



## PUBLIC NOTICE OF MEETING

Clintondale Board of Education  
Regular Board Meetings at 6:30pm

Mrs. Felicia Kaminski, President

### 2025 Meeting Dates

- January 13 & 27
- February 10 & 24
- March 10 & 31
- April 14 & 28
- May 12 & 27
- June 9 & 23
- July 21
- August 18
- September 8 & 22
- October 14 & 27
- November 10 & 31
- December 15

Individuals with disabilities who require auxiliary aids or services to participate in the meeting must notify the District by contacting Alexandra Hichel, Director of Communications, by one of the following methods: U.S. mail 35100 Little Mack Avenue, Clinton Township, Michigan 48035, email: [hichela@clintondaleschools.net](mailto:hichela@clintondaleschools.net) or call 586-791-6300, extension 3055, at least one week prior to the scheduled meeting or call as soon as possible.

Proposed minutes of the above meetings will be available for public inspection during regular business hours, at 35100 Little Mack, Clinton Township, MI not more than eight business days after said meeting, and approved minutes of said meeting will be available for public inspection during regular business hours, at the same location, not more than five business days after the meeting at which they are approved. Copies of the approved minutes will be available for public inspection at the same location and on the District Board of Education webpage. Copies of the minutes shall also be available at a reasonable estimated cost.

This notice is given in compliance with Act. No. 267 of the Public Acts of Michigan, 1976.

District policy requires nondiscrimination on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, English proficiency, handicap, or disability, height or weight, in its programs, services, activities, employment, or admissions policies. The following persons have been designated to handle complaints, questions, etc.: Mrs. Heather Halpin, The Age Act, Title VI, Title IX, 35100 Little Mack Clinton Township, MI (586)791-6300 and Mr. Kenneth Janczarek, Title II and Section 504, 35100 Little Mack, Clinton Township, MI (586) 791-6300.

# AGENDA



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

April 14, 2025 Regular Board Meeting 6:30 p.m.

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

## **Call Meeting to Order**

### **ROLL CALL**

Felicia Kaminski  
Jared Maynard  
Barry Powers  
Lisa Valerio-Nowc  
Kurt Wilson Sr.  
Lisa Wilson

### **PLEDGE OF ALLEGIANCE**

### **ALSO IN ATTENDANCE**

### **AGENDA**

### **APPROVAL OF THE MINUTES**

### **APPROVAL OF BILLS**

### **CORRESPONDENCE**

### **SUPERINTENDENT'S REPORT**

### **PUBLIC COMMENT REGARDING BUSINESS BEFORE THE BOARD**

### **CONSENT ITEMS #1-2**

1. **Custodian**
2. **Coach**

### **NON-CONSENT ITEMS #1-7**

1. **Resignation** - Custodian
2. **Resignation** - Teacher
3. **Resignation** - Varsity Boy's Assistant Track Coach
4. **Board Policies**
5. **Secure Entrance Renovations**
6. **County Services**
7. **Closed Session**

### **GENERAL PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

### **ADJOURNMENT**

# AGENDA



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

April 14, 2025 Regular Board Meeting 6:30 p.m.

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

**Call Meeting to Order**

Meeting began at: \_\_\_\_\_

**ROLL CALL**

Felicia Kaminski  
Jared Maynard  
Barry Powers  
Lisa Valerio-Nowc  
Kurt Wilson Sr.  
Lisa Wilson

**PLEDGE OF ALLEGIANCE**

**ALSO IN ATTENDANCE**

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

Motion by \_\_\_\_\_ Support by \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ Ab \_\_\_\_\_

**APPROVAL OF THE MINUTES-** The Superintendent and the Board President recommend that the Board approve:

- March 31, 2025 minutes
- April 7, 2025 minutes

Motion by \_\_\_\_\_ Support by \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ Ab \_\_\_\_\_

**APPROVAL OF BILLS -** The Superintendent and the Board President recommend that the Board approve the bills ending April 4, 2025.

Motion by \_\_\_\_\_ Support by \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ Ab \_\_\_\_\_

**CORRESPONDENCE-** The Superintendent and the Board President recommend that the Board accept the correspondence and receive them.

Gerry Potts  
Rachel McCollum  
Aurora Ward

Motion by \_\_\_\_\_ Support by \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ Ab \_\_\_\_\_

**SUPERINTENDENT'S REPORT**

# Minutes



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

March 31, 2025 Regular Board Meeting 6:30 p.m.

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

## Call Meeting to Order

### ROLL CALL

|                      |                           |
|----------------------|---------------------------|
| Felicia Kaminski     | Jared Maynard             |
| Barry Powers (Tardy) | Lisa Valerio-Nowc (Tardy) |
| Kurt Wilson Sr.      | Lisa Wilson               |

### ALSO IN ATTENDANCE

|                                              |                                           |
|----------------------------------------------|-------------------------------------------|
| Kenneth Janczarek- Superintendent            | Lee Walmsley- Director of Human Resources |
| Teresa Wilson- Executive Assistant           | Bob Walmsley- Director of Athletics       |
| Presleigh Derosette- Chief Financial Officer | RaShida Shack- Parker Principal           |

### PLEDGE OF ALLEGIANCE

**AGENDA-** Motion by Ms. Kaminski, Support by Mr. Wilson, that the Board approve the agenda as submitted. Motion carried 4-0.

**APPROVAL OF THE MINUTES-** Motion by Mr. Wilson, Support by Ms. Wilson, that the Board approve the Minutes Board Minutes March 31, 2025 and Policy Minutes- March 12, 2025. Motion carried 4-0.

**APPROVAL OF BILLS -** Motion by Ms. Kaminski, Support by Mr. Wilson, that the Board approve the bills ending March 31, 2025. Motion carried 4-0.

**CORRESPONDENCE-** Motion by Mr. Maynard, Support by Mr. Wilson, that the Board accept the correspondence and receive them. Motion carried 4-0.

### PRESENTATION

#### SUPERINTENDENT'S REPORT

Student Achievement  
Special Education Department  
Parker Students and Staff

#### PUBLIC COMMENT REGARDING BUSINESS BEFORE THE BOARD

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

**NEW BUSINESS-** Motion by Ms. Wilson, Support by Mr. Wilson, on the direction each board committee should take regarding its operation. Motion carried 5-1. Ms. Valerio-Nowc voted no.

**Regular Meeting – March 31, 2025**

**Page #2**

Motion by Mr. Maynard, Support by Ms. Kaminski, that the Board of Education meet for Board Workshops on April 16, 2025 and May 7, 2025. Motion carried 6-0.

**CONSENT ITEMS - #1-3**

Motion by Ms. Kaminski, Support by Mr. Wilson, that the Board accept the consent items as presented. Motion carried 6-0.

**NON-CONSENT ITEMS- #1-6**

1. **Resignation** - Motion by Ms. Wilson, Support by Mr. Maynard, that the Board approve the resignation of Matthew Hild. Motion carried 6-0.

2. **Resignation** - Motion by Ms. Wilson, Support by Mr. Wilson, that the Board approve the resignation of Linda Brook. Motion carried 6-0.

3. **Resignation** - Motion by Ms. Wilson, Support by Mr. Wilson, that the Board approve the resignation of Asia Matthews. Motion carried 6-0.

4. **Wellness Committee** - Motion by Ms. Kaminski, Support by Ms. Wilson, that the Board approve the formation of a district School Wellness Committee. Motion carried 6-0.

5. **Closed Session** - Motion by Ms. Wilson, Support by Ms. Valerio-Nowc, that the Board of Education enter into a Closed Session as authorized by Section 8(b) of the Open Meetings Act for a student discipline hearing. Motion carried 6-0.

Motion by Mr. Maynard, Support by Mr. Powers, that the Board of Education reinstate student 1750005759. Motion carried 6-0.

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

**GENERAL PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

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

**ADJOURNMENT**

Motion by Mr. Maynard, Support by Mr. Powers, that the regular Board of Education meeting adjourn at 10:41pm.

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Lisa Valerio-Nowc, Secretary

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Date

# Minutes



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

April 7, 2025 Special Board Meeting 7:00 p.m.

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

## Call Meeting to Order

### ROLL CALL

Felicia Kaminski

Barry Powers (tardy)

Kurt Wilson Sr.

Jared Maynard

Lisa Valerio-Nowc

Lisa Wilson

### PLEDGE OF ALLEGIANCE

### ALSO IN ATTENDANCE

Kenneth Janczarek- Superintendent

Presleigh Derosette- Chief Financial Officer

Lee Walmsley- Director of Human Resources

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

### PUBLIC COMMENT REGARDING BUSINESS BEFORE THE BOARD

None.

### OLD BUSINESS

1. Closed Session – Motion by Ms. Kaminski, Support by Mr. Wilson that the Board enter into a Closed Session as authorized by Section 8(c) of the Open Meetings Act to discuss contract negotiations. Motion carried 5-0.

### GENERAL PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

None.

### ADJOURNMENT

Motioned by Mr. Powers, Support by Mr. Maynard that the Special Board meeting adjourn at 9:23pm. Motion carried 6-0.

\_\_\_\_\_  
Lisa Valerio-Nowc, Secretary

\_\_\_\_\_  
Date

4/04/25 11.00.17  
CLINTONDALE

DETAIL CHECK REGISTER BY FUND  
FROM 3/24/25 TO 4/04/25

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| CHECK<br>NUMBER | CHECK<br>DATE | ASN     | VEND # | VENDOR NAME                    | INVOICE NO | PO #   | DESCRIPTION                  | AMOUNT    |
|-----------------|---------------|---------|--------|--------------------------------|------------|--------|------------------------------|-----------|
| 11 General Fund |               |         |        |                                |            |        |                              |           |
| 1277            | 3/30/25       | 08990   | 790    | CARLA KELLEY                   |            |        | CONFERENCE MILEAGE           | 141.40    |
|                 |               |         |        |                                |            |        | * MANUAL CHECK TOTAL *       | 141.40    |
| 125799          | 3/28/25       | 40072   | 555    | AFLAC                          |            |        | SUPPLEMENTAL INS 3/30 PAY    | 818.85    |
|                 |               |         |        |                                |            |        | *COMPUTER CHECK TOTAL*       | 818.85    |
| 125800          | 3/28/25       | 40070   | 2675   | GATEWAY FINANCIAL SOLUTIONS    |            |        | CASE #GC233291 3/30 PAY      | 173.21    |
|                 |               |         |        |                                |            |        | *COMPUTER CHECK TOTAL*       | 173.21    |
| 125801          | 3/28/25       | 40117   | 333675 | THE MICHIGAN 529 ADVISOR PLAN  |            |        | MICH 529 PLAN 3/30 PAY       | 385.00    |
|                 |               |         |        |                                |            |        | *COMPUTER CHECK TOTAL*       | 385.00    |
| 125802          | 3/28/25       | 40066   | 210600 | MISDU                          |            |        | FRIEND OF THE COURT 3/30 PAY | 676.50    |
|                 |               |         |        |                                |            |        | *COMPUTER CHECK TOTAL*       | 676.50    |
| 125803          | 4/01/25       | 07381   | 434850 | PHOENIX STONE COMPANY          | Q925       |        | FIELD DRY                    | 1,150.00  |
| 125803          | 4/01/25       | 07500   | 434850 | PHOENIX STONE COMPANY          | Q925       |        | PLAYGROUND MULCH             | 465.00    |
|                 | ** VOID       | 4/01/25 | **     |                                |            |        | *COMPUTER CHECK TOTAL*       | 1,615.00  |
| 125804          | 4/01/25       | 07381   | 434850 | PHOENIX STONE COMPANY          | Q925       |        | FIELD DRY                    | 550.00    |
| 125804          | 4/01/25       | 07500   | 434850 | PHOENIX STONE COMPANY          | Q925       |        | PLAYGROUND MULCH             | 465.00    |
|                 |               |         |        |                                |            |        | *COMPUTER CHECK TOTAL*       | 1,015.00  |
| 125805          | 4/03/25       | 09140   | 8574   | ADN ADMINISTRATORS, INC        | 23950-PB2  |        | APRIL 2025 PREMIUM           | 743.40    |
|                 |               |         |        |                                |            |        | *COMPUTER CHECK TOTAL*       | 743.40    |
| 125807          | 4/03/25       | 96641   | 114060 | CLINTON TOWNSHIP POLICE DEPT.  | 14696      | 250295 | Basketball Police Detail     | 5,486.05  |
|                 |               |         |        |                                |            |        | *COMPUTER CHECK TOTAL*       | 5,486.05  |
| 125808          | 4/03/25       | 07440   | 339900 | DEPARTMENT OF ROADS            | 39205      | 250254 | Salt                         | 1,380.36  |
|                 |               |         |        |                                |            |        | *COMPUTER CHECK TOTAL*       | 1,380.36  |
| 125809          | 4/03/25       | 07500   | 163060 | DOWNRIVER REFRIGERATION SUPPLY | 2062406    |        | REFRIGERATION                | 55.52     |
|                 |               |         |        |                                |            |        | *COMPUTER CHECK TOTAL*       | 55.52     |
| 125810          | 4/03/25       | 08202   | 2282   | DRIVERGENT INC                 | 4538       | 250019 | Reg Ed In Dist               | 11,700.00 |
| 125810          | 4/03/25       | 08211   | 2282   | DRIVERGENT INC                 | 4538       |        | Transportation               | 11,700.00 |
| 125810          | 4/03/25       | 08201   | 2282   | DRIVERGENT INC                 | 4539       |        | Transportation (Sp. Ed.)     | 12,820.00 |
| 125810          | 4/03/25       | 00491   | 2282   | DRIVERGENT INC                 | 4542       |        | Coord                        | 3,900.00  |
| 125810          | 4/03/25       | 08201   | 2282   | DRIVERGENT INC                 | 4542       |        | Transportation (Sp. Ed.)     | 5,310.00  |
| 125810          | 4/03/25       | 96665   | 2282   | DRIVERGENT INC                 | 4555       |        | Athletics                    | 320.00    |
| 125810          | 4/03/25       | 06119   | 2282   | DRIVERGENT INC                 | 4555       |        | MS FT TO DIA                 | 320.00    |
|                 |               |         |        |                                |            |        | *COMPUTER CHECK TOTAL*       | 46,070.00 |
| 125811          | 4/03/25       | 07220   | 186026 | ELECTRONIC SAFETY, INC.        | 36312      | 250302 | Fire alarm testing           | 1,266.66  |
|                 |               |         |        |                                |            |        | *COMPUTER CHECK TOTAL*       | 1,266.66  |
| 125812          | 4/03/25       | 07220   | 214875 | GALLAGHER FIRE EQUIPMENT COMPA | MB77730    |        | SEMIANNUAL INSPECTION        | 192.00    |
| 125812          | 4/03/25       | 07220   | 214875 | GALLAGHER FIRE EQUIPMENT COMPA | MB77731    |        | Inspection                   | 1,470.00  |
|                 |               |         |        |                                |            |        | *COMPUTER CHECK TOTAL*       | 1,662.00  |

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DETAIL CHECK REGISTER BY FUND  
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| CHECK<br>NUMBER | CHECK<br>DATE | ASN   | VEND # | VENDOR NAME                    | INVOICE NO   | PO #   | DESCRIPTION                                             | AMOUNT                   |
|-----------------|---------------|-------|--------|--------------------------------|--------------|--------|---------------------------------------------------------|--------------------------|
| 11 General Fund |               |       |        |                                |              |        |                                                         |                          |
| 125813          | 4/03/25       | 06900 | 1683   | GFL ENVIRONMENTAL USA INC      | 0068881580   | 250010 | Rubbish Removal<br>*COMPUTER CHECK TOTAL*               | 1,510.63<br>1,510.63     |
| 125814          | 4/03/25       | 06450 | 229850 | GORDON FOOD SERVICE, INC.      | 876255368    | 250289 | Dragon Cafe Food                                        | 653.40                   |
| 125814          | 4/03/25       | 06450 | 229850 | GORDON FOOD SERVICE, INC.      | 876255515    |        | DRAGON CAFE FOOD<br>*COMPUTER CHECK TOTAL*              | 49.99<br>703.39          |
| 125815          | 4/03/25       | 12101 | 244000 | HAZEL PARK SCHOOL DISTRICT     | 27665C       |        | MCKINNEY VENTO TRANSPORTATION<br>*COMPUTER CHECK TOTAL* | 917.76<br>917.76         |
| 125816          | 4/03/25       | 07000 | 1256   | KSS ENTERPRISES                | 1656632-1    | 250281 | Custodial Supplies<br>*COMPUTER CHECK TOTAL*            | 116.19<br>116.19         |
| 125817          | 4/03/25       | 04510 | 340501 | MACOMB DUPLICATING CO.         | 152922       |        | PKR-STAPLES<br>*COMPUTER CHECK TOTAL*                   | 105.00<br>105.00         |
| 125818          | 4/03/25       | 05754 | 341045 | MACOMB INTERMEDIATE SCHOOL DIS | 120492       |        | EARLY COLLEGE MACOMB-TUITIOIN                           | 56,144.00                |
| 125818          | 4/03/25       | 09386 | 341045 | MACOMB INTERMEDIATE SCHOOL DIS | 120514       |        | PSYCHOLOGIST SERVICES<br>*COMPUTER CHECK TOTAL*         | 2,948.28<br>59,092.28    |
| 125819          | 4/03/25       | 09120 | 356625 | MESSA                          | 2504-83856   |        | APRIL 2025 PREMIUM<br>*COMPUTER CHECK TOTAL*            | 153,087.53<br>153,087.53 |
| 125820          | 4/03/25       | 09105 | 395800 | NATIONAL INSURANCE SERVICES    | 1686005      |        | MAY 2025 PREMIUM<br>*COMPUTER CHECK TOTAL*              | 13,387.61<br>13,387.61   |
| 125821          | 4/03/25       | 09010 | 494995 | SHREDCORP                      | 4355145      | 250060 | District Shredding Serv<br>*COMPUTER CHECK TOTAL*       | 172.00<br>172.00         |
| 125822          | 4/03/25       | 08900 | 531080 | THRUN LAW FIRM, P.C.           | 303509       |        | LEGAL FEES                                              | 5,835.27                 |
| 125822          | 4/03/25       | 08900 | 531080 | THRUN LAW FIRM, P.C.           | 303510       |        | LEGAL FEES                                              | 3,608.34                 |
| 125822          | 4/03/25       | 08900 | 531080 | THRUN LAW FIRM, P.C.           | 303511       |        | LEGAL FEES                                              | 1,303.00                 |
| 125822          | 4/03/25       | 08900 | 531080 | THRUN LAW FIRM, P.C.           | 303512       |        | LEGAL FEES<br>*COMPUTER CHECK TOTAL*                    | 295.00<br>11,041.61      |
| 125823          | 4/03/25       | 07500 | 545865 | UNITED AUTO PARTS              | 15440-165640 |        | OIL/FILTERS                                             | 53.12                    |
| 125823          | 4/03/25       | 07500 | 545865 | UNITED AUTO PARTS              | 15440-165642 |        | TAIL LIGHT - RED FORD<br>*COMPUTER CHECK TOTAL*         | 56.79<br>109.91          |
| 125824          | 4/03/25       | 01980 | 2709   | CHLOE FULLER                   |              |        | TUTORING<br>*COMPUTER CHECK TOTAL*                      | 742.50<br>742.50         |
| 125825          | 4/04/25       | 09140 | 8574   | ADN ADMINISTRATORS, INC        |              |        | MARCH PAID CLAIMS<br>*COMPUTER CHECK TOTAL*             | 3,792.80<br>3,792.80     |
| 125826          | 4/04/25       | 07285 | 161285 | DIHYDRO SERVICES INC.          | 47844        | 250004 | Water Testing MCG                                       | 133.00                   |
| 125826          | 4/04/25       | 07285 | 161285 | DIHYDRO SERVICES INC.          | 47845        |        | Water Testing HS                                        | 528.00                   |
| 125826          | 4/04/25       | 07285 | 161285 | DIHYDRO SERVICES INC.          | 47846        |        | Water Testing PKR<br>*COMPUTER CHECK TOTAL*             | 147.00<br>808.00         |
| 125827          | 4/04/25       | 08930 | 340501 | MACOMB DUPLICATING CO.         | 152946       |        | ADMIN COPIES                                            | 878.55                   |

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| CHECK<br>NUMBER | CHECK<br>DATE | ASN   | VEND # | VENDOR NAME                    | INVOICE NO   | PO #   | DESCRIPTION                 | AMOUNT     |
|-----------------|---------------|-------|--------|--------------------------------|--------------|--------|-----------------------------|------------|
| 11 General Fund |               |       |        |                                |              |        |                             |            |
| 125827          | 4/04/25       | 08598 | 340501 | MACOMB DUPLICATING CO.         | 152946       |        | PRINT SHOP COPIES           | 3,733.19   |
| 125827          | 4/04/25       | 05730 | 340501 | MACOMB DUPLICATING CO.         | 152946       |        | HS COPIES                   | 1,588.17   |
| 125827          | 4/04/25       | 07970 | 340501 | MACOMB DUPLICATING CO.         | 152946       |        | SS COPIES                   | 45.53      |
| 125827          | 4/04/25       | 07235 | 340501 | MACOMB DUPLICATING CO.         | 152946       |        | B&G COPIES                  | 22.09      |
| 125827          | 4/04/25       | 04940 | 340501 | MACOMB DUPLICATING CO.         | 152946       |        | MS COPIES                   | 1,106.37   |
| 125827          | 4/04/25       | 04110 | 340501 | MACOMB DUPLICATING CO.         | 152946       |        | RBW COPIES                  | 864.80     |
| 125827          | 4/04/25       | 02050 | 340501 | MACOMB DUPLICATING CO.         | 152946       |        | MCG COPIES                  | 1,543.82   |
| 125827          | 4/04/25       | 04510 | 340501 | MACOMB DUPLICATING CO.         | 152946       |        | PKR COPIES                  | 2,132.33   |
| 125827          | 4/04/25       | 09900 | 340501 | MACOMB DUPLICATING CO.         | 152946       |        | I CAMPUS COPIES             | 195.08     |
| 125827          | 4/04/25       | 04110 | 340501 | MACOMB DUPLICATING CO.         | 152946       |        | DAY CARE COPIES             | 55.95      |
|                 |               |       |        |                                |              |        | *COMPUTER CHECK TOTAL*      | 12,165.88  |
| 125828          | 4/04/25       | 08959 | 2699   | PROCARE THERAPY                | 21173147     |        | SPEECH PATHOLOGIST          | 3,025.00   |
|                 |               |       |        |                                |              |        | *COMPUTER CHECK TOTAL*      | 3,025.00   |
| 125829          | 4/04/25       | 07440 | 454010 | ARCH ENVIRONMENTAL GROUP, INC. | 2503139      | 250303 | Stormwater CONSULTING       | 778.00     |
|                 |               |       |        |                                |              |        | *COMPUTER CHECK TOTAL*      | 778.00     |
| 125830          | 4/04/25       | 07500 | 2674   | REDLINE AUTOMOTIVE SERCICE CEN |              |        | SERPENTINE BELT REPLACEMENT | 222.00     |
|                 |               |       |        |                                |              |        | *COMPUTER CHECK TOTAL*      | 222.00     |
| 998976          | 4/03/25       | 40000 | 419    | AMAZON.COM                     | 1FXX97GPRVC1 |        | HS STORE SUPPLIES           | 139.48     |
| 998976          | 4/03/25       | 05760 | 419    | AMAZON.COM                     | 1FXX97GPWC4P |        | HS SUPPLIES                 | 531.81     |
| 998976          | 4/03/25       | 02190 | 419    | AMAZON.COM                     | 1QF1WMMTLWJF |        | Doorbell                    | 18.99      |
| 998976          | 4/03/25       | 40000 | 419    | AMAZON.COM                     | 1WV99M91RWTR |        | RBW STU COUNCIL SUPPLIES    | 109.69     |
| 998976          | 4/03/25       | 07849 | 419    | AMAZON.COM                     | 11P6MVMMRGHX |        | TECH SUPPLIES               | 52.08      |
| 998976          | 4/03/25       | 09940 | 419    | AMAZON.COM                     | 13PJFKHWKX9W |        | CURRICULUM SUPPLIES         | 44.86      |
| 998976          | 4/03/25       | 40000 | 419    | AMAZON.COM                     | 19VCWVJHVCJ1 |        | ROBOTICS SUPPLIES           | 275.87     |
|                 |               |       |        |                                |              |        | * MANUAL CHECK TOTAL *      | 1,172.78   |
| 8678            | 3/24/25       | 09130 | 2693   | MICHIGAN CONFERENCE OF TEAMSTE |              |        | APRIL 2025 PREMIUM          | 70,449.50  |
|                 |               |       |        |                                |              |        | * MANUAL CHECK TOTAL *      | 70,449.50  |
| 8679            | 3/24/25       | 05720 | 474    | VERIZON WIRELESS               | 6108351207   |        | SECURITY CELL PHONE         | 49.24      |
| 8679            | 3/24/25       | 07340 | 474    | VERIZON WIRELESS               | 6108351207   |        | MAINTENANCE CELL PHONES     | 147.72     |
| 8679            | 3/24/25       | 05721 | 474    | VERIZON WIRELESS               | 6108351207   |        | TECH CELL PHONE             | 49.24      |
| 8679            | 3/24/25       | 08592 | 474    | VERIZON WIRELESS               | 6108351207   |        | SUPT CELL PHONE             | 84.24      |
| 8679            | 3/24/25       | 08025 | 474    | VERIZON WIRELESS               | 6108351207   |        | NURSE CELL PHONE            | 49.24      |
| 8679            | 3/24/25       | 06950 | 474    | VERIZON WIRELESS               | 6108351207   |        | SQUARE TABLET               | 40.01      |
|                 |               |       |        |                                |              |        | * MANUAL CHECK TOTAL *      | 419.69     |
| 8680            | 3/25/25       | 07500 | 104    | HARBOR FREIGHT                 |              |        | MAINTENANCE SUPPLIES        | 231.96     |
|                 |               |       |        |                                |              |        | * MANUAL CHECK TOTAL *      | 231.96     |
| 8681            | 3/25/25       | 06950 | 1273   | WOW! BUSINESS                  |              |        | BACK UP PHONES/ALARMS       | 639.44     |
|                 |               |       |        |                                |              |        | * MANUAL CHECK TOTAL *      | 639.44     |
| 8682            | 3/26/25       | 40004 | 624    | FLAGSTAR BANK                  |              |        | DD & NET CHECKS 3/30 PAY    | 317,340.91 |
|                 |               |       |        |                                |              |        | * MANUAL CHECK TOTAL *      | 317,340.91 |
| 8683            | 3/27/25       | 40122 | 515100 | STATE OF MICHIGAN              |              |        | STATE TAXES 3/30 PAY        | 18,929.86  |

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|-----------------|---------------|-------|--------|---------------------------------|--------------|--------|-------------------------------|------------|
| 11 General Fund |               |       |        |                                 |              |        |                               |            |
|                 |               |       |        |                                 |              |        | * MANUAL CHECK TOTAL *        | 18,929.86  |
| 8684            | 3/27/25       | 07500 | 1638   | MENARDS                         |              | 250293 | Maintenance supplies          | 951.88     |
|                 |               |       |        |                                 |              |        | * MANUAL CHECK TOTAL *        | 951.88     |
| 8685            | 3/27/25       | 40110 | 412    | MICHIGAN SCHOOLS AND GOVERNMENT |              |        | CU DEPOSIT 3/30 PAY           | 42,029.38  |
|                 |               |       |        |                                 |              |        | * MANUAL CHECK TOTAL *        | 42,029.38  |
| 8686            | 3/28/25       | 40116 | 2428   | EDUSTAFF                        | 2025032801-4 |        | CONTRACT SUBS THRU 3/22       | 56,308.89  |
|                 |               |       |        |                                 |              |        | * MANUAL CHECK TOTAL *        | 56,308.89  |
| 8687            | 3/28/25       | 40030 | 899    | HEALTH EQUITY                   |              |        | EE HSA CONTRIBUTIONS 3/30 PAY | 5,571.00   |
|                 |               |       |        |                                 |              |        | * MANUAL CHECK TOTAL *        | 5,571.00   |
| 8688            | 3/28/25       | 40110 | 411    | UNITED STATES TREASURY          |              |        | FEDERAL TAXES 3/30 PAY        | 48,970.09  |
| 8688            | 3/28/25       | 40106 | 411    | UNITED STATES TREASURY          |              |        | FICA/MED TAXES 3/30 PAY       | 40,698.38  |
| 8688            | 3/28/25       | 40152 | 411    | UNITED STATES TREASURY          |              |        | FICA/MED MATCH 3/30 PAY       | 40,698.38  |
|                 |               |       |        |                                 |              |        | * MANUAL CHECK TOTAL *        | 130,366.85 |
| 8689            | 3/28/25       | 40120 | 1557   | TSA CONSULTING GROUP            |              |        | EE ANNUITIES 3/30 PAY         | 24,456.36  |
|                 |               |       |        |                                 |              |        | * MANUAL CHECK TOTAL *        | 24,456.36  |
| 8690            | 3/28/25       | 09135 | 2046   | PRIORITY HEALTH                 |              |        | EE HRA CLAIMS                 | 190.52     |
|                 |               |       |        |                                 |              |        | * MANUAL CHECK TOTAL *        | 190.52     |
| 8691            | 3/31/25       | 04492 | 2149   | SUB TEACHER SOURCE              | 123597       |        | SUB TEACHER                   | 209.23     |
| 8691            | 3/31/25       | 07956 | 2149   | SUB TEACHER SOURCE              | 123597       |        | SUB TEACHERS                  | 1,304.85   |
| 8691            | 3/31/25       | 04431 | 2149   | SUB TEACHER SOURCE              | 123606       |        | SUB TEACHERS                  | 1,255.38   |
| 8691            | 3/31/25       | 04432 | 2149   | SUB TEACHER SOURCE              | 123606       |        | SUB TEACHERS                  | 418.46     |
| 8691            | 3/31/25       | 01984 | 2149   | SUB TEACHER SOURCE              | 123611       |        | SUB TEACHERS                  | 418.46     |
| 8691            | 3/31/25       | 07957 | 2149   | SUB TEACHER SOURCE              | 123611       |        | SUB TEACHER                   | 104.62     |
|                 |               |       |        |                                 |              |        | * MANUAL CHECK TOTAL *        | 3,711.00   |
| 8692            | 4/01/25       | 06945 | 140075 | DTE ENERGY                      |              |        | FH 910040544587 THRU 2/28     | 30.91      |
|                 |               |       |        |                                 |              |        | * MANUAL CHECK TOTAL *        | 30.91      |
| 8693            | 4/02/25       | 07849 | 1680   | COMPLETE INTERACTIVE TECHNOLOG  | 84995        | 250058 | Monthly CTap Leasing          | 870.00     |
|                 |               |       |        |                                 |              |        | * MANUAL CHECK TOTAL *        | 870.00     |
| 8694            | 4/03/25       | 40150 | 364800 | MICHIGAN PUBLIC SCHOOL EMPLOYEE |              |        | CONTRIBUTION 3/30 PAY         | 152,320.62 |
| 8694            | 4/03/25       | 40102 | 364800 | MICHIGAN PUBLIC SCHOOL EMPLOYEE |              |        | MIP PAYMENT 3/30 PAY          | 32,898.39  |
| 8694            | 4/03/25       | 40103 | 364800 | MICHIGAN PUBLIC SCHOOL EMPLOYEE |              |        | TDP PAYMENT 3/30 PAY          | 50.00      |
| 8694            | 4/03/25       | 40022 | 364800 | MICHIGAN PUBLIC SCHOOL EMPLOYEE |              |        | D%-DCP PAYMENT 3/30 PAY       | 12,995.73  |
| 8694            | 4/03/25       | 40029 | 364800 | MICHIGAN PUBLIC SCHOOL EMPLOYEE |              |        | D%-PHF PAYMENT 3/30 PAY       | 3,537.92   |
|                 |               |       |        |                                 |              |        | * MANUAL CHECK TOTAL *        | 201,802.66 |
| 8800            | 4/04/25       | 06920 | 944    | CONSTELLATION                   | 4280385      |        | ADM GAS THRU 3/31             | 788.10     |
| 8800            | 4/04/25       | 06140 | 944    | CONSTELLATION                   | 4280385      |        | HS GAS THRU 3/31              | 5,150.80   |
| 8800            | 4/04/25       | 05350 | 944    | CONSTELLATION                   | 4280385      |        | MS GAS THRU 3/31              | 7,726.21   |
| 8800            | 4/04/25       | 02230 | 944    | CONSTELLATION                   | 4280385      |        | MCG GAS THRU 3/31             | 2,652.91   |
| 8800            | 4/04/25       | 04660 | 944    | CONSTELLATION                   | 4280385      |        | PKR GAS THRU 3/31             | 3,345.33   |

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|-----------------|---------------|-------|--------|----------------------------|------------|--------|----------------------------|-----------|
| 11 General Fund |               |       |        |                            |            |        |                            |           |
| 8800            | 4/04/25       | 04280 | 944    | CONSTELLATION              | 4280385    |        | RBW GAS THRU 3/31          | 3,843.09  |
|                 |               |       |        |                            |            |        | * MANUAL CHECK TOTAL *     | 23,506.44 |
| 8801            | 4/04/25       | 07381 | 1638   | MENARDS                    |            |        | THE GROUNDS SUPPLIES       | 135.47    |
| 8801            | 4/04/25       | 07500 | 1638   | MENARDS                    |            |        | MAINTENANCE SUPPLIES       | 392.49    |
| 8801            | 4/04/25       | 07500 | 1638   | MENARDS                    |            |        | CREDIT MEMO                | 37.88-    |
|                 |               |       |        |                            |            |        | * MANUAL CHECK TOTAL *     | 490.08    |
| 8802            | 4/04/25       | 07500 | 254900 | HOME DEPOT CREDIT SERVICES |            | 250005 | Maintenance Supplies       | 64.65     |
| 8802            | 4/04/25       | 07381 | 254900 | HOME DEPOT CREDIT SERVICES |            |        | ATHLETICS GROUNDS SUPPLIES | 86.96     |
| 8802            | 4/04/25       | 07500 | 254900 | HOME DEPOT CREDIT SERVICES |            |        | DISCOUNT                   | 3.03-     |
|                 |               |       |        |                            |            |        | * MANUAL CHECK TOTAL *     | 148.58    |

11 General Fund

|                        |    |                |
|------------------------|----|----------------|
| COMPUTER CHECKS        | 31 | \$323,125.64   |
| MANUAL CHECKS          | 22 | \$899,760.09   |
| TOTAL CHECKS           | 53 | \$1,222,885.73 |
| *** VOID SUMMARY ***   |    |                |
| COMPUTER VOID CHECKS   |    | *NON-PAYMENT*  |
| VOID CHECKS - COMPUTER | 1  | \$1,615.00     |
| VOID CHECKS - MANUAL   |    |                |
| TOTAL VOID CHECKS      | 1  | \$1,615.00     |
| TOTAL NET CHECKS       | 52 | \$1,221,270.73 |
| REPLACEMENT CHECKS     |    |                |

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| CHECK<br>NUMBER   | CHECK<br>DATE | ASN   | VEND # | VENDOR NAME        | INVOICE NO | PO #   | DESCRIPTION            | AMOUNT   |
|-------------------|---------------|-------|--------|--------------------|------------|--------|------------------------|----------|
| 12 Federal Grants |               |       |        |                    |            |        |                        |          |
| 1276              | 3/30/25       | 09820 | 1902   | GENEVIEVE JONES    |            |        | MRA CONFERENCE-LODGING | 420.08   |
|                   |               |       |        |                    |            |        | * MANUAL CHECK TOTAL * | 420.08   |
| 125810*           | 4/03/25       | 20206 | 2282   | DRIVERGENT INC     | 4541       | 250298 | Transportation - Sedan | 5,200.00 |
|                   |               |       |        |                    |            |        | *COMPUTER CHECK TOTAL* | 5,200.00 |
| 8691*             | 3/31/25       | 01538 | 2149   | SUB TEACHER SOURCE | 123597     |        | SUB TEACHER            | 209.23   |
|                   |               |       |        |                    |            |        | * MANUAL CHECK TOTAL * | 209.23   |

12 Federal Grants

|                 |   |            |
|-----------------|---|------------|
| COMPUTER CHECKS | 1 | \$5,200.00 |
| MANUAL CHECKS   | 2 | \$629.31   |
| TOTAL CHECKS    | 3 | \$5,829.31 |

\*\*\* VOID SUMMARY \*\*\*  
COMPUTER VOID CHECKS  
VOID CHECKS - COMPUTER  
VOID CHECKS - MANUAL  
TOTAL VOID CHECKS

\*NON-PAYMENT\*

|                  |   |            |
|------------------|---|------------|
| TOTAL NET CHECKS | 3 | \$5,829.31 |
|------------------|---|------------|

REPLACEMENT CHECKS

\*=CHECK ALSO EXISTS IN A PRIOR FUND

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| CHECK<br>NUMBER           | CHECK<br>DATE | ASN   | VEND # | VENDOR NAME     | INVOICE NO | PO #   | DESCRIPTION            | AMOUNT   |
|---------------------------|---------------|-------|--------|-----------------|------------|--------|------------------------|----------|
| 13 State and Local Grants |               |       |        |                 |            |        |                        |          |
| 1274                      | 3/30/25       | 11105 | 2663   | KIMBERLY MOONEY |            |        | GSRP FINGERPRINTS      | 65.00    |
|                           |               |       |        |                 |            |        | * MANUAL CHECK TOTAL * | 65.00    |
| 1275                      | 3/30/25       | 08890 | 2666   | ANDREW LEWIS    |            |        | MSU JOB FAIR MILEAGE   | 163.96   |
|                           |               |       |        |                 |            |        | * MANUAL CHECK TOTAL * | 163.96   |
| 125806                    | 4/03/25       | 11048 | 1252   | BOOKSOURCE      | 25192813   |        | PARKER BOOKS           | 340.25   |
| 125806                    | 4/03/25       | 11048 | 1252   | BOOKSOURCE      | 25193315   |        | MCGLINNEN BOOKS        | 682.34   |
|                           |               |       |        |                 |            |        | *COMPUTER CHECK TOTAL* | 1,022.59 |
| 125810*                   | 4/03/25       | 00236 | 2282   | DRIVERGENT INC  | 4540       | 250019 | GSRP                   | 5,310.00 |
|                           |               |       |        |                 |            |        | *COMPUTER CHECK TOTAL* | 5,310.00 |

13 State and Local Grants

|                 |   |            |
|-----------------|---|------------|
| COMPUTER CHECKS | 2 | \$6,332.59 |
| MANUAL CHECKS   | 2 | \$228.96   |
| TOTAL CHECKS    | 4 | \$6,561.55 |

\*\*\* VOID SUMMARY \*\*\*  
COMPUTER VOID CHECKS \*NON-PAYMENT\*  
VOID CHECKS - COMPUTER  
VOID CHECKS - MANUAL  
TOTAL VOID CHECKS  
TOTAL NET CHECKS 4 \$6,561.55

REPLACEMENT CHECKS

\*=CHECK ALSO EXISTS IN A PRIOR FUND

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| CHECK<br>NUMBER      | CHECK<br>DATE | ASN   | VEND # | VENDOR NAME            | INVOICE NO | PO # | DESCRIPTION            | AMOUNT        |
|----------------------|---------------|-------|--------|------------------------|------------|------|------------------------|---------------|
| -----                |               |       |        |                        |            |      |                        |               |
| 25 School Lunch Fund |               |       |        |                        |            |      |                        |               |
| 125827*              | 4/04/25       | 82020 | 340501 | MACOMB DUPLICATING CO. | 152946     |      | FS COPIES              | 19.78         |
|                      |               |       |        |                        |            |      | *COMPUTER CHECK TOTAL* | 19.78         |
| 25 School Lunch Fund |               |       |        |                        |            |      |                        |               |
|                      |               |       |        |                        |            |      | COMPUTER CHECKS        | 1 \$19.78     |
|                      |               |       |        |                        |            |      | MANUAL CHECKS          |               |
|                      |               |       |        |                        |            |      | TOTAL CHECKS           | 1 \$19.78     |
|                      |               |       |        |                        |            |      | *** VOID SUMMARY ***   |               |
|                      |               |       |        |                        |            |      | COMPUTER VOID CHECKS   | *NON-PAYMENT* |
|                      |               |       |        |                        |            |      | VOID CHECKS - COMPUTER |               |
|                      |               |       |        |                        |            |      | VOID CHECKS - MANUAL   |               |
|                      |               |       |        |                        |            |      | TOTAL VOID CHECKS      |               |
|                      |               |       |        |                        |            |      | TOTAL NET CHECKS       | 1 \$19.78     |
|                      |               |       |        |                        |            |      | REPLACEMENT CHECKS     |               |

\*=CHECK ALSO EXISTS IN A PRIOR FUND

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| CHECK<br>NUMBER                 | CHECK<br>DATE | ASN   | VEND # | VENDOR NAME     | INVOICE NO | PO # | DESCRIPTION                  | AMOUNT        |
|---------------------------------|---------------|-------|--------|-----------------|------------|------|------------------------------|---------------|
| -----                           |               |       |        |                 |            |      |                              |               |
| 29 Student/School Activity Fund |               |       |        |                 |            |      |                              |               |
| 3604                            | 3/27/25       | 85965 | 2075   | DINO'S CATERING |            |      | ATHLETICS-WINTER SPORTS BANQ | 1,137.00      |
|                                 |               |       |        |                 |            |      | *COMPUTER CHECK TOTAL*       | 1,137.00      |
| 29 Student/School Activity Fund |               |       |        |                 |            |      |                              |               |
|                                 |               |       |        |                 |            |      | COMPUTER CHECKS              | 1 \$1,137.00  |
|                                 |               |       |        |                 |            |      | MANUAL CHECKS                |               |
|                                 |               |       |        |                 |            |      | TOTAL CHECKS                 | 1 \$1,137.00  |
|                                 |               |       |        |                 |            |      | *** VOID SUMMARY ***         |               |
|                                 |               |       |        |                 |            |      | COMPUTER VOID CHECKS         | *NON-PAYMENT* |
|                                 |               |       |        |                 |            |      | VOID CHECKS - COMPUTER       |               |
|                                 |               |       |        |                 |            |      | VOID CHECKS - MANUAL         |               |
|                                 |               |       |        |                 |            |      | TOTAL VOID CHECKS            |               |
|                                 |               |       |        |                 |            |      | TOTAL NET CHECKS             | 1 \$1,137.00  |
|                                 |               |       |        |                 |            |      | REPLACEMENT CHECKS           |               |

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| CHECK<br>NUMBER | CHECK<br>DATE | ASN | VEND # | VENDOR NAME | INVOICE NO | PO # | DESCRIPTION | AMOUNT |
|-----------------|---------------|-----|--------|-------------|------------|------|-------------|--------|
|-----------------|---------------|-----|--------|-------------|------------|------|-------------|--------|

\*\*\* GRAND TOTALS \*\*\*

|                 |    |                |
|-----------------|----|----------------|
| COMPUTER CHECKS | 33 | \$335,815.01   |
| MANUAL CHECKS   | 25 | \$900,618.36   |
| TOTAL CHECKS    | 58 | \$1,236,433.37 |

\*\*\* VOID SUMMARY \*\*\*

|                        |   |               |
|------------------------|---|---------------|
| COMPUTER VOID CHECKS   |   | *NON-PAYMENT* |
| VOID CHECKS - COMPUTER | 1 | \$1,615.00    |
| VOID CHECKS - MANUAL   |   |               |
| TOTAL VOID CHECKS      | 1 | \$1,615.00    |

|                  |    |                |
|------------------|----|----------------|
| TOTAL NET CHECKS | 57 | \$1,234,818.37 |
|------------------|----|----------------|

REPLACEMENT CHECKS

\*\*\*CHECKS IN MULTIPLE FUNDS ONLY COUNTED ONCE FOR GRAND TOTALS\*\*\*

\*\* SPOILED CHECKS NOT INCLUDED IN THIS REPORT \*\*

**PUBLIC COMMENT REGARDING BUSINESS BEFORE THE BOARD**

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

**CONSENT ITEMS - #1-2**

1. **Custodian** - The Superintendent and the Supervisor of Operations recommend that the Board approve **SHELBY JONES** as a Custodian, effective immediately, contingent upon physical and records check.

**Note:** The rate of pay will be \$17.23 (Step 2 of the Custodial Pay Scale \$17.00 plus .23 shift premium) Fingerprints are already on file with the district.

**Goal 1: Employment Services: Recruit and retain talent to support and enhance student success.**

2. **Coach** - The Superintendent and the Director of Athletics recommend that the Board approve **I'RELLE HUGHES** as the Varsity Assistant Boy's Track Coach for the 2025 season.

**Note:** The rate of pay will be \$1,586.56, (6% of Step 1 of the BA Salary Schedule, prorated to 8 weeks). Fingerprints and background checks are already on file with the district.

**Goal 1: Employment Services: Recruit and retain talent to support and enhance student success.**

**END OF CONSENT ITEMS-** Please ask if any Board Member would like to isolate and item.

Motion by \_\_\_\_\_ Support by \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ Ab \_\_\_\_\_

**NON-CONSENT ITEMS- #1-7**

1. **Resignation** - The Superintendent and the Director of Human Resources recommend that the Board approve the resignation of Gerry Potts, Custodian, effective at the end of the day April 30, 2025.

**Note:** Mr. Potts will retire from Clintondale after 10 years of service to the district.

Motion by \_\_\_\_\_ Support by \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ Ab \_\_\_\_\_

2. **Resignation** - The Superintendent and the Director of Human Resources recommend that the Board approve the resignation of Rachel McCollum, Teacher, effective at the end of the day March 31, 2025.

**Note:** Mrs. McCollum will retire from Clintondale after 19 years of service to the district.

Motion by \_\_\_\_\_ Support by \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ Ab \_\_\_\_\_



*Board of Education for April 14, 2025*

**CONSENT ITEMS - #1-2**

1. **Custodian** - It is recommended by the Superintendent and the Supervisor of Operations that the Board approve **SHELBY JONES** as a Custodian, effective immediately, contingent upon physical and records check.

**Note:** The rate of pay will be \$17.23 (Step 2 of the Custodial Pay Scale \$17.00 plus .23 shift premium) Fingerprints are already on file with the district.

***Goal 1: Employment Services: Recruit and retain talent to support and enhance student success.***

2. **Coach** - It is recommended by the Superintendent and the Director of Athletics, that the Board approve **I'RELLE HUGHES** as the Varsity Assistant Boy's Track Coach for the 2025 season.

**Note:** The rate of pay will be \$1,586.56, (6% of Step 1 of the BA Salary Schedule, prorated to 8 weeks). Fingerprints and background checks are already on file with the district.

***Goal 1: Employment Services: Recruit and retain talent to support and enhance student success.***

**NON CONSENT ITEMS - #1-5**

1. **Resignation** - It is recommended by the Superintendent and the Director of Human Resources that the Board approve the resignation of Gerry Potts, Custodian, effective at the end of the day April 30, 2025.

**Note:** Mr. Potts will retire from Clintondale after 10 years of service to the district.

2. **Resignation** - It is recommended by the Superintendent and the Director of Human Resources that the Board approve the resignation of Rachel McCollum, Teacher, effective at the end of the day March 31, 2025.

**Note:** Mrs. McCollum will retire from Clintondale after 19 years of service to the district.



3. **Resignation** - It is recommended by the Superintendent and the Director of Athletics that the Board approve the resignation of Aurora Ward, Varsity Boy's Assistant Track Coach, effective at the end of the day April 1, 2025.  
  
**Note:** The Board approved Ms. Ward at the March 31, 2025 Board meeting, however, Ms. Ward has since accepted a coaching position at another school.
4. **Board Policies** - It is recommended by the Board Policy Committee that the Board approve the following Board Policies: 1101, 2101, 2102, 2202, 2304, 2305, 2402, 2406, 2501A-F-1, 2501A-F-2, 2501A-F-3, 2501A-F-4, 2505, 3103, 3107, 3108, 3109, 3110, 3111, 3112, 3114, 3117, 3201, 3203, 3206, 3210, 3211, 3301A, 3404, 4103, 4111, 4112, 4113, and 4113-F.

**New Hire Information**

**SHELBY JONES**

Position: Afternoon Custodian – Parker Elementary

Number of Candidates: 1

Number of Qualified Candidates: 1

Interview Team: Carla Kelley

Recommendation for Hire: Yes

Step 2 of the Custodial Pay Scale: \$17.00 it .23 shift premium

# SHELBY JONES



## Professional Summary

Highly motivated, reliable, hard- working Native and African American woman looking to obtain an entry-level position in the field of administration, with a thriving company, that will offer room for advancement as well as allowing me to offer great contributions to the team, Contributions that I can add include exceptional communication and interpersonal skills, quick learning and adaptability skills, with a proven ability to work independently and as part of a team.

Willing to relocate: Anywhere

## Work Experience

### **Food Line Server**

SFE - Southwest Foodservice Excellence-Clinton Township, MI

September 2024 to Present

- Collaborated with the kitchen team to develop standardized recipes for consistent quality across all dishes in a fast-paced environment
- Prepared food items according to established recipes and portion sizes
- Monitored food quality during service hours, addressing any issues immediately to maintain high standards
- Maintained cleanliness and sanitation standards in accordance with health regulations, resulting in consistently high inspection scores
- Maintained a clean and organized work environment, adhering to sanitation guidelines at all times
- Closely followed all safety and sanitation procedures to ensure food quality and prevent accidents or injuries

### **Senior Caregiver**

Private Client-Roseville, MI

May 2015 to May 2024

Assist with daily chores, personal hygiene routine and home organizing as requested

Ensures that client takes medication at scheduled intervals and receives balanced meals as directed by family

Helps with needed shopping and organizing receipts for checkbook balancing

### **HouseKeeping**

Drury Inn & Suites Hotel-Troy, MI

August 2021 to January 2022

- Delivered high quality of housekeeping service, cleaned guest rooms complying with all health and safety regulation at all times.
- Maintain daily cleanliness of assigned guest rooms, maintain cleanliness of cart, daily reports to supervisor of guest room conditions.
- Maintained high quality sanitary standards in an environment that requires excellent time management skills, customer service, and communication.

- Maintained cleanliness and tidiness of guest rooms, ensuring a comfortable and welcoming environment
- Stocked and replenished supplies such as toiletries, towels, and bedding to ensure guest satisfaction
- Collaborated with front desk staff to prioritize room cleaning based on guest check-in/check-out schedules
- Performed thorough cleaning tasks including dusting, vacuuming, mopping floors, and changing linens
- Responded promptly to guest requests for additional amenities or services in a courteous manner

### **Senior Caregiver**

Quality Private Care-Utica, M

October 2020 to January 2021

- Followed care plan, company regulations, and safety practices at all times.
- Listened to clients and provided companionship while maintaining a safe, clean, and healthy environment to all clients
- Assisted over 20 clients daily with morning and nightly routines, personal hygiene routines, bathing, clothing, and feeding. Assisted clients with turning positions and transferring from chair to bed, or with any other requests.
- Trained 12 new staff members throughout employment, providing mentorship and guidance.
- Created a warm and supportive environment for seniors by engaging in meaningful conversations and activities
- Managed household tasks including meal preparation, light housekeeping, and laundry
- Provided compassionate and personalized care to seniors, ensuring their safety, comfort, and well-being
- Supported individuals with dementia or Alzheimer's disease by implementing memory-enhancing activities and strategies
- Assisted with mobility devices such as walkers or wheelchairs to ensure safe movement within the home or community
- Responded quickly during emergencies or crisis situations by following established protocols for immediate assistance
- Provided emotional support through active listening, empathy, companionship, and encouragement for seniors experiencing loneliness or anxiety
- Ensured proper nutrition by planning balanced meals based on dietary restrictions or recommendations from healthcare providers
- Demonstrated patience when dealing with challenging behaviors associated with age-related conditions
- Collaborated with healthcare professionals to implement and monitor specialized care plans for seniors with chronic illnesses or disabilities
- Maintained confidentiality of sensitive information related to the seniors' medical history and personal life

### **Front Desk Clerk/Manager**

American Inn and Suites-Houghton Lake, MI

June 2016 to November 2020

- Registering and booking guests in and out of their rooms while accommodating for any
- special requests
- Greeting customers and clients, answering phone calls, and assisted the manager when needed
- Acted as liaison between clients and staff

Promoted from Housekeeping to Front Desk after 6 months, then promotion to Manager after being a star employee after 3 years.

### **Overnight Cashier**

CVS Health-Clinton, MI

October 2015 to January 2016

Cashier

Expected to multitask: stock shelves, vacuum, empty trash, and fulfill various management requests  
Provide great, fast, and friendly customer service

### **Custom T-shirt & Retail Sales**

Body Fader's Clothing-Mount Clemens, MI  
May 2015 to July 2015

Organizing, labeling, and designing clothing  
Cleaned and organized all equipment  
Assisted manager with customers and calls

### **Hostess**

Kavan's Tavern-Roseville, MI  
October 2014 to March 2015

Provide professional and friendly service  
Give a great first impression by being friendly and polite to every customer  
Serve as a liaison between customers and coworkers when needed

## **Education**

High School Diploma  
January 2014 to January 2014

Pellerin Center at Riverside Academy - Mount Clemens, MI

## **Skills**

- Ability to work independently and as
- Cleaning Experience
- Caregiving
- skills
- Great communication and interpersonal
- Detail-oriented and able to handle
- Microsoft Office Suite Products,
- Front Desk
- multiple tasks simultaneously
- especially Word, Excel
- Retail Sales
- part of a team
- management skills
- Senior Care
- Strong organizational and time-
- Laundry
- Host/Hostess

## **New Hire Information**

**I'RELLE HUGHES**

Position: Varsity Boy's Assistant Track Coach

Number of Candidates: 2

Number of Qualified Candidates: 2

Interview Team: Bob Walmsley, Heidi Shagena, Marquis Chavez

Recommendation for Hire: Yes

Salary: 6% of BA Step 1 = **\$2,379.84 pro-rated to \$1,586.56 (8 weeks)**

# I'relle Hughes



## Professional Summary

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A passionate and goal-driven leader with a strong work ethic, committed to inspiring and motivating individuals of all ages. Experienced in delivering dynamic presentations and fostering team collaboration, with a background in Digital Marketing and Early Childhood Education.

## Education

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**Early Childhood Education (AECE)** 2016

*Central State University, Wilberforce, OH*

**High School Diploma** 2013

*Michigan Collegiate High School, Warren, MI*

## Technical Skills and Competencies

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- Canva
- Adobe
- Twitter Analytics
- Photography
- Video Editing
- Microsoft 360

## Certifications

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- CPR/AED
- Paraprofessional Certification

## Professional Experience

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**Pre-School Associate Teacher**, Rainbow Early Childhood Center, Clinton Township, MI

Month. 2024 – Present

- Support the lead teacher in maintaining a positive, structured, and safe classroom environment where children feel comfortable and are encouraged to learn
- Work with children individually or in small groups to support their learning needs, offering extra assistance as necessary for language, motor skills, or social development
- Help children with routine activities such as snack time, bathroom breaks, dressing, and nap time to promote independence while ensuring they receive the care they need
- Attend meetings, workshops, or professional development training to stay updated on best practices in early childhood education

**Head Cheerleading Coach**, Clintondale High School, Clintondale, MI

Month. 2023 – Present

- Lead and develop cheerleading routines, incorporating stunts, tumbling, jumps, and dance. Provide training to enhance skills and overall team performance
- Organize and manage in-game performances, halftime shows, pep rallies, and other public performances
- Mentor athletes, provide constructive feedback, and set goals for individual and team progress
- Manage and update the team's social media profiles (e.g., Instagram, Facebook, Twitter, TikTok) to maintain an active presence
- Ensure that all cheerleading activities adhere to safety standards and injury prevention protocols. Provide first aid when necessary and manage risk during practices and performances
- Provide live updates during games, performances, and events through social media posts, stories, or livestreams

**Marketing Representative**, National Heritage Academy, Grand Rapids, MI

Feb.2021 – End date?

- Design and produce marketing materials such as brochures, newsletters, flyers, banners, and social media content that showcase the school's programs, achievements, and events

- Work with the admissions office to track student enrollment trends and attendance at school events, adjusting marketing efforts based on these insights to drive enrollment growth
- Write engaging content for the school's website, blog, and email newsletters, focusing on topics relevant to the school community, such as academic achievements, extracurricular activities, and student success stories
- Ensure the school's website is up-to-date with relevant information, including academic offerings, school events, and important announcements

**Head Cheerleading Coach**, Michigan Collegiate High School, Warren, MI

Month. 2019 – 2023

- Foster a positive, inclusive, and motivated team environment by leading practices, encouraging athletes, and promoting teamwork
- Oversee the preparation of the team for local, regional, or national cheerleading competitions
- Organize and manage in-game performances, halftime shows, pep rallies, and other public performances
- Balance coaching duties with social media responsibilities by managing time effectively, creating schedules for both practices and content creation
- Mentor cheerleaders by ensuring personal and professional goals are met

**Volunteer Experience**

**Social Media Coordinator**, New Anthem Church, Mount Clemens, MI

Jan. 2019 – 2023?

- Develop and curate engaging content, including text posts, images, videos, and graphics, that align with the organization's goals and resonates with the target audience
- Monitor and respond to comments, messages, and mentions across social media channels, ensuring timely and appropriate responses to engage with the community
- Assist in creating and executing a social media strategy that increases followers, engagement, and brand awareness while aligning with the mission and values of the organization
- Work with the organization's staff or other volunteers to gather content ideas, share updates, and ensure that social media efforts are aligned with overall campaigns and initiatives

3. **Resignation** - The Superintendent and the Director of Human Resources recommend that the Board approve the resignation of Aurora Ward, Varsity Boy's Assistant Track Coach, effective at the end of the day April 1, 2025.

**Note:** The Board approved Ms. Ward at the March 31, 2025 Board meeting, however, Ms. Ward has since accepted a coaching position at another school.

Motion by \_\_\_\_\_ Support by \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ Ab \_\_\_\_\_

4. **Board Policies** - The Board Policy Committee recommend that the Board approve the following Board Policies: 1101, 2101, 2102, 2202, 2304, 2305, 2402, 2406, 2501A-F-1, 2501A-F-2, 2501A-F-3, 2501A-F-4, 2505, 3103, 3107, 3108, 3109, 3110, 3111, 3112, 3114, 3117, 3201, 3203, 3206, 3210, 3211, 3301A, 3404, 4103, 4111, 4112, 4113, and 4113-F.

Motion by \_\_\_\_\_ Support by \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ Ab \_\_\_\_\_

5. **Secure Entrances Renovations**- The Superintendent and the Supervisor of Operations recommend that the Board approve Spartan Construction Group, Inc. for building secure entrance renovations.

Motion by \_\_\_\_\_ Support by \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ Ab \_\_\_\_\_

6. **County Services**- The Superintendent and the Board President recommend that the Board designate a representative to attend a presentation regarding county services, programs and budget review.

Motion by \_\_\_\_\_ Support by \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ Ab \_\_\_\_\_

7. **Closed Session** - The Superintendent recommend that the Board of Education enter into a Closed Session as authorized by Section 8(b) of the Open Meetings Act for a student discipline hearing.

Motion by \_\_\_\_\_ Support by \_\_\_\_\_ Y \_\_\_\_\_ N \_\_\_\_\_ Ab \_\_\_\_\_

**GENERAL PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

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

**ADJOURNMENT**

Motioned by: \_\_\_\_\_ Supported by: \_\_\_\_\_ Time: \_\_\_\_\_

## **CLINTONDALE COMMUNITY SCHOOLS**

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### **BOARD POLICY**

#### ***Series 1000: Policy Overview, Mission Statement, and Definitions***

##### ***1100 Policy Overview***

##### ***1101 General Policy Statement***

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

##### **A. Policies serve to:**

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

Policies are intended to be flexible where possible.

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

##### **1. Collective Bargaining Agreements and Past Practice**

These Policies supersede any inconsistent past practice. The Policies, however, are not intended to change or alter the terms of a collective bargaining agreement between the Board and a labor organization. Collective bargaining agreement terms supersede inconsistent Policies unless contrary to state or federal law.

##### **2. Other Contracts and Legal Obligations**

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

##### **C. Validity of Policies**

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

***Date adopted: 4/28/25***

***Date revised:***

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## **BOARD POLICY**

### ***Series 2000: Bylaws***

#### ***2100 Official Description, Purpose, and Board Organization***

#### ***2101 Roles of the Board and Board Members***

##### **A. Role of the Board**

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

##### **1. Adopt Bylaws and Policies**

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

##### **2. Employ and Evaluate a Superintendent**

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

##### **3. Employ or Contract with Other Administrators and Supervisors**

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

##### **4. Employ Teachers**

The Board will employ teachers through contracts which will be in writing and signed on behalf of the District by the Superintendent. The Board may

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### BOARD POLICY

contract for instructional services with third parties as permitted by law. See Policies 4206 and 4401.

#### 5. Employ or Contract with Non-Teaching Professionals

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

#### 6. Employ or Contract with Non-Exempt Staff

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

#### 7. Adopt and Oversee a Budget

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

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

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

#### 9. Evaluate Programs

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

#### 10. Act as Decision-Maker

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

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### **BOARD POLICY**

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

#### **B. Role of Board Members**

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

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

***Date adopted: 4/28/25***

***Date revised:***

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### **BOARD POLICY**

#### ***Series 2000: Bylaws***

#### ***2100 Official Description, Purpose, and Board Organization***

#### ***2102 School District's Legal Name and Status***

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

***Date adopted: 4/28/25***

***Date revised:***



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### **BOARD POLICY**

#### ***Series 2000: Bylaws***

#### ***2200 Board Powers***

#### ***2202 Authority to Enter into Contracts***

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



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### **BOARD POLICY**

to interactions with students, non-discrimination, ethics and standards, student safety and welfare, student privacy, and District operations.

***Legal Authority: MCL 15.321 et seq.; MCL 380.11a(4), 380.1203, 380.1228, 380.1421, 380.1422; Huntington Leasing Co v Manistee ISD, unpublished Mich App No. 250942 (2005)***  
***Date adopted: 4/28/25***  
***Date revised:***

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## **BOARD POLICY**

### ***Series 2000: Bylaws***

#### ***2300 Board Member Conduct***

##### ***2304 Gifting***

###### **A. Gifts to Individual Board Members**

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

###### **B. Board Acceptance of Gifts**

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

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

***Date adopted: 4/28/25***

***Date revised:***

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## **BOARD POLICY**

### ***Series 2000: Bylaws***

#### ***2300 Board Member Conduct***

#### ***2305 Board Member Reimbursement and Travel Expenses***

##### **A. Reimbursement**

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

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

##### **B. Established Categories of Reimbursable Expenses**

###### **1. Conferences, Membership Fees, and Training Programs**

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

###### **2. Travel Expenses**

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

###### **3. Meals**

- a. The Board may reimburse a Board member only for Expenses actually and reasonably incurred for the Board member's meals, if approved by a

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### BOARD POLICY

majority vote of the Board. The Board will not reimburse a Board member for meals for a non-Board member.

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

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

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

- b. The Board will not expend District funds for the purchase of alcoholic beverages. See Policy 3303.
- c. If breakfast, lunch, or dinner is included in a Board member's registration fee or lodging rate, a Board member will not request reimbursement for alternative meals, unless required for medical or religious reasons.

#### 4. Lodging

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

#### C. Use of District Credit/Debit Cards

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

#### D. Public Records

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

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

**Date adopted:** 4/28/25

**Date revised:**

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### **BOARD POLICY**

#### ***Series 2000: Bylaws***

#### ***2400 Board Membership and Duties***

#### ***2402 Acceptance of Office and Oath of Office***

##### **A. Elected Board Members**

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

##### **B. Appointed Board Members**

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

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

***Legal Authority: MCL 168.309, 168.310***

***Date adopted: 4/28/25***

***Date revised:***

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### **BOARD POLICY**

#### ***Series 2000: Bylaws***

#### ***2400 Board Membership and Duties***

#### ***2406 Board Officer's Duties***

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

##### **A. President**

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

##### **B. Vice President**

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

##### **C. Secretary**

## CLINTONDALE COMMUNITY SCHOOLS

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### BOARD POLICY

1. Ensure that an accurate record of Board meetings is maintained and published in compliance with law.
2. Sign Board meeting minutes, orders, resolutions, and records memorializing Board proceedings.
3. Draw and sign orders upon the Treasurer for money to be disbursed by the Board.
4. Perform other duties as prescribed by law, Policy, or Board action.

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

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

#### D. Treasurer

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

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

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

#### E. Succession

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

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### **BOARD POLICY**

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

***Date adopted: 4/28/25***

***Date revised:***



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### BOARD POLICY

#### ***Series 2000: Bylaws***

#### ***2500 Board Meetings and Open Meetings Act Compliance***

#### ***2501A-F-1 Electronic Board Meeting Checklist***

#### **Deciding whether to hold an electronic Board meeting:**

- ☐ For a ***wholly electronic*** Board meeting, every Board member is absent due to military duty, an ADA “disability”, or other reason permitted by Michigan law.
- ☐ For a ***hybrid physical/electronic*** Board meeting, a Board member is participating remotely because
  - ☐ The Board member is absent due to military duty.
  - ☐ The Board member must participate remotely as a reasonable accommodation for an ADA “disability”.
  - ☐ The Board member is subject to another reason permitted by Michigan law.

#### **Preparing for an electronic Board meeting:**

- ☐ Ensure the Board, each Board member participating remotely, and the public have access to Two-Way Communication.
- ☐ Ensure that persons with disabilities will be able to participate in the meeting and notice is given about how to request an accommodation.
- ☐ At least 18 hours before the electronic Board meeting, post the electronic Board meeting notice. The notice must include:
  - ☐ Why the Board is holding an electronic meeting;
  - ☐ How the public may participate remotely;
  - ☐ How the public may contact Board members to provide input or ask questions about business that will come before the Board; and
  - ☐ How persons with disabilities may participate in the meeting.

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

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conspicuous link on the District website's homepage. The link must clearly describe its purpose for public notice of non-regularly scheduled or electronic public meetings.

- ☐ At least 2 hours before the electronic meeting, post the meeting agenda to the District's website, if an agenda exists.
- ☐ The Superintendent or designee must provide notice to the public of which Board members will be participating remotely and information about how members of the public may contact those Board members in advance of the meeting to provide input or ask questions on any business that will come before the Board.
- ☐ Although not required by the Open Meetings Act, consider completing an Affidavit of Website Posting of the Public Notice of Electronic Meeting.

#### **During the electronic Board meeting:**

- ☐ Confirm the Board, each Board member participating remotely, and the public have access to Two-Way Communication.

***Date adopted: 4/28/25***

***Date revised:***

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## **BOARD POLICY**

### ***Series 2000: Bylaws***

#### ***2500 Board Meetings and Open Meetings Act Compliance***

#### ***2501A-F-2 Advance Notice of Remote Participation***

##### **Advance Notice of Remote Participation**

**Directions:** *A Board member must provide notice of his or her absence and necessary contact information to the Superintendent or Superintendent's designee sufficiently in advance of the Board meeting, and consistent with the procedures in Policy 2501A, so that the District can provide public notice of the Board member's remote participation and information on how a member of the public may provide input to that Board member on any business that will come before the Board.*

***Date adopted: 4/28/25***

***Date revised:***



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### BOARD POLICY

#### **Series 2000: Bylaws**

#### **2500 Board Meetings and Open Meetings Act Compliance**

#### **2501A-F-3 Electronic Board Meeting Notice**

*At least 18 hours before an electronic Board meeting, the Superintendent or designee must prominently post this notice. If the District has an internet presence that includes at least monthly updates of public meeting agendas or minutes, this notice must be included on a portion of its website that is fully accessible to the public, either on the District's homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic public meetings, that is accessible through a prominent and conspicuous link on the District's website homepage. The link must clearly describe its purpose for public notice of non-regularly scheduled or electronic public meetings. If the electronic meeting is a special or rescheduled regular meeting, the special meeting posting requirements contained in MCL 15.265 must also be satisfied. For Board meetings at which significant Board action is anticipated (e.g., related to the sale of property, approval of contracts, or adoption of bond or finance documents), consider completing an Affidavit of Website Posting.*

#### **Option B – Hybrid Meeting**

The **Clintondale Community Schools** Board of Education will hold a **[regular/rescheduled regular/special]** Board meeting on **[Day of the Week], [Month] [Calendar Day], [Year]**.

The meeting will be held both electronically and in person. One or more Board members will be participating in the Board meeting remotely due to:

- ☐ Military duty.
- ☐ Reasonable accommodation under the ADA.
- ☐ Other reason permitted by Michigan law.

The public may attend and participate using this portal: **[insert telephone number, internet address, virtual meeting address, or other information needed to participate]**. The public may also attend and participate in person, subject to health and safety requirements, if applicable.

Members of the public may contact any Board member in advance of the meeting to provide input or ask questions about business that will come before the Board by **[insert individual Board member contact information (e.g. email addresses)]**.

The following Board members will be participating remotely: **[insert names]**. Information is included above on how to contact these Board members in advance of the meeting to provide input or ask questions about any business coming before the Board.

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Any person with a disability requiring special accommodations to participate in this meeting should contact the Superintendent's office at **[insert contact information]** in advance of the meeting.

***Date adopted: 4/28/25***

***Date revised:***

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## BOARD POLICY

**Series 2000: Bylaws**

## 2500 Board Meetings and Open Meetings Act Compliance

**2501A-F-4 Affidavit of Website Posting of Public Notice of Electronic Board Meeting**

State of Michigan )  
 ) ss

## County Macomb

The undersigned, being first duly sworn, deposes and says that he/she did verify that a public notice of a meeting and the related agenda, if one existed, of the **Board of Education of Clintondale Community Schools, Macomb County, Michigan**, to be held electronically on:

Date of Meeting: \_\_\_\_\_, 20\_\_\_\_

Hour of Meeting      \_\_\_ o'clock, \_\_.m.

was posted on the District's website homepage or on a separate webpage accessible through a prominent and conspicuous link on the District's website homepage prior to the meeting. A true copy of that website notice and the related agenda, if one existed, is attached.

Signature

Subscribed and sworn before me in \_\_\_\_\_ County,

Michigan, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_(signature)

\_\_\_\_\_ (printed)

Notary public, State of Michigan, County of \_\_\_\_\_

My Commission expires on \_\_\_\_\_

Acting in the County of \_\_\_\_\_

**Date adopted: 4/28/25**

**Date revised:**

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### **BOARD POLICY**

#### ***Series 2000: Bylaws***

#### ***2500 Board Meetings and Open Meetings Act Compliance***

#### ***2505 Board Committees***

##### **A. General**

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

##### **B. Committee Meetings**

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

##### **C. Committee of the Whole Meetings**

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

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

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

***Date adopted: 4/28/25***

***Date revised:***



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### **BOARD POLICY**

#### ***Series 3000: Operations, Finance, and Property***

#### ***3100 General Operations***

#### ***3103 Use of Copyrighted Materials***

##### **A. Use Restrictions**

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

##### **B. Copyright Compliance Materials and Training**

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

##### **C. Course Materials Subject to Copyright Protection**

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

##### **D. Copies for a Person with a Disability**

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

##### **E. Removal of an Unauthorized Copyrighted Work**

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

##### **F. Violation by Students and Staff**

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

***Legal authority: 17 USC 101 et seq.***

***Date adopted: 4/28/25***

***Date revised:***

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### **BOARD POLICY**

#### ***Series 3000: Operations, Finance, and Property***

#### ***3100 General Operations***

#### ***3107 Use of Detection Dogs***

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

##### **A. Protocol for Use of a Detection Dog**

1. A detection dog is only permitted on District property with prior written permission of the Superintendent or building principal or pursuant to a court order. If law enforcement seeks to bring a detection dog onto District property to comply with a court order, the Superintendent or building principal will request and retain a copy of the court order.
2. A detection dog must be properly trained and reliable and must be handled by a law enforcement officer or other person qualified to handle the dog.
3. The Superintendent or building principal will determine the location(s) where a detection dog will be used, in the absence of a warrant or court order specifying such location(s).
4. Students and staff may be informed over the public address system and may be directed to remain in place or relocate to a different area during the use of the detection dog.
5. If a detection dog alerts on a person's property, the alert will constitute reasonable suspicion for a District administrator to search the property.
  - a. The administrator may first seek the person's consent to search the property.
  - b. Absent consent, a search must be justified at its inception and reasonable in scope.
  - c. All searches of students must comply with Policy 5103, and the student's Parent will be notified of the search as soon as practicable after the search concludes.

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

Anything found in the course of a search that is evidence of a violation of Policy, school rules, handbook, or federal or state law may be seized and admitted as evidence in any disciplinary proceeding. A District administrator will tag and identify any illegal drug, dangerous weapon, and other illegal item and promptly turn it over to law enforcement.

#### B. Notice to Students and Staff

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

***Date adopted: 4/28/25***

***Date revised:***

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### BOARD POLICY

#### ***Series 3000: Operations, Finance, and Property***

#### ***3100 General Operations***

#### ***3108 Service Animals***

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

##### **A. Definition**

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

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

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

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

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

#### B. Admission of Service Animals

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

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

#### C. Inquiries

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

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

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

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

#### D. Charges, Fees, and Liability

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

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

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#### **E. Care and Supervision of Service Animal**

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

#### **F. Control of Service Animal**

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

#### **G. Exclusion of Service Animal**

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

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

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

#### **H. Allergies**

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

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### **BOARD POLICY**

#### **I. Denial of Access and Grievance**

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

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

#### **J. Non-Service Animals**

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

***Legal authority: 28 CFR 35.136; MCL 287.291***

***Date adopted: 4/28/25***

***Date revised:***

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### BOARD POLICY

#### ***Series 3000: Operations, Finance, and Property***

#### ***3100 General Operations***

#### ***3109 Curricular Animals***

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

##### **A. Use of Animals for Instructional Purposes**

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

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

##### **B. Therapy Dogs**

###### **1. Definition of Therapy Dog**

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

- a. individually trained and certified by an approved therapy dog training organization;
- b. engaged in animal assisted activities and interactions under the direct supervision of a handler; and
- c. managed by a handler who has been individually trained, evaluated, and registered with their therapy dog to provide animal assisted activities and animal-assisted interactions on District property.

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

#### 2. Standards and Procedures for Therapy Dogs

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

- a. Request. An owner who wants to bring a therapy dog on District property must submit a written request to the Superintendent or designee. The request must be renewed each school year or whenever a different therapy dog will be used.
- b. Training and Certification. The owner must submit any training or certification information requested by the Superintendent or designee. Any certification required by the District must remain current at all times.
- c. Health and Vaccination. The therapy dog must be clean, well-groomed, in good health, house broken, and immunized against diseases common to such animals. The owner must submit proof of current required licensure from the county or other licensing authority and proof of the therapy dog's current vaccinations and immunizations from a licensed veterinarian, if applicable.
- d. Control. A therapy dog must be under the owner's or handler's control at all times.
- e. Handler. If the therapy dog's handler is a District employee, the therapy dog will not interfere with the employee's primary job responsibilities.
- f. Ownership. Therapy dogs may be provided by a third party, or independently owned by a District employee. If owned by a District employee, the therapy dog must meet the standards of health described above at the owner's expense. Required training for accreditation must be at the owner's expense. The District bears no financial responsibility for the care or feeding of the therapy dog. The District is not responsible for providing any care, supervision, or assistance of the therapy dog.
- g. Transportation. Animals, other than service animals, are not to be transported on school buses. It is the responsibility of the therapy dog's handler to transport the dog to and from school property.
- h. Identification. The therapy dog must wear appropriate identification identifying it as a therapy dog.

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- i. No Disruption. The therapy dog's behavior must not disrupt the educational process.
- j. Health/Safety. The therapy dog must not pose a health or safety risk to any student, employee, or other person.
- k. Supervision/Care of Therapy Dogs. The owner or handler is responsible for the supervision and care of a therapy dog, including feeding, exercising, and clean up while the dog is in a District building or on District property. The District is not responsible for providing any supervision, care, or assistance for a therapy dog.
- l. Authorized Area(s). The owner or handler will only allow the therapy dog to be in those areas that have been pre-authorized by the Superintendent or designee.
- m. Insurance. The owner or handler must submit a copy of an insurance policy that provides liability coverage for any damage or injury caused by the therapy dog while on District property.

#### 3. Exclusion or Removal from School

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

- a. the handler does not have control of the dog;
- b. the dog is not housebroken;
- c. the dog presents a direct and immediate threat to others; or
- d. the dog's presence otherwise disrupts the educational process.

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

#### 4. Allergic Reactions

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

#### 5. Damages to District Property and Injuries

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

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#### **C. Emotional Support Animals**

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

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

***Legal authority: 28 CFR 35.136***

***Date adopted: 4/28/25***

***Date revised:***

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## **BOARD POLICY**

### ***Series 3000: Operations, Finance, and Property***

#### ***3100 General Operations***

##### ***3110 Data Breach Response***

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

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

#### **A. Assess and Investigate the Data Breach**

1. Make a reasonable effort to identify the cause of the data breach and secure known access points.
2. Promptly conduct a reasonable investigation to determine the extent of the data breach and the identity of persons whose personal information has been compromised. The investigation will include, to the extent possible, an assessment of the software, hardware, and physical documents that were accessed; which personnel and third parties had access to the compromised data; and what specific information was compromised.
3. Contact legal counsel, insurance carriers, and any other person or consultant necessary to investigate the cause of or response to the data breach. If appropriate, the Superintendent or designee may also contact law enforcement.

#### **B. Notifications Involving Michigan Resident Data**

1. Promptly notify:
  - a. each Michigan resident whose personal information was accessed, including encrypted information, if the person accessing the information also had unauthorized access to the encryption key; and
  - b. any other person or organization that owns or licenses data subject to a data breach affecting a Michigan resident.
2. Notices must:
  - a. be in writing;
  - b. describe the data breach in general terms, the type of personal information accessed in the data breach, the District's response to protect

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- data from further breaches, and remind the affected person of the need to remain vigilant for incidents of fraud and identity theft;
  - c. include the District's telephone number and any other telephone number where the recipient may receive additional information; and
  - d. whenever possible, be mailed to the postal address of the affected person.
- C. If a data breach or other digital intrusion compromises information of a non-Michigan resident, comply with the data breach notification law of that resident's state.

***Legal authority: MCL 445.63, 445.72***

***Date adopted: 4/28/25***

***Date revised:***

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## **BOARD POLICY**

### ***Series 3000: Operations, Finance, and Property***

#### ***3100 General Operations***

##### ***3111 Drones***

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

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

#### **A. Approval of Drone Use**

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

#### **B. Use Requirements**

1. A drone must weigh less than 55 pounds, including the weight of anything attached to the drone. A drone exceeding this weight restriction may not be operated on District property absent FAA approval.
2. A drone may be used:
  - a. for recreational purposes. Recreational purposes is broadly construed to refer to any drone use that is not for:
    - i. compensation;
    - ii. furtherance of a business; or
    - iii. instructional purposes.
  - b. by a student if the use is a component of an approved curriculum. A drone may be used by personnel if the use is incidental and secondary to a student's permitted co-curricular use.
  - c. for commercial purposes in accordance with FAA regulations and requirements.
3. A drone operator must:
  - a. abide by safety guidelines of a community based organization;
  - b. maintain a visual line of sight with the drone for the duration of the use;

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### BOARD POLICY

- c. not interfere with manned aircraft operations;
- d. not operate the drone more than 400 feet above ground level;
- e. not use the drone in a manner that would violate another person's reasonable expectation of privacy (e.g., via recording, broadcasting, or otherwise) or endanger people, vehicles, or District property; and
- f. comply with applicable law.

#### C. Disclaimer of Damages and Liability

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

#### D. Violations and Unauthorized Use

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

***Legal authority: 14 CFR Part 107***

***Date adopted: 4/28/25***

***Date revised:***

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### **BOARD POLICY**

#### ***Series 3000: Operations, Finance, and Property***

#### ***3100 General Operations***

#### ***3112 Hours and Days of School Operations***

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

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

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

***Date adopted: 4/28/25***

***Date revised:***

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### **BOARD POLICY**

#### ***Series 3000: Operations, Finance, and Property***

#### ***3100 General Operations***

#### ***3114 Litigation***

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

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

***Date adopted: 4/28/25***

***Date revised:***

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### **BOARD POLICY**

#### ***Series 3000: Operations, Finance, and Property***

##### ***3100 General Operations***

##### ***3117 Intellectual Property***

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

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

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

***Date adopted: 4/28/25***

***Date revised:***

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## **BOARD POLICY**

### ***Series 3000: Operations, Finance, and Property***

#### ***3200 Finance and Borrowing***

##### ***3201 Accounting***

###### **A. Financial Accounting**

1. The District will maintain complete financial accounting records using the charts of accounts approved and published by MDE. The District will implement an accounting system as prescribed by MDE and the Michigan Public School Accounting Manual (Bulletin 1022).
2. The District's fiscal and accounting year will begin each year on July 1.
3. The District will have a certified public accountant audit its financial records at least annually.

###### **B. Pupil Accounting**

The District will implement a pupil accounting system in compliance with the State School Aid Act and as prescribed by MDE's Pupil Accounting Manual.

***Legal Authority: MCL 380.622, 380.1133, 380.1281, 380.1284; MCL 388.1606, 388.1613, 388.1618, 388.1701; Mich Admin Code R 340.1 et seq., 340.851 et seq.***

***Date adopted: 4/28/25***

***Date revised:***

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### **BOARD POLICY**

#### ***Series 3000: Operations, Finance, and Property***

#### ***3200 Finance and Borrowing***

#### ***3203 Deposits***

The Board, or a District official designated by Board action, will deposit District funds in a financial institution or in a joint investment authorized by Revised School Code Section 1223. The deposit will be made in the name of the Treasurer as an officer of the District. The Board will designate the financial institution(s) in which District funds will be deposited. The Treasurer or designee will deposit District funds in 1 or more depositories in the proportion and manner determined by the Board. District funds will not be deposited or invested in a financial institution that is not eligible to be a depository of surplus funds belonging to the state under MCL 21.146.

“Deposit” includes purchases of, or investment in, shares of a credit union.

“Financial institution” means a state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the U.S. government and which maintains a principal office or branch office located in Michigan under the laws of the United States.

***Legal Authority: MCL 21.146; MCL 211.43b; MCL 380.1221, 380.1222, 380.1223***

***Date Adopted: 4/28/25***

***Date revised:***

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## **BOARD POLICY**

### ***Series 3000: Operations, Finance, and Property***

#### ***3200 Finance and Borrowing***

##### ***3206 Property Tax Levies***

###### **A. General**

1. The Board will identify, before the end of each fiscal year as part of the budget approval process, taxes that have been previously authorized by District electors. Of those taxes, the Board will determine which will be levied in the subsequent fiscal year and the applicable levy rate.
2. The Superintendent or designee will identify all taxes to be levied and the applicable levy rate in the documents filed with the relevant county(ies) necessary to collect those taxes within the District's geographic boundaries.

###### **B. New Millage**

1. If District electors authorize new millage and the Board determines to levy the new millage in the current fiscal year, the Superintendent or designee must file amendments to the previously filed tax allocation documents with the relevant county(ies) necessary to collect those new taxes.
2. If required by law, the District must hold a truth in taxation hearing in compliance with Policy 3202 before levying any new millage.

###### **C. Summer Tax Levy**

If the Board has previously determined to levy half or all of the District's property taxes on July 1 of each year, then the Board must adopt a continuing resolution on or before December 31 of each calendar year to continue to levy summer property taxes in the subsequent calendar year in the same proportion previously determined by the Board.

***Legal Authority: MCL 380.1611-1613***

***Date Adopted: 4/28/25***

***Date revised:***

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## **BOARD POLICY**

### ***Series 3000: Operations, Finance, and Property***

#### ***3200 Finance and Borrowing***

##### ***3210 Borrowing***

A borrowing is the taking of money with an agreement to repay it with or without interest. The Board must initiate and authorize all borrowing, except credit card borrowing under Policy 3209, by resolution. All borrowed amounts will conform to legal debt limits and be for the purposes prescribed by state law. The Superintendent or designee must consult with the District's finance counsel for all District borrowings covered by this Policy.

***Legal Authority: MCL 123.721 et seq.; MCL 380.1225, 380.1351, 380.1351a; MCL 141.2101 et seq.***

***Date Adopted: 4/28/25***

***Date revised:***

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## **BOARD POLICY**

### ***Series 3000: Operations, Finance, and Property***

#### ***3200 Finance and Borrowing***

##### ***3211 Post-Issuance Tax Compliance***

###### **A. Policy**

Federal tax law requires that issuers of outstanding tax-exempt or tax credit debt obligations (“Obligations”) comply with certain post-issuance requirements in the Internal Revenue Code (IRC) and Treasury Regulations. Obligations include, but are not limited to, tax-exempt bonds, refunding bonds, tax credit bonds, installment and lease purchase agreements, lines of credit, state aid notes, and tax anticipation notes.

###### **B. Policy Implementation**

To preserve the tax-exempt or tax credit status of the Obligations and to comply with federal tax law after Obligations have been issued, the Board authorizes the Superintendent or designee to establish administrative guidelines in connection with Obligations to comply with federal tax law.

###### **C. Designation of Debt Compliance Officer**

The District's chief business official will be the debt compliance officer responsible for implementing this Policy (“Debt Compliance Officer”). In the absence of a chief business official, the Superintendent or designee will serve as the Debt Compliance Officer until a replacement Debt Compliance Officer is assigned. The Superintendent will ensure that a person serves in this position at all times. If the District contracts with a third party for business services, including another school district, the Superintendent or designee remains responsible for the oversight of the third-party Debt Compliance Officer.

###### **D. Responsibilities of Debt Compliance Officer**

The Debt Compliance Officer will be responsible for administration and oversight of post-issuance tax compliance requirements and other provisions of this Policy related to the District's Obligations, including implementation and compliance with remedial action procedures outlined below. The Debt Compliance Officer's responsibilities will include:

1. Overseeing and managing compliance with federal rules and regulations applicable to post-issuance tax compliance for all outstanding Obligations from the date of issuance through the date of maturity of such Obligations, including any refunding Obligations related to the original issuance of debt;

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2. Consulting with bond counsel, financial advisors, and other professionals about non-compliance, if any, and required remedial actions as necessary;
3. Maintaining written records of expenditures and investments of Obligations in accordance with subsection G;
4. Supervising and ensuring timely filings of reports and forms required by state and federal agencies related to Obligations;
5. Providing written documentation and other requested disclosures, including to the District's bond counsel, financial advisors, and other professionals, upon request;
6. Monitoring arbitrage, yield restriction, and rebate requirements under IRC Section 148. This duty includes monitoring compliance with 6-month, 18-month, or 2-year spending exceptions, as applicable; and
7. Monitoring all record retention requirements and oversee compliance with record retention requirements set forth in this Policy.

#### **E. Internal Written Procedures and Protocols**

1. The Debt Compliance Officer will develop written internal controls and procedures related to post-issuance tax compliance that address at least the following:
  - a. Identifying and reporting non-compliance, including protocols for contacting bond counsel and financial advisors;
  - b. Monitoring compliance with arbitrage, yield restriction, and rebate requirements under IRC Section 148; and
  - c. Monitoring and tracking the use of bond-financed or refinanced assets, including identifying non-compliance and taking appropriate remedial action in accordance with Treasury Regulation 1.141-12.
2. Internal procedures and controls will provide for detailed written guidelines to be used for the purpose of identifying potential non-compliance. If non-compliance is confirmed, the Debt Compliance Officer will take immediate action to report and resolve non-compliance in accordance with the District's internal procedures and federal law and regulations.

#### **F. Periodic Compliance Review**

1. Annual Review. The Debt Compliance Officer will conduct an annual review of District records related to outstanding Obligations to ensure that such records, including tax documentation, are adequately maintained.

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2. Periodic Review. The Debt Compliance Officer will review and update District records, including tax documentation, related to an Obligation upon the occurrence of any of the following events:

- a. The retirement, defeasance, or refunding of an Obligation; and
- b. Upon the sale, re-purposing, change in use, or refinancing of property purchased with outstanding Obligations that remain outstanding.

#### G. Record Retention

The District will maintain detailed written records of all expenditures and investments of Obligations for the life of the Obligation, which will be maintained until final maturity. With respect to bond issues, the District will maintain records of all expenditures and investments for the life of the bonds, including any subsequent refunding bonds, plus 3 years.

#### H. Training and Education

The District will provide, at its cost, training for the Debt Compliance Officer. The Debt Compliance Officer will complete training at least annually. Annual training may be provided to additional personnel who assist the Debt Compliance Officer.

***Legal Authority: IRC 148; Treasury Regulation 1.141-12***

***Date Adopted: 4/28/25***

***Date revised:***

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## **BOARD POLICY**

### ***Series 3000: Operations, Finance, and Property***

### ***3300 Facilities, Real, and Personal Property***

### ***3301A Purchasing and Procurement with Federal Funds***

This Policy applies to purchases of property and services with federal funds that are subject to the Uniform Grant Guidance. All terms in this Policy have the same meanings as defined in federal regulation (2 CFR 200.1-99).

#### **A. State Law Requirements Still Apply**

Bidding requirements under Policy 3301 and Policy 3306, as applicable, remain enforceable in addition to any requirements in this Policy.

#### **B. Procurement Methods**

When bidding is required, the District must use 1 of the following procurement methods that includes information sufficient to inform all potential bidders about the District's technical, service, and bid procedure requirements:

##### **1. Purchases up to \$10,000 (micro-purchases)**

- a. To the extent District administration determines that the cost of the purchase is reasonable, micro-purchases may be made or awarded without bidding in accordance with this Policy. For purposes of this subsection, "reasonable" means the purchase is comparable to market prices for the geographic area.
- b. To the extent practicable, the District will distribute micro-purchases equitably among qualified suppliers.

##### **2. Purchases between \$10,000 and \$250,000 (small purchase procedures)**

The District will use a bidding procedure in Policy 3301 subsection C.1., except that the District may use the bidding procedure in subsection B.1.a, above, for purchases up to the then-current state bid threshold published annually by MDE if the District satisfies the annual certification requirements of 2 CFR 200.320(a)(1)(iv).

##### **3. Purchases over \$250,000**

- a. The District must either receive sealed bids through formal advertising or prepare a comprehensive request for proposals and submit it to at least 5 sources.

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### BOARD POLICY

- b. With either method, the District will perform a price analysis, making an independent estimate of costs before receiving bids.
- C. The District will take affirmative steps to assure that minority-owned businesses, women's business enterprises, and labor surplus area firms are included in bidding opportunities.
- D. A person may protest the veracity, conformity, or eligibility of a bid. The District will handle bid protests as follows:
  - 1. Within 48 hours of the time bid results are available, the protesting person will submit a written protest to the Superintendent describing in detail the nature of the protest;
  - 2. The Superintendent or designee will review the written protest, and the Superintendent may bring it to the Board's attention in the Superintendent's discretion; and
  - 3. A person's failure to file a protest as described above is an irrevocable waiver of the bid protest.

Nothing in this Policy reduces or eliminates the District's rights or protections afforded under the law.

- E. The District will retain all bids and formal bid solicitation documents for a period of 6 years after the bid opening date, or longer if required by law.

***Legal Authority: 2 CFR 200.1 et seq.***

***Date Adopted: 4/28/25***

***Date revised:***

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### **BOARD POLICY**

#### ***Series 3000: Operations, Finance, and Property***

#### ***3400 School Safety and Security***

#### ***3404 Communicable Diseases***

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

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

- A. District personnel will immediately notify the Superintendent or applicable building principal when they reasonably suspect the presence of a listed communicable disease.
- B. When it is reasonably suspected that a person has a communicable disease (except for AIDS or HIV infection), the Superintendent or building principal may exclude the person for a period sufficient to obtain a determination by a physician or local health officer as to the presence of a communicable disease.
- C. A person excluded under subsection B may return to school and school-related activities when a physician or local health officer determines that the person does not represent a risk to others.
- D. The Superintendent or applicable building principal will report to the local health department within 24 hours after suspecting either of the following:
  - 1. The occurrence of a serious communicable disease listed by the Michigan Department of Health and Human Services (except for AIDS or HIV infection); or
  - 2. The unusual occurrence, outbreak, or epidemic of any disease, infection, or condition within the District.
- E. Reports, records, data, and other information associated with AIDS or HIV may be subject to heightened confidentiality requirements in accordance with MCL 333.5131.

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

***Date Adopted: 4/28/25***

***Date revised:***

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### **BOARD POLICY**

#### ***Series 4000: District Employment***

#### ***4100 Employee Rights and Responsibilities***

#### ***4103 Whistleblowers' Protection***

An employee shall report, on his/her own behalf or on behalf of another employee, a violation or a suspected violation of a federal, state, or local law, regulation, or rule to the employee's supervisor or the Employment Compliance Officer(s). Reports must be made in good faith. An employee who makes or is about to make a report in good faith and in compliance with this Policy will not be discharged, subject to adverse employment action, or subject to other discrimination or retaliation because the employee was about to make or made a report.

If the employee's supervisor is the subject of the violation or suspected violation, the employee must report to the Employment Compliance Officer(s) or the Superintendent. If the Employment Compliance Officer(s) or the Superintendent is the subject of the violation or suspected violation, the employee must report to the President. If the President is the subject of the violation or suspected violation, the employee must report to the Vice President.

A report must be promptly submitted in writing pursuant to Policy 4101. The investigation of the alleged violation will be performed by an impartial investigator. The investigation may be referred to a third party investigator.

***Legal Authority: MCL 15.361 et seq.***

***Date Adopted: 4/28/25***

***Date revised:***

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## **BOARD POLICY**

### ***Series 4000: District Employment***

#### ***4100 Employee Rights and Responsibilities***

#### ***4111 Professional Development***

##### **A. General**

For purposes of this Policy, “day” is defined as at least 6 hours and “year” is defined as July 1 to June 30.

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

The District provides professional development for teachers in compliance with state law. At the District’s discretion and consistent with state law, professional development hours may be counted as student instructional hours, although the instructional calendar may be extended if necessary for the District to receive full state aid under federal or state law. To facilitate professional development, the District may provide a substitute, reimburse conference expenses or registration fees, or provide release time for attendance. Professional development may include working in professional learning communities or examining student data.

The District must document the following information:

- dates when professional development was provided;
- beginning and ending times; and
- topic(s) presented to participating teachers on each date.

The Superintendent or designee has the discretion to select topics for professional development. For each day that professional development is provided, the District must retain at least one of the following:

- sign-in/out sheet;
- attendance log;
- flyer/notices announcing the event;
- agenda/meeting minutes;
- travel voucher(s);
- food receipt(s); or
- District calendar (dates indicated).

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### **BOARD POLICY**

The District will record teacher attendance, including probationary teachers, at professional development on the prescribed form published by MDE or a modified form designed to assist teachers with tracking their professional development for teacher certification renewal.

In addition to the State-mandated professional development, the District is required by state law to provide 15 days of professional development to new teachers in their first 3 years of classroom teaching. Professional development should, where appropriate, align with the teacher's individual development plan.

#### **C. Professional Staff**

Professional staff are to participate in professional development as required under state law or the respective professional standards consistent with the professional's position. Professional development may be on a local, state, or national level. Superintendent or designee pre-approval is required before attending professional development.

#### **D. Maintaining Certifications and Licenses**

Teachers, Non-Teaching Professionals, Administrators, and the Superintendent must comply with professional development or continuing education obligations to maintain certifications or licenses, including the payment of any related fees. The District is not obligated to notify professionals that certifications or licenses are expiring.

#### **E. Other Employees**

The District may offer in-services or training on a mandatory or voluntary basis to other employees. If a training is mandated, employees will be paid and, if applicable, released for that time. If the District employs bus drivers, bus drivers will be paid for training time to keep a commercial driver's license (CDL) current.

***Legal Authority: MCL 257.312e, 257.1801 et seq.; MCL 380.1231, 380.1233, 380.1233a, 380.1233b, 380.1233c, 380.1246, 380.1526, 380.1527, 380.1531, 380.1536; MCL 388.1674, 388.1763***

***Date Adopted: 4/28/25***

***Date revised:***

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### **BOARD POLICY**

#### ***Series 4000: District Employment***

#### ***4100 Employee Rights and Responsibilities***

#### ***4112 Extracurricular Employees or Volunteers***

Persons employed in extracurricular activities, such as athletic coaches, advisors, or activity sponsors, and whose primary duty is instructing students in the rules, fundamentals, or techniques of the related sport or activity, but who are not otherwise employed by the District, are exempt from the Fair Labor Standards Act's minimum wage and overtime requirements.

Persons engaged as volunteers in the District's extracurricular activities may be paid a stipend at the end of the activity. Volunteer stipends must be limited to expenses incurred.

Extracurricular employees and volunteers serve on an at-will basis as determined by the Superintendent or designee.

Extracurricular employees are subject to background checks under Policy 4205. Volunteers may also be subject background checks under Policy 4205 or using another verified background check method.

***Legal Authority: DOL Opinion Letter FLSA 2018-6***

***Date Adopted: 4/28/25***

***Date revised:***

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### **BOARD POLICY**

#### ***Series 4000: District Employment***

#### ***4100 Employee Rights and Responsibilities***

#### ***4113 Michigan Earned Sick Time Act (ESTA)***

##### **A. General**

Eligible employees will accrue paid leave as provided by the ESTA. Applicable provisions of a collective bargaining agreement, individual employment contract, or handbook, remain in place and may provide additional paid leave time that is not provided by the ESTA.

Unless otherwise agreed with union representation, the ESTA does not apply to employees subject to a conflicting collective bargaining agreement in effect on February 21, 2025, until the collective bargaining agreement expires.

The ESTA does not apply to an employee subject to a conflicting individual employment contract in effect on February 21, 2025, until that contract expires, if all of the following are satisfied:

- the District and the employee signed the contract on or before December 31, 2024;
- the contract is effective for not longer than 3 years; and
- the District notified the Michigan Department of Labor and Economic Opportunity (LEO) of the contract.

##### **B. Definitions**

1. “ESTA benefit year” means the 12-month period from July 1 to June 30.
2. “Eligible employee” means an employee engaged in service to the District. The following, however, are not eligible employees:
  - a. an unpaid trainee or unpaid intern;
  - b. a person employed in accordance with the Michigan Youth Employment Standards Act, MCL 409.101, et seq; or
  - c. positions when the employee may schedule their own working hours as approved by the Superintendent or designee. For those approved positions, the District will not take adverse personnel action for failure to schedule a minimum amount of working hours.

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### BOARD POLICY

If a collective bargaining agreement or contract meets the requirements in Section A above, then an employee covered by that contract is not an eligible employee until the contract expires.

3. “Family member” is defined as:

- a. biological, adopted, or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the eligible employee stands in loco parentis;
- b. biological parent, foster parent, stepparent, or adoptive parent or legal guardian of an eligible employee or an eligible employee’s spouse (under the laws of any state) or domestic partner or a person who stood in loco parentis when the eligible employee was a minor child;
- c. an individual to whom the eligible employee is legally married under the laws of any state or a domestic partner;
- d. grandparent, grandchild, and biological, foster, or adopted sibling;
- e. an individual related by blood; or
- f. an individual whose close association with the eligible employee is the equivalent of a family relationship.

4. “Earned sick time” means paid leave as allowed by the ESTA.

5. All other ESTA-defined terms apply to this Policy.

C. Wait Period and Leave Reinstatement Upon Re-Employment

A newly hired eligible employee may not use accrued earned sick time until 120 calendar days after the employee’s start date, unless otherwise provided in a collective bargaining agreement, individual employment contract, employee handbook, or the ESTA.

Upon discharge or other separation from employment, an employee automatically loses accrued earned sick time unless the employee is rehired by the District within 2 months of the separation.

Accrued earned sick time that is not used before an employee’s separation from employment will have no monetary value. If an employee separates from employment and is rehired by the District not more than two (2) months after separation, the District will reinstate previously accrued and unused earned sick time and allow the employee to use that earned sick time and accrue additional earned sick time upon reinstatement. This paragraph does not apply if the District

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paid the employee the value of the employee's unused accrued earned sick time at the time of separation.

#### D. ESTA Leave Accrual and Frontloading

##### 1. Leave Accrual

Unless the District frontloads earned sick time under Section D(2), an eligible employee begins accruing earned sick time on February 21, 2025 or the employee's start date, whichever is later.

An eligible employee will accrue 1 hour of earned sick time for every 30 hours worked, but the eligible employee may only use up to 72 hours of earned sick time in a single ESTA benefit year. An FLSA-exempt eligible employee is assumed to work 40 hours per workweek unless the employee's normal workweek is less than 40 hours.

Up to 72 hours of unused accrued earned sick time will carry over from ESTA benefit year to ESTA benefit year.

##### 2. Frontloading Leave

For each ESTA benefit year, the District may frontload earned sick time consistent with this policy, a collective bargaining agreement, or individual employment contract.

If frontloading, the District will grant a full-time eligible employee 72 hours of earned sick time at the beginning of an ESTA benefit year. For a part-time eligible employee, the District will provide the employee with:

- a written notice of how many hours the employee is expected to work during the ESTA benefit year at the time of hire;
- an amount of earned sick time at the beginning of the ESTA benefit year that is proportional to the earned sick time the employee would accrue if the employee worked all the hours in that written notice; and
- 1 hour of earned sick time for every 30 hours worked after the employee exceeds the work hours in that written notice.

Frontloaded earned sick time will not carry over from one ESTA benefit year to the next unless authorized in the applicable collective bargaining agreement, individual employment contract, or handbook.

##### 3. Compliance Presumption

The District is in compliance with this Section D if it:

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- provides an eligible employee with paid time off in at least the same amounts of time off described in the ESTA that may be used for ESTA purposes or any other approved purpose, with the time used for an ESTA purpose being subject to the ESTA; or
- is a signatory to a collective bargaining agreement that requires contributions to a multiemployer plan under the Employee Retirement Income Security Act, subject to certain conditions.

#### E. Additional Absences

Additional absences, above and beyond earned sick time under the ESTA, are governed by an applicable collective bargaining agreement, individual employment contract, or Board Policy.

#### F. Permissible Uses

An eligible employee may use earned sick time for the following reasons:

1. the employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee;
2. for the employee's family member's mental or physical illness, injury, or health condition, medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition or preventative medical care for a family member of the employee;
3. if the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability, to obtain services from a victim services organization, to relocate due to domestic violence or sexual assault, to obtain legal services, or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;
4. for meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
5. for closure of the employee's place of business by order of a public official due to a public health emergency, for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's

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exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

#### G. Use of Earned Sick Time

If the eligible employee's need to use leave is foreseeable, the employee must provide notice to the District of the employee's intent to use earned sick time at least 7 days prior to the date leave is to begin. If the eligible employee's need to use leave is not foreseeable, the employee must provide notice to the District of the employee's intent to use earned sick time as soon as practicable. For leave of more than 3 consecutive days, upon District request, the eligible employee must provide the District – within 15 days after the request – reasonable documentation that earned sick time was used for an ESTA purpose. The District will be responsible for paying the eligible employee's costs in obtaining the requested documentation.

In cases of domestic violence or sexual assault, reasonable documentation includes any of the following:

- a police report indicating that the employee or the employee's family member was a victim of domestic violence or sexual assault;
- a signed statement from a victim and witness advocate affirming that the employee or the employee's family member is receiving services from a victim services organization; or
- a court document indicating that the employee or the employee's family member is involved in legal action related to domestic violence or sexual assault.

All health, sexual assault, and domestic violence information and documentation received from an employee about earned sick time remains confidential and will not be disclosed, except to the employee, with the employee's written permission, or as and to the extent required by law.

Failure to comply with notice procedures or document requests to support the use of earned sick time, or using earned sick time for a non-permissible use, may result in discipline, including discharge.

Unless otherwise provided in an employee's collective bargaining agreement, individual employment contract, or handbook:

- earned sick time must be used in 4 hour increments; and
- an employee using earned sick time will not receive overtime pay, holiday pay, or bonuses for the earned sick time.

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#### **H. Notice and Recordkeeping**

The District will:

1. provide an ESTA notice created by LEO to each eligible employee at hire or by March 23, 2025, whichever is later (see 4113-F);
2. display in a conspicuous location in each of its buildings the ESTA poster created by LEO; and
3. retain for not less than 3 years records documenting hours worked and earned sick time taken by eligible employees.

***Legal Authority: MCL 408.934b, 408.961 et seq., Mothering Justice v Attorney General, 2024 Mich LEXIS 1454 (July 31, 2024)***

***Date Adopted: 4/28/25***

***Date revised:***

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#### ***Series 4000: District Employment***

#### ***4100 Employee Rights and Responsibilities***

#### ***4113-F Michigan Earned Sick Time Act (ESTA) Form***

##### **ESTA Hire Notice**

Pursuant to the Michigan Earned Sick Time Act (ESTA), an eligible employee generally (1) earns 1 hour of earned sick time for every 30 hours worked, but the District may cap use of earned sick time to 72 hours per ESTA benefit year, or (2) receives at least 72 hours of earned sick time at the beginning of the District's ESTA benefit year (prorated for a part-time employee under certain circumstances). The District's ESTA benefit year is the 12-month period from July 1 to June 30.

Retaliatory personnel action by the employer against an employee for requesting or using earned sick time for which the employee is eligible is prohibited. An eligible employee may file a complaint with the Michigan Department of Labor and Economic Opportunity (LEO) for any ESTA violation.

Terms under which earned sick time may be used are identified in the ESTA and in District Policy 4113, which terms are incorporated by reference into this Notice. An eligible employee may use earned sick time for the following reasons:

1. the employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee;
2. for the employee's family member's mental or physical illness, injury, or health condition, medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition or preventative medical care for a family member of the employee;
3. if the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability, to obtain services from a victim services organization, to relocate due to domestic violence or sexual assault, to obtain legal services, or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;
4. for meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
5. for closure of the employee's place of business by order of a public official due to a public health emergency, for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health



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emergency, or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

A LEO ESTA brochure is attached to this notice, along with a copy of the ESTA.



# Michigan Department of Labor & Economic Opportunity

Wage and Hour Division

PO Box 30476

Lansing, MI 48909-7976

REQUIRED POSTER



MICHIGAN DEPARTMENT OF  
LABOR & ECONOMIC  
OPPORTUNITY

GRETCHEN WHITMER  
GOVERNOR

SUSAN CORBIN  
DIRECTOR

## GENERAL REQUIREMENTS – EARNED SICK TIME ACT\*

Your employer's 'year' for the purposes of the Earned Sick Time Act is: July 1 through June 30

### Earned Sick Time Accrual

| Number of Employees    | Minimum Accrual           | Minimum Paid Sick Time | Unpaid Sick Time                   |
|------------------------|---------------------------|------------------------|------------------------------------|
| Less than 10 employees | 1 hour for every 30 hours | 40 hours in a year     | 32 hours (if more than 40 accrued) |
| 10 or more employees   | 1 hour for every 30 hours | 72 hours in a year     |                                    |

- Earned sick time shall carry over from year to year, a business with less than 10 employees is not required to permit an employee to use more than 40 hours of paid earned sick time and 32 hours of unpaid earned sick time in a single year, employers with 10 or more employees are not required to permit an employee to use more than 72 hours of paid earned sick time in a single year.
- Earned sick time shall begin to accrue on the effective date of this law, or upon commencement of the employee's employment, whichever is later.
- An employee may use accrued earned sick time as it is accrued.
- An employer is in compliance with the act if it provides any paid leave in at least the same amounts as that provided under this act that may be used for the same purposes and under the same conditions provided in this act and that is accrued at a rate equal to or greater than the rate described in subsections (1) and (2) of Section 3 of the act. Paid leave includes, but is not limited to, paid vacation days, personal days, and paid time off.

### Earned Sick Time Uses

An employer shall permit an employee to use the earned sick time accrued for any of the following:

- The employee's or the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.
- If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
- For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease.
- An employer shall not require an employee to search for or secure a replacement worker as a condition for using earned sick time.

### Exercise of Rights

- An employer or any other person shall not interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected under this act.
- An employer shall not take retaliatory personnel action or discriminate against an employee because the employee has exercised a right protected under this act. "Retaliatory personnel action" means any of the following:
  - Denial of any right guaranteed under this act.
  - A threat, discharge, suspension, demotion, reduction of hours, or other adverse action against an employee or former employee for exercise of a right guaranteed under this act.
  - Sanctions against an employee who is a recipient of public benefits for exercise of a right guaranteed under this act.
  - Interference with, or punishment for, an individual's participation in any manner in an investigation, proceeding, or hearing under this act.
- An employer's absence control policy shall not treat earned sick time taken under this act as an absence that may lead to or result in retaliatory personnel action.

### Complaint Filing

An employee affected by an alleged violation, at any time within 3 years after the alleged violation or the date when the employee knew of the alleged violation, whichever is later, may do any of the following:

- Bring a civil action for appropriate relief, including, but not limited to, payment for used earned sick time; rehiring or reinstatement to the employee's previous job; payment of back wages; reestablishment of employee benefits to which the employee otherwise would have been eligible if the employee had not been subjected to retaliatory personnel action or discrimination; and an equal additional amount as liquidated damages together with costs and reasonable attorney fees as the court allows.
- File a claim with the department, which shall investigate the claim. Filing a claim with the department is neither a prerequisite nor a bar to bringing a civil action.

\*For precise language of the statute, see Public Act 338 of 2018, as amended

Auxiliary aids, services and other reasonable accommodations are available, upon request, to individuals with disabilities.

[www.michigan.gov/wagehour](http://www.michigan.gov/wagehour) • Toll Free 1-855-4MI-WAGE (1-855-464-9243)

WHD 9911 (Revised 8/22/2024)



March 3, 2025

Dear Secretary to the Board:

Please plan to send a representative for a presentation regarding county services, programs and budget review which will be held:

**Thursday, April 17, 2025**  
**6:30 p.m.**  
Macomb Intermediate School District  
Room 100 A/B/C  
44001 Garfield Road  
Clinton Township, MI 48038

If you have not already done so, please have your school board designate a representative and call our office 586.228.3302 or email our secretary Analisa Collins at [acollins@misd.net](mailto:acollins@misd.net) with the name of your delegate as soon as possible.

Information pertaining to the presentation will be provided in advance to your superintendent.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian White", is written over a light blue horizontal line.

Brian White, Secretary  
Macomb ISD Board of Education

BW/ac

c: Superintendents