SHEET: 7 OF 7
SECTION 04 TOWN 02 SOUTH RANGE 08 EAST	
CANTON	WAYNE COUNTY, MI

DRAIN EASEMENT
WILLOW CREEK DRAIN (W016)

For and in consideration of the payment of One (\$1.00) Dollar, and the prospective benefits to be derived because of the establishment, construction, operation, maintenance and improvement of the Willow Creek Drain, ("Drain"), a county drain under the supervision of the Wayne County Drain Commissioner, whose address is 400 Monroe, Suite 400 Detroit, Michigan 48226;

Plymouth-Canton School District (FKA Plymouth Community School District of Wayne and Washtenaw Counties), whose address is 454 S Harvey, Plymouth, Michigan 48170 ("Landowner"), and which is the owner of lands described in ***Exhibit A*** ("Property"), now conveys and releases to the Willow Creek Drain Drainage District ("Drainage District"), the address for which is 400 Monroe, Suite 400, Detroit, Michigan 48226, an easement for purposes of establishment, construction, operation, maintenance and improvement of the Drain ("Easement"). The Easement is described in the attached ***Exhibit B*** ("Easement Area"). A depiction of the Property and the Easement Area is attached as ***Exhibit C***.

This conveyance shall be deemed a sufficient conveyance to vest in the Drainage District, an easement over the Easement Area for the uses and purposes of drainage with such rights of entry upon, passage over, storing of equipment and materials including excavated earth on the Property as may be necessary or useful for the establishment, construction, operation, maintenance, and improvement of the Drain. This conveyance shall also be deemed sufficient to vest in the Drainage District an easement for the clearing of the Easement Area and the spreading and/or removal of spoils and excavated materials.

Non-movable or permanent structures shall not be constructed by Landowner, its agents, employees, or contractors within the specific limits of the Easement Area without the prior written consent of the Drainage District. Notwithstanding the foregoing, Landowner shall have the right to maintain the following existing structures within the Easement Area: bridge, concrete walks, batting cage, concrete bleacher pad, and fences ("Encroachments"). The Encroachments are depicted in the attached ***Exhibit C***. Landowner shall not have the right to replace, improve, or increase the footprint of any of the Encroachments without receiving prior written consent from the Drainage District and obtaining all necessary permits. Furthermore, Landowner shall be responsible for any reasonable increased costs to the Drainage District for operation, maintenance, and improvement of the Drain due to the existence of the Encroachments in the Easement Area. Landowner shall be responsible for any and all future maintenance, repair, or replacement of the Encroachments.

Drafted By:

Amanda J. Knutson (P85668)
Fahey Schultz Burzych Rhodes PLC
4151 Okemos Road
Okemos, Michigan 48864
(517) 381-0100

When Recorded Return To:

Elmeka N. Steele
Wayne County Drain Commissioner
400 Monroe Street, Suite 400
Detroit, MI 48226

Tax Parcel ID No.:
71-014-99-0001-702

Property Address:
Joy Road, Canton, Michigan 48187

DRAIN EASEMENT
EXHIBIT 'A'
WILLOW CREEK DRAIN DRAINAGE DISTRICT

LEGAL DESCRIPTION

TAX PARCEL ID NO. 71-014-99-0001-702
SOURCE: ASK TITLE REF#11483298
OWNER: PLYMOUTH-CANTON SCHOOL DISTRICT

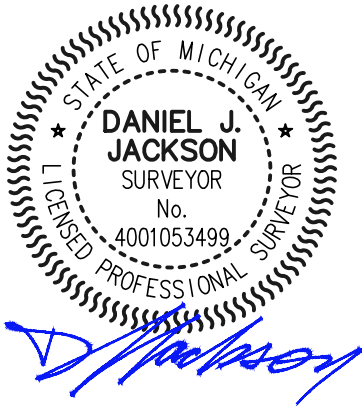
PT OF NW 1/4 SEC 4 T2S R8E DESC AS BEG AT N 1/4 COR SEC 4 TH S89DEG 00M 40S W 775.50FT TH S0DEG 01M 30S E 841.50FT TH S89DEG 10M25S W 297FT TH N0DEG 08M 25S E 611.50FT TH S89DEG 10M 25S W 190FT TH N0DEG 02M 25S E 230FT TH S89DEG 10M 25S W 494.73FT TH S0DEG 08M 25S W 230FT TH S89DEG 10M 25S W 240FT TH N0DEG 08M 25S E 230FT TH S89DEG 10M 25S W 571FT TH S 1584FT TH E 957FT TH S 973.50FT TH E 532FT TH S 82.50FT TH N88DEG 23M E 1098.65FT TH N0DEG 25M W 2621.52FT TO POB EXC N 60FT THEREOF ALSO W 60FT THEREOF ALSO EXC THAT PART THEREOF BEG S.01D39M 40S W. 1633.99 FT AND N.89D 25M 41E. 479 FT AND S. 01D 11M 45S W. 436 FT AND N.89D 25M 40S E. 478 FT FROM NW COR SEC 4 TH N.89D 25M 40S E. 547.40 FT TH S.00D 36M 40S W. 499.36 FT TH S.89D 26M 53S W. 534.17 FT TH N.00D 54M 27S W. 499.07 FT POB 113.34 AC

LEGAL DESCRIPTION AS SURVEYED

TAX PARCEL ID NO. 71-014-99-0001-702
SOURCE: AS SURVEYED
OWNER: PLYMOUTH-CANTON SCHOOL DISTRICT

PART OF THE NORTHWEST 1/4 OF SECTION 04, TOWN 02 SOUTH, RANGE 08 EAST, TOWNSHIP OF CANTON, COUNTY OF WAYNE, STATE OF MICHIGAN, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

POINT OF BEGINNING BEING THE NORTHWEST CORNER OF SAID SECTION 4; THENCE N89°10'45"E 570.74 FEET ALONG THE NORTH LINE OF SAID SECTION 4; THENCE S00°08'35"W 230.00 FEET; THENCE N89°10'45"E 240.00 FEET; THENCE N00°08'35"E 230.00 FEET TO SAID NORTH LINE; THENCE N89°10'45"E 494.73 FEET ALONG SAID NORTH LINE; THENCE S00°08'35"W 230.00 FEET; THENCE N89°10'45"E 190.00 FEET; THENCE S00°08'35"W 611.50 FEET; THENCE N89°10'45"E 297.00 FEET; THENCE N00°08'35"E 841.50 FEET TO SAID NORTH LINE; THENCE N89°10'45"E 775.42 FEET ALONG SAID NORTH LINE TO THE NORTH 1/4 OF SAID SECTION 4; THENCE 00°13'38"E 2622.05 FEET ALONG THE NORTH / SOUTH 1/4 OF SAID SECTION 4 TO THE CENTER POST OF SAID SECTION 4; THENCE S88°32'48"W 1096.16 FEET ALONG THE EAST / WEST 1/4 LINE; THENCE N00°16'49"W 581.51 FEET; THENCE S88°32'11"W 546.99 FEET; THENCE N00°18'16"E 485.98 FEET; THENCE S88°32'11"W 956.78 FEET TO THE WEST LINE OF SAID SECTION 4; THENCE N00°46'16"E 1584.12 FEET ALONG SAID WEST LINE TO THE POINT OF BEGINNING; LESS AND EXCEPT THE NORTH 60 FEET AND THE WEST 60 FEET THEREOF. CONTAINING 113.28 ACRES OF LAND. RESERVING EASEMENTS AND RIGHTS OF WAY OF RECORD.



REV 6/20/24 PER REVIEW COMMENTS DATED JUNE 3, 2024
REV 7/19/24 PER REVIEW COMMENTS DATED JULY 18, 2024
REV 8/02/24 PER REVIEW COMMENTS DATED JULY 31, 2024



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DRAWN: N.POOLE	DATE: 04-30-24
CHECKED: D.JACKSON	DATE: 04-30-24
MANAGER: G.PLATZ	SCALE: N/A
JOB No. NP24014	SHEET: 1 OF 4
SECTION 04 TOWN 02 SOUTH RANGE 08 EAST	
CANTON TOWNSHIP	WAYNE COUNTY, MI

DRAIN EASEMENT
EXHIBIT 'B'
WILLOW CREEK DRAIN DRAINAGE DISTRICT

EASEMENT DESCRIPTION (WEST)

A PERMANENT 80' WIDE EASEMENT FOR THE WILLOW CREEK DRAIN, LOCATED IN SECTION 04, TOWN 02 SOUTH, RANGE 08 EASE, TOWNSHIP OF CANTON, COUNTY OF WAYNE, STATE OF MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SECTION 04, THENCE N89°10'57"E 60.02 FEET ALONG THE NORTH SECTION LINE; THENCE S00°46'16"W 65.64 ALONG THE EASTERLY RIGHT-OF-WAY LINE OF BECK ROAD (120 FEET WIDE) FEET TO THE POINT OF BEGINNING;

THENCE N88°02'10"E 18.51 FEET; THENCE S64°14'03"E 84.51 FEET; THENCE S85°04'58"E 63.56 FEET; THENCE S66°15'25"E 50.94 FEET; THENCE S89°43'03"E 72.71 FEET; THENCE S72°47'25"E 107.25 FEET; THENCE S89°28'50"E 72.98 FEET; THENCE S81°33'43"E 59.06 FEET TO THE WEST LINE OF PARCEL 71-014-99-004-000; THENCE S00°08'35"W 53.66 FEET ALONG SAID WEST LINE TO SAID PARCEL'S SOUTH LINE; THENCE N89°10'45"E 240.00 FEET ALONG SAID SOUTH LINE TO SAID PARCEL'S EAST LINE; THENCE N00°08'35"E 13.11 FEET ALONG SAID EAST LINE; THENCE S40°49'35"E 1.26 FEET; THENCE S69°14'17"E 83.75 FEET; THENCE S57°18'37"E 43.75 FEET; THENCE S26°22'54"E 70.49 FEET; THENCE S25°21'25"W 12.28 FEET; THENCE S42°12'07"E 44.11 FEET; THENCE S12°46'32"E 28.83 FEET; THENCE S41°17'40"E 103.82 FEET; THENCE S67°46'41"E 37.78 FEET; THENCE S45°02'31"E 28.64 FEET; THENCE S81°44'41"E 45.53 FEET; THENCE S33°34'21"E 62.03 FEET; THENCE S72°29'49"E 31.97 FEET; THENCE S23°12'55"E 30.59 FEET; THENCE S52°32'48"E 22.66 FEET; THENCE S86°26'23"E 20.72 FEET; THENCE S72°17'25"E 67.71 FEET; THENCE S70°39'49"E 90.24 FEET; THENCE N75°58'50"E 73.70 FEET TO THE WEST LINE OF PARCEL 71-014-99-002-000; THENCE S00°08'35"W 82.51 FEET ALONG SAID WEST LINE; THENCE S75°58'50"W 77.48 FEET; THENCE N70°39'49"W 113.07 FEET; THENCE N72°17'25"W 56.65 FEET; THENCE N86°26'23"W 35.17 FEET; THENCE N52°32'48"W 67.97 FEET; THENCE N23°12'55"W 14.83 FEET; THENCE N72°29'49"W 23.55 FEET; THENCE N33°34'21"W 54.54 FEET; THENCE N81°44'41"W 36.30 FEET; THENCE N45°02'31"W 39.09 FEET; THENCE N67°46'41"W 40.52 FEET; THENCE N41°17'40"W 142.97 FEET; THENCE N12°46'32"W 28.16 FEET; THENCE N42°12'07"W 76.62 FEET; THENCE N25°21'25"E 27.00 FEET; THENCE N26°22'54"W 9.56 FEET; THENCE N57°18'37"W 13.26 FEET; THENCE N69°14'17"W 95.64 FEET; THENCE N40°49'35"W 13.11 FEET; THENCE S79°23'50"W 51.14 FEET; THENCE N63°17'40"W 67.90 FEET; THENCE S84°27'11"W 70.34 FEET; THENCE N81°33'43"W 69.32 FEET; THENCE N89°28'50"W 79.17 FEET; THENCE N72°47'25"W 107.08 FEET; THENCE N89°43'03"W 77.42 FEET; THENCE N66°15'25"W 54.29 FEET; THENCE N85°04'58"W 65.01 FEET; THENCE N64°14'03"W 79.48 FEET; THENCE S88°02'10"W 2.58 FEET TO SAID EASTERLY RIGHT-OF-WAY LINE OF BECK ROAD; THENCE N00°46'16"E 80.09 FEET TO THE POINT OF BEGINNING. CONTAINING 2.858 ACRES (124,494 SQ.FT.), MORE OR LESS.

EASEMENT DESCRIPTION (EAST)

A PERMANENT 80' WIDE EASEMENT FOR THE WILLOW CREEK DRAIN, LOCATED IN SECTION 04, TOWN 02 SOUTH, RANGE 08 EASE, TOWNSHIP OF CANTON, COUNTY OF WAYNE, STATE OF MICHIGAN, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF SECTION 04, THENCE N89°10'45"E 1792.47 FEET ALONG THE NORTH LINE OF SECTION 04; THENCE S00°08'35"W 675.20 FEET TO THE POINT OF BEGINNING;

THENCE S89°13'41"E 172.55 FEET; THENCE S50°51'19"E 32.02 FEET; THENCE S88°55'25"E 26.67 FEET; THENCE S49°51'07"E 74.44 FEET; THENCE S31°33'40"E 110.33 FEET; THENCE S64°01'01"E 22.22 FEET; THENCE S30°02'48"E 128.09 FEET; THENCE N87°28'00"E 31.40 FEET; THENCE N62°11'30"E 22.59 FEET; THENCE N85°28'50"E 73.26 FEET; THENCE S87°22'33"E 177.02 FEET; THENCE N75°54'28"E 58.31 FEET; THENCE S74°20'09"E 0.23 FEET TO THE WEST LINE OF PARCEL 71-013-99-0001-701; THENCE S00°13'38"E 83.18 FEET ALONG SAID WEST LINE; THENCE N74°20'09"W 1.76 FEET; THENCE S75°54'28"W 48.81 FEET; THENCE N87°22'33"W 183.78 FEET; THENCE S85°28'50"W 51.78 FEET; THENCE S62°11'30"W 24.04 FEET; THENCE S87°28'00"W 97.87 FEET; THENCE N30°02'48"W 152.19 FEET; THENCE N64°01'01"W 21.06 FEET; THENCE N31°33'40"W 120.74 FEET; THENCE N49°51'07"W 33.18 FEET; THENCE N88°55'25"W 25.89 FEET; THENCE N50°51'19"W 31.78 FEET; THENCE N89°13'41"W 143.84 FEET; THENCE N00°08'35"E 80.00 FEET ALONG THE EAST LINE OF PARCEL 71-014-99-0002-000; TO THE POINT OF BEGINNING. CONTAINING 1.713 ACRES (74,618 SQ.FT.), MORE OR LESS.

REV 6/20/24 PER REVIEW COMMENTS DATED JUNE 3, 2024
REV 7/19/24 PER REVIEW COMMENTS DATED JULY 18, 2024
REV 8/02/24 PER REVIEW COMMENTS DATED JULY 31, 2024



905 South Blvd. East Phone: (248) 844-5400
Rochester Hills, MI 48307 Fax: (248) 844-5440
www.sda-eng.com

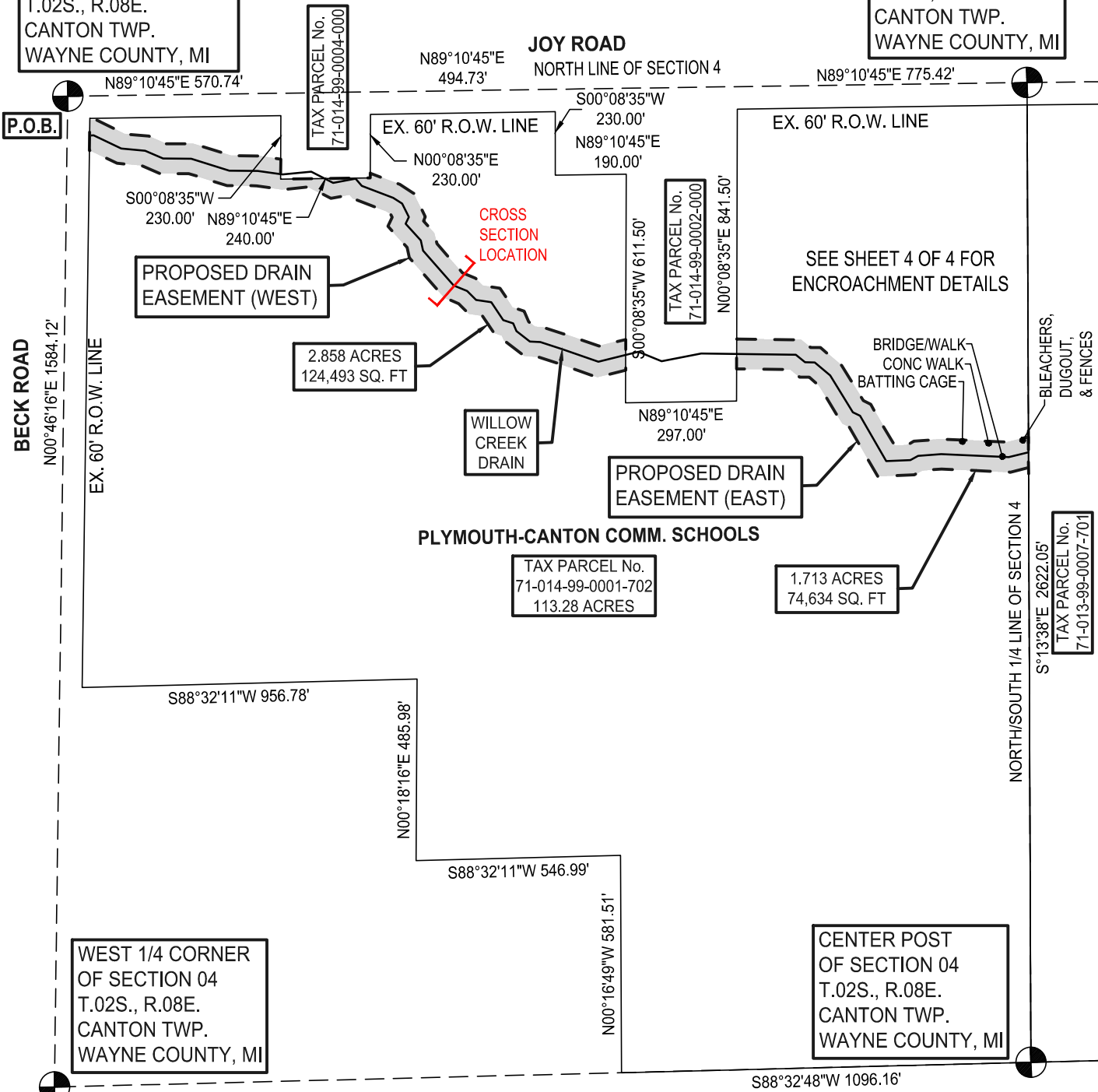
DRAWN: N.POOLE	DATE: 04-30-24
CHECKED: D.JACKSON	DATE: 04-30-24
MANAGER: G.PLATZ	SCALE: N/A
JOB No. NP24014	SHEET: 2 OF 4
SECTION 04 TOWN 02 SOUTH RANGE 08 EAST	
CANTON TOWNSHIP	WAYNE COUNTY, MI

CERTIFIED SURVEY
EXHIBIT 'C'

WILLOW CREEK DRAIN DRAINAGE DISTRICT

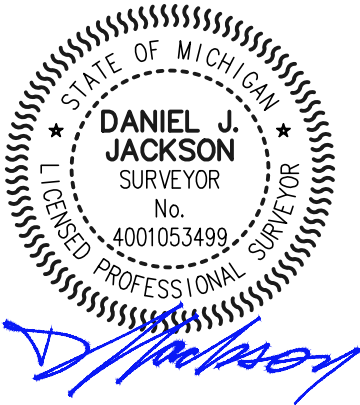
NORTHWEST CORNER
OF SECTION 04
T.02S., R.08E.
CANTON TWP.
WAYNE COUNTY, MI

NORTH 1/4 CORNER
OF SECTION 04
T.02S., R.08E.
CANTON TWP.
WAYNE COUNTY, MI



WEST 1/4 CORNER
OF SECTION 04
T.02S., R.08E.
CANTON TWP.
WAYNE COUNTY, MI

CENTER POST
OF SECTION 04
T.02S., R.08E.
CANTON TWP.
WAYNE COUNTY, MI



- SURVEYOR'S COMMENTS
1. DESCRIPTION OF EASEMENT PROVIDED IN EXHIBIT B
 2. A PORTION OF THIS PROPERTY IS DESCRIBED IN L. 16394, P. 924

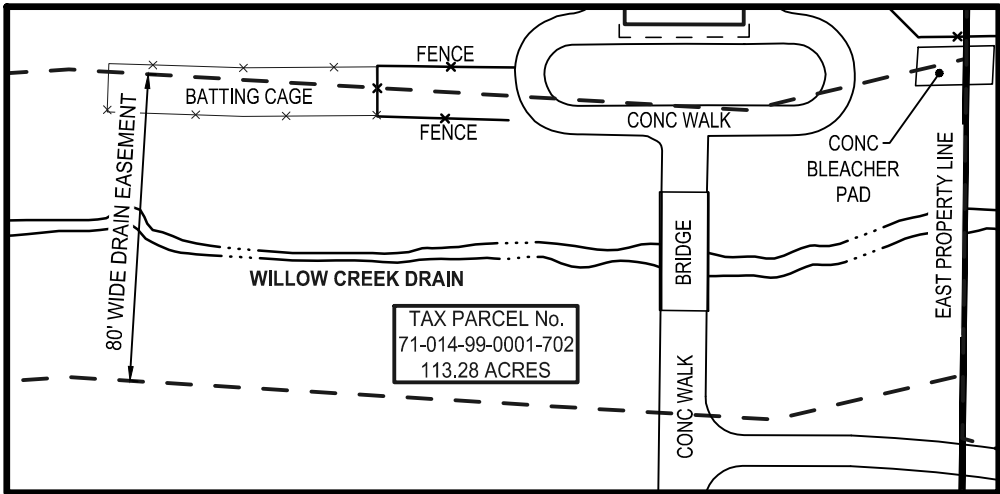
REV 6/20/24 PER REVIEW COMMENTS DATED JUNE 3, 2024
REV 7/19/24 PER REVIEW COMMENTS DATED JULY 18, 2024
REV 8/02/24 PER REVIEW COMMENTS DATED JULY 31, 2024



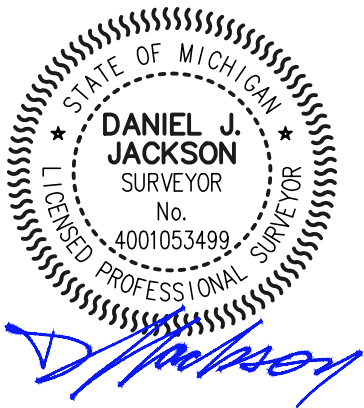
905 South Blvd. East
Rochester Hills, MI 48307
Phone: (248) 844-5400
Fax: (248) 844-5440
www.sda-eng.com

DRAWN: N.POOLE	DATE: 04-30-24
CHECKED: D.JACKSON	DATE: 04-30-24
MANAGER: G.PLATZ	SCALE: 1" = 400'
JOB No. NP24014	SHEET: 3 OF 4
SECTION 04 TOWN 02 SOUTH RANGE 08 EAST	
CANTON TOWNSHIP WAYNE COUNTY, MI	

CERTIFIED SURVEY
EXHIBIT 'C'
WILLOW CREEK DRAIN DRAINAGE DISTRICT



ENCROACHMENT DETAIL



REV 6/20/24 PER REVIEW COMMENTS DATED JUNE 3, 2024
REV 7/19/24 PER REVIEW COMMENTS DATED JULY 18, 2024
REV 8/02/24 PER REVIEW COMMENTS DATED JULY 31, 2024



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Rochester Hills, MI 48307 Fax: (248) 844-5440
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DRAWN: N.POOLE	DATE: 04-30-24
CHECKED: D.JACKSON	DATE: 04-30-24
MANAGER: G.PLATZ	SCALE: 1" = 50'
JOB No. NP24014	SHEET: 4 OF 4
SECTION 04 TOWN 02 SOUTH RANGE 08 EAST	
CANTON	WAYNE COUNTY, MI