

**JACKSON PUBLIC SCHOOLS
REGULAR BOARD OF EDUCATION MEETING
Jackson High School
April 15, 2025**

AGENDA

6:00 pm

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
4. Superintendent's Report
 - MASB Award of Distinction
6. Consent Agenda
 - 24-25-70 Minutes
 - 24-25-71 Human Resources
 - 24-25-72 Monthly Financial Report, March
 - 24-25-73 Bond Financial Report, March
 - 24-25-74 JHS Stadium Financial Report, March
 - 24-25-75 2025/26 School Calendar
 - 24-25-76 Food Service: Program Participation, CEP & Meal Prices
7. **Citizens Requesting to Address the Board** (*Board Policy 0167.3*) - *this is an opportunity for any citizen present to address the Board on any item. The time limit is normally five (5) minutes, but the president or presiding officer may impose a shorter time limit if necessary.*
8. Discussion Items
 - 24-25-77 NEOLA Update, Vol 39 No 2, 1st Reading
9. Action Items
 - 24-25-78 Custodial Services RFP
10. Work Session - Mark Palmer, MASB
 - Report Stakeholder Input
 - Develop Selection Criteria
 - Develop Interview Questions
11. Board Comments
12. Calendar
 - April 24, 2025 - Special Meeting, Supt Search (candidate selection), JHS Media Center, 6:00 pm
 - April 28, 2025 - Superintendent Interview(s), JHS Media Center, 5:00 pm
 - May 6, 2025 - Special Meeting, Bond Recommendation, JHS Media Center, 6:00 pm
 - May 20, 2025 - Regular Meeting, JHS Media Center, 6:00 pm
 - May 21, 2025 - Baccalaureate, 1st United Methodist Church, 6:00 pm
 - May 22, 2025 - Honors Convocation, JHS Auditorium, 6:00 pm
 - May 23, 2025 - Pathways/SCMV Commencement, Withington Stadium, 1:00 pm
 - May 23, 2025 - JHS Commencement, Withington Stadium, 6:00 pm
13. Adjournment

JACKSON PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
Jackson High School
April 15, 2025

ITEM: 24-25-70

SUBJECT: Minutes

FOR ACTION: Jeff Beal

STATEMENT OF THE ISSUE:

In accordance with Board policy, the minutes of the Board of Education must be approved by the Board.

RECOMMENDATION:

Administration recommends approval of the following minutes as presented:

March 18, 2025

[Regular Meeting](#)

April 2, 2025

[Finance/Facilities Committee](#)

JACKSON PUBLIC SCHOOLS
Board of Education Minutes
Regular Meeting
March 18, 2025

The Board of Education of the Jackson Public Schools held a Regular Meeting at 6:00 p.m. on Tuesday, March 18, 2025 at Jackson High School, 544 Wildwood Ave., pursuant to notice duly given.

Present: Marilyn Acton, Shalanda Hunt, Derek Dobies, Kesha Hamilton, Alaina Sharp, Subba Redday, Cheryl Simonetti

Approval of Agenda

Motion by D. Dobies to approve the agenda with the amendment to add policy 8390 Animals on District Property to Old Business. No Support.

Motion by M. Acton, supported by C. Simonetti, to amend the agenda and refer Youth Representation at Board Meetings and Resolution Affirming JPS as a Welcoming District to All Students to the policy committee. Motion carried 4-3 (no-Hamilton, Sharp, Dobies).

Motion by M. Acton, supported by C. Simonetti, to approve the agenda as amended. Motion carried 6-1 (no-Dobies).

Superintendent's Report

Jackson High School/Jackson Pathways Update – DECA students highlighted their program, led by Chuck Cunningham. Principal Monica Pierce and MTSS Coach Corey Slater presented current initiatives happening at Jackson High and Pathways. Pathways senior, Ya'rayah Earl, spoke about her success at Pathways and how the program has helped her.

Consent Agenda

D. Dobies moved 24-25-59 Minutes to Action and K. Hamilton moved 24-25-60 Human Resources to Action.

The consent agenda consisted of the following items:

- 24-25-61 Monthly Financial Report, February
- 24-25-62 Summer Tax Collection Agreements

Motion by M. Acton, supported by C. Simonetti, to approve the consent agenda as amended. Motion carried unanimously.

Citizens Requesting to Address the Board

Nicholas Thurston
John C. King
William Hastings

Discussion Items

24-25-63 Custodial Services RFP

The Custodial Services pre-bid meeting and walkthrough with potential bidders was held on February 28, 2025. The bid opening was held on March 13, 2025. Fourteen vendors came to the pre-bid meeting and walk through, with 11 responses received. The district is in the process of reviewing bids, getting clarifying questions answered and will bring a recommendation to award a new contract at the April board meeting.

The Board asked for Enviro-Clean customer satisfaction information with the recommendation. In addition, it was asked that we identify if the companies are local and unionized.

24-25-64 Taher Annual Contract Renewal

Per USDA guidelines, the district's food service management contract must be approved annually by the Board. This item was discussed at the March Finance/Facilities committee. Administration will recommend approval at the April meeting.

Action Items

24-25-59 Minutes

It was clarified which Board members are on the Finance/Facilities committee.

Motion by D. Dobies, supported by C. Simonetti, to approve the minutes as presented. Motion carried unanimously.

24-25-60 Human Resources

The Superintendent provided a summary of the employees who submitted the paperwork for the voluntary severance package.

Motion by C. Simonetti, supported by A. Sharp, to receive the Human Resources report as presented. Motion carried unanimously.

24-25-65 2024/25-2 Budget Amendment

Motion by D. Dobies, supported by C. Simonetti, to approve the 2024/25-2 budget amendment as presented. Motion carried unanimously.

24-25-66 JHS Painting Project

Motion by D. Dobies, supported by C. Simonetti, to approve the quote from Lenco Painting Inc. in the amount of \$39,225 as presented. Motion carried unanimously.

24-25-67 Bus Purchase

Motion by D. Dobies, supported by C. Simonetti, to approve the purchase of a diesel bus from Holland Bus Company in the amount of \$55,319 as presented. Motion carried unanimously.

24-25-68 Non-Unit Salary Schedule

The non-unit salary schedule was reviewed at the January 31 Finance/Facilities Committee meeting and discussed at the February Board meeting. The impact to the 2025-26 budget for the recommended changes is an increase of \$90,614.

Motion by D. Dobies, supported by C. Simonetti, to approve the non-unit salary schedule as presented. Motion carried 6-1 via roll call vote (No-Action).

Recess 7:53 – 8:05 pm

24-25-69 Superintendent Vacancy

Debbie Stair, MASB Asst. Director of Leadership Development, was in attendance as a resource for the Board as they prepare for hiring the next Superintendent.

Motion by D. Dobies, supported by S. Reddy, to accept Superintendent Beal's resignation effective June 30, 2025. Motion carried unanimously.

Discussion ensued about the options for hiring the next Superintendent, which include: 1) internal search, 2) external search utilizing MASB or another search firm or 3) appoint from within.

Motion by D. Dobies, supported by M. Acton, to post to internal candidates; the superintendent's office will work MASB to assist the Board of Education in conducting the internal search; with intent of opportunity on April 15 to evaluate/interview candidates; for a cost not to exceed \$15,000.

Vice President Dobies called the question to close debate. Motion carried unanimously.

Motion carried 6-1 (No-Hamilton).

Old Business

Strategic Plan

Motion by C. Simonetti, supported by D. Dobies, to table this item until a new superintendent is in place. Motion carried unanimously.

Committee of the Whole

Motion by D. Dobies, supported by M. Acton, to table discussion on this item. Motion carried 6-1 (No-Dobies).

Board Comments

The Board members were given an opportunity to provide comments.

Calendar

- April 1, 2025 - Community Engagement Session, 2025 Bond, Parkside Media Center, 5:30 pm
- April 3, 2025 - Community Engagement Session, 2025 Bond, Parkside Media Center, 5:30 pm
- April 15, 2025 - Regular Board Meeting, JHS Media Center, 6:00 pm

Adjournment

Motion by D. Dobies, supported by M. Acton, to adjourn the meeting at 9:10 pm. Motion carried unanimously.

Cheryl Simonetti, Secretary

JACKSON PUBLIC SCHOOLS
Board of Education Minutes
Regular Meeting
April 2, 2025

The Board of Education of the Jackson Public Schools held a Special Meeting at 6:00 p.m. on Wednesday, April 2, 2025 at Jackson High School, 544 Wildwood Ave., pursuant to notice duly given.

Present: Shalanda Hunt, Derek Dobies, Marilyn Acton, Cheryl Simonetti, Subba Reddy, Alaina Sharp
Absent: Kesha Hamilton

Approval of Agenda

Motion by C. Simonetti, supported by M. Acton, to approve the agenda as presented. Motion carried unanimously.

Work Session – Mark Palmer, MASB Consultant

Mark Palmer led the Board through the following items as it pertained to the superintendent vacancy:

- Reviewed overall search process
- Finalized the search timeline
- Reviewed the preliminary posting
- Discussed the salary range

Adjournment

Meeting adjourned at 6:50 pm.

Cheryl Simonetti, Secretary

JACKSON PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
Jackson High School
April 15 , 2025

ITEM: 24-25-71

SUBJECT: Human Resources

FOR ACTION: Human Resources

STATEMENT OF THE ISSUE:

Resignations

Christine Chaparro will resign from the district effective June 30, 2025. She was hired in 2002 and taught ELL for JPS.

Marianne Dege will resign from the district effective June 30, 2025. She was hired in 2023 and was the MTSS coach for JR Lewis and Montessori.

Clifton Foster will resign from the district effective June 30, 2025. He was hired in 2022 and was the assistant principal at Jackson High School.

Eric Kelly will resign from the district effective June 30, 2025. He was hired in 2022 and taught special education at Parkside.

Michael Kristovic will resign from the district effective June 30, 2025. He was hired in 2021 and was the social worker for Pathways.

LuAnn Lourim will resign from the district effective June 30, 2025. She was hired in 2022, she taught at Hunt.

Kristopher O'Leary will resign from the district effective June 30, 2025. He was hired in 2024 and most recently was the Assistant Principal for SCMV.

Joyce Russell will resign from the district effective June 30, 2025. She was hired in 2008, she taught STEAM at Northeast.

Christina Sanchis will resign from the district effective June 30, 2025. She was hired in 2022, she taught Spanish at Sharp Park Academy.

Gregory Vieau will resign from the district effective June 30, 2025. He was hired in 2023, he taught social studies at Jackson High School.

Jamie Woodring will resign from the district effective June 30, 2025. She was hired in 2019 and taught German at Parkside.

Angela Woodward-Redmond will resign from the district effective June 30, 2025. She has taught at Parkside, Frost and Northeast for special education.

Retirements

Melissa Anderson will retire from the district at the end of the school year. Melissa has been with JPS for 38 years. She's taught at Hunt, Bennett, McCulloch and Dibble.

Linda Burns will retire from the district at the end of the school year. Linda has been with JPS for 35 years. She taught at Jackson High her entire career.

Kevin Bristol will retire from the district at the end of the school year. Kevin has been with JPS for 26 years. He taught at Frost, Dibble and Sharp Park.

Kathryn Childs will retire from the district at the end of the school year. Kathy has been with JPS for 33 years. She taught special education at Firth and at Hunt for the last 31 years.

Anthony Coffie will retire from the district effective July 31, 2025. Anthony has been with the district for 27 years, and is currently the assistant principal at Jackson High School.

Maureen Hessler will retire from the district effective June 30, 2025. Maureen has been with the district for 19 years and taught math at Parkside, JHS and SCMV.

Krista Jarvey will retire from the district July 31, 2025. Krista has been with JPS for 10 years. She has worked as the assistant principal and principal for instruction for Parkside.

Julianne Karle will retire from the district at the end of the school year. Julianne has been with JPS for 30 years. She taught at Frost for 20 years then transitioned to Hunt for the last 10 years.

Nancy Kelleher will retire from the district at the end of the school year. Nancy has been with JPS for 26 years. She taught at Allen, Northeast, Hunt, Frost and Cascades.

Kevin Krieger will retire from the district at the end of the school year. Kevin has been with JPS for 34 years. He taught music for the district, mainly for Parkside.

Beth Lawrie-Smith will retire from the district at the end of the school year. Beth has been with JPS for 25 years. She taught at Tomlinson and for the last 17 years at Jackson High.

Lawrence Male will retire from the district at the end of the school year. Lawrence has been with JPS for 25 years. He taught at Wilson, Dibble and Northeast for the last 20 years.

Gregory Marsh will retire from the district effective July 31, 2025. Greg has been with JPS for 25 years. He has worked at Parkside and became the athletic director in 2023.

Michael Mason will retire from the district at the end of the school year. Michael has been with JPS for 27 years. He taught at JHS for 17 years and taught the rest of his time at Parkside.

Denise Oudekerk will retire from the district at the end of the school year. Denise has been with JPS for 30 years. She has taught at Frost, Bennett, Northeast and Parkside for the last 8 years.

Carol Rose will retire from the district effective June 30, 2025. She was hired in 2021, she taught 5th grade at Dibble.

Katherine Schlicker will retire from the district at the end of the school year. Katherine has been with JPS for 35 years. She has taught at Wilson, Allen, Frost and Sharp Park for the last 21 years.

Sharon Schneider will retire from the district at the end of the school year. Sharon has been with JPS for 31 years. She has taught at Frost, Parkside for the last 7 years.

Amanda Sheffield will retire from the district at the end of the school year. Amanda has been with JPS for 33 years. She taught at Alternative, Sharp Park, Firth and JHS for the last 20 years.

Barbara Snyder will retire from the district at the end of the school year. Barbara has been with JPS for 9 years and taught at Parkside.

Nicole Spagnuolo will retire from the district at the end of the school year. Nicole has been with JPS for 26 years. She taught at Hunt, Northeast, Bennett, Cascades and SCMV for 3 years.

Marty Vanzandt will retire from the district at the end of the school year. Marty has been with JPS for 32 years. She taught at Firth, Northeast, Bennett and Cascades.

Rebecca Wood will retire from the district at the end of the school year. Rebecca has been with JPS for 13 years. She has taught at Tomlinson, Wilson and lastly Parkside.

RECOMMENDATION:

Administration recommends the Board receive the Human Resources report as presented.

JACKSON PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
Jackson High School
April 15, 2025

ITEM: 24-25-72

SUBJECT: [Monthly Financial Report, March](#)

FOR ACTION: Mr. Marcus Leon

STATEMENT OF THE ISSUE:

The March Financial Report has been prepared.

Overall, revenues at 61%, are higher than the expected revenues of 57% through the same time period last year. This is due mainly to being awarded and receipt of MI clean school bus grant. Current overall expenses at 64% are lower than the expected expenses of 66% through the same time period last year. Most categories are tracking to budget.

RECOMMENDATION:

The administration recommends approval of the March 2025 Financial Report as presented.

JACKSON PUBLIC SCHOOLS

Revenues and Expenditures for the Nine Month Period
Ending March, 2025

REVENUES:	Prior Year Ending	Current Year Budget	Prior Year to Date Actual	Current Year to Date Actual	% YTD	% Prior YTD
Local Revenues	13,034,989	13,124,890	11,894,481	11,743,699	89%	91%
State Revenues	51,700,934	54,972,615	28,382,926	30,949,146	56%	55%
Federal	14,639,204	4,639,828	5,252,461	1,748,175	38%	36%
Transfer-In	3,121,892	3,431,093	1,890,695	2,018,755	59%	61%
TOTAL REVENUE	82,497,019	76,168,426	47,420,564	46,459,775	61%	57%

To be adjusted with next amendment

EXPENDITURES:	Prior Year Ending	Current Year Budget	Prior Year to Date Actual	Current Year to Date Actual	% YTD	% Prior YTD
Instruction	18,215,057	17,991,698	11,031,577	11,351,239	63%	61%
Elementary	6,000,763	5,647,053	3,544,315	3,632,036	64%	59%
Middle School	9,959,115	9,865,856	5,944,592	6,183,917	63%	60%
High School	134,757	317,510	105,602	177,027	56%	78%
Summer Programs	8,542,895	8,163,862	5,650,631	5,134,639	63%	66%
Special Education	3,685,257	3,277,325	2,354,420	2,006,688	61%	64%
Compensatory Education	10,268	7,775	-	5,546	71%	0%
Vocational Education	46,548,112	45,271,079	28,631,136	28,491,092	63%	62%
Total Instructional						

Support Services	2,987,993	3,343,556	1,694,204	2,010,040	60%	57%
Pupil Support	2,245,199	2,915,964	1,651,556	1,929,493	66%	74%
Instructional Support	740,653	813,071	564,471	542,195	67%	76%
Executive Administration	5,529,040	5,371,109	3,681,880	3,618,706	67%	67%
School Administration	1,419,888	1,491,960	1,085,253	1,073,453	72%	76%
Business Services	8,257,039	8,043,906	5,948,273	5,618,800	70%	72%
Maintenance & Operations	4,374,574	3,646,302	3,339,686	2,428,078	67%	76%
Transportation	2,073,992	1,908,995	1,186,010	1,194,649	63%	57%
Central Services	3,410,487	3,232,494	3,286,983	2,475,006	77%	96%
Technology	1,105,795	1,141,370	718,310	835,472	73%	65%
Athletics	115,036	1,327,492	159,051	95,243	7%	138%
Other Support	32,259,696	33,236,219	23,315,678	21,821,135	66%	72%
Total Support Services						

Added SW & Attendance success coaches (coaches started last spring). 31aa expenses here
Additional staff than py(grant funded). To be updated with next amendment

PY One time expense ev bus consult fee

3% ors refund budgeted here. Actual exp to be updated with final amendment

Community Activities	1,327,564	1,563,036	690,130	865,591	55%	52%
Site & Building Improvements	529,777	97,500	471,040	49,464	51%	89%
Transfers-Out	75,035	13,364	75,000	13,364	100%	0%
TOTAL EXPENDITURES	80,740,184	80,181,198	53,182,984	51,240,646	64%	66%
Excess of Revenues, over Expenditures	1,756,835	(4,012,772)	(5,762,420)	(4,780,871)		

Almost \$2million lesss than PY

\$1.1 million grants to drawdown

Foundation	9,608.00
State Aid Membership	4,866.00

JACKSON PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
Jackson High School
April 15, 2025

ITEM: 24-25-73

SUBJECT: Bond Financial Report, March

FOR ACTION: Marcus Leon

STATEMENT OF THE ISSUE:

The Bond Financial Report details expenditures through the month of March 2025.

RECOMMENDATION:

Administration recommends the Board approve the March Bond Financial Report as presented.

Jackson Public Schools

2018 Bond Issue Projects - Overall

For Period Ending 3/31/2025

Contractor	Original Bid	Change Orders	Contract Amount	Payments to date	Balance Owed	Budget	Over(Under) Budget	percent allocated
TMP Architecture	4,067,528.00	112,077.51	4,179,605.51	4,179,605.51	-	4,179,605.51	-	100.00%
CSM Group - Const Mgr	4,095,128.00	873,481.00	4,968,609.00	4,968,609.00	-	4,968,609.00	-	100.00%
Other items / Reimbursables	108,421.10	332.65	108,753.75	108,753.75	-	(811,578.51)	920,332.26	-13.40%
Bond Fees/Costs	445,596.87	-	445,596.87	445,596.87	-	774,681.00	(329,084.13)	57.52%
Buses	1,914,738.86	-	1,914,738.86	1,914,738.86	-	2,000,000.00	(85,261.14)	95.74%
Cascades Elem.	13,908,312.70	461,465.39	14,369,778.09	14,323,358.79	46,419.30	16,794,051.00	(2,424,272.91)	85.56%
Dibble Elem.	4,374,664.56	422,619.98	4,869,931.54	4,846,939.84	22,991.70	5,050,118.00	(180,186.46)	96.43%
Hunt Elem.	4,394,730.13	(8,093.79)	4,461,679.34	4,423,986.51	37,692.83	4,881,974.00	(420,294.66)	91.39%
Hunt Parking Lot	444,215.65	48,505.95	492,721.60	487,410.60	5,311.00	598,406.00	(105,684.40)	82.34%
Northeast Elem.	4,207,984.65	(53,619.79)	4,154,364.86	4,143,775.85	10,589.01	4,580,373.00	(426,008.14)	90.70%
Lewis Elem.	8,241,180.28	416,915.87	8,876,829.15	8,871,546.96	5,282.19	8,611,501.00	265,328.15	103.08%
Sharp Park Elem.	5,907,674.99	523,010.23	6,767,402.22	6,451,210.14	316,192.08	4,518,365.00	2,249,037.22	149.78%
Montessori	1,058,237.16	43,405.00	1,126,319.16	1,101,970.65	24,348.51	2,048,140.00	(921,820.84)	54.99%
Parkside	9,524,593.31	1,268,296.17	10,792,889.48	10,594,815.94	198,073.54	11,468,141.00	(675,251.52)	94.11%
High School	19,265,937.99	756,039.88	20,021,977.87	19,993,294.52	28,683.35	19,643,398.00	378,579.87	101.93%
High School Phase 3	3,769,575.88	313,959.06	4,083,534.94	4,022,894.57	60,640.37	4,909,618.75	(775,565.00)	83.17%
Total	85,728,520.13	5,178,395.11	91,634,732.24	90,878,508.36	756,223.88	94,215,402.75	(2,530,151.70)	97.26%

LOCAL CONTRACTS AWARDED \$ 24,210,324

*** Local = within 40 miles of Jackson

	Estimated	Actual
Bond Proceeds	86,740,000.00	87,008,281.00
Interest Income	1,504,681.00	5,617,723.51
	88,244,681.00	92,626,004.51

TOTAL SPEND % 98.11%

JACKSON PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
Jackson High School
April 15, 2025

ITEM: 24-25-74

SUBJECT: [JHS Stadium Financial Report, March](#)

FOR ACTION: Marcus Leon

STATEMENT OF THE ISSUE:

The JHS Stadium Financial Report details expenditures through the month of March 2025.

RECOMMENDATION:

Administration recommends the Board approve the March JHS Stadium Financial Report as presented.

Jackson Public Schools

2020 JHS Stadium Upgrades

For Period Ending 3/31/2025

Contractor	Original Bid	Change Orders	Contract Amount	Payments to date	Balance Owed	Budget	Over(Under) Budget	percent allocated
TMP Architecture	392,500.00	149.50	392,649.50	392,649.50	-	392,649.50	-	100.00%
CSM Group - Const Mgr	178,685.00	-	178,685.00	178,685.00	-	178,685.00	-	100.00%
Other items / Reimbursables	93,554.28	-	93,554.28	93,554.28	-	601,203.00	(507,648.72)	15.56%
Construction	9,455,828.53	1,090,354.00	10,546,182.53	10,386,560.23	159,622.30	10,511,374.00	34,808.53	100.33%
Technology	85,561.15	12,079.18	97,640.33	97,640.33	-	113,054.00	(15,413.67)	86.37%
Furniture/Equipment	307,753.35	3,143.00	310,896.35	310,896.35	-	284,524.00	26,372.35	109.27%
Total	10,513,882.31	1,105,725.68	11,619,607.99	11,459,985.69	159,622.30	12,081,489.50	(461,881.51)	96.18%

LOCAL CONTRACTS AWARDED \$ 5,174,215

*** Local = within 40 miles of Jackson

**TOTAL
SPEND %**

99.16%

	Estimated	Actual
Donation Proceeds	10,000,000.00	10,000,000.00
Transfer from bond	-	1,200,000.00
Firth sale proceeds	-	322,260.25
Interest Income	23,548.00	34,765.98
	10,023,548.00	11,557,026.23

JACKSON PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
Jackson High School
April 15, 2025

ITEM: 24-25-75

SUBJECT: [2025/26 School Calendar](#)

FOR INFORMATION: Jeff Beal

STATEMENT OF THE ISSUE:

The 2025/26 JPS District calendar is being shared with you for information. No action is required.



Jackson Public Schools 2025-26 District Calendar

Additional information from your student's individual school may be provided as the school year progresses.

August	18	Professional development (building and/or district); no students
	19	Teacher work day / Professional development; no students
	20	FIRST DAY OF SCHOOL – Half day students/full day staff
	29	No school – No students/classroom staff
September	1	Labor Day, no school
	12	Half day students / half day professional development
October	1	Student count day
	8 & 9	Y5-8 conferences, half day students
	9	9-12 conferences, half day students
	10	Y5-12, half day students/classroom staff
	20	Full day professional development, no school
	31	Full day professional development, no school
November	20	JHS/Pathways exams (Early Dismissal, JHS/Pathways only)
	21	JHS/Pathways exams / End of 1 st Trimester / Y5-12 Records Day, half day students
	26-28	Thanksgiving recess, no students/staff
December	22-Jan 2	Winter break, no school
January	5	School resumes
	15	6-12 Conferences, evening
	19	Martin Luther King, Jr. Day, no students/staff
February	11	Student Count Day
	13	No school – No students/classroom staff
	16	President's Day – No students/staff
March	5	JHS/Pathways exams (Early Dismissal, JHS/Pathways only)
	6	JHS/Pathways exams / End of 2 nd Trimester / Y5-12 Records Day, half day students
	12	Y5-5 conferences
	13	Y5-12 Half day students/classroom staff
	27-Apr 3	Spring break, no students/staff
April	6	School resumes
	27	Full day professional development, no school
May	22	Graduation Day, Y5-12 half day students/classroom staff
	25	Memorial Day, no school
June	4	JHS/Pathways exams / Y5-12 half day students / full day staff
	5	JHS/Pathways exams; Y5-12 LAST HALF DAY students / Records Day

JACKSON PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
Jackson High School
April 15, 2025

ITEM: 25-26-76

SUBJECT: Food Service: Program Participation,
CEP & Meal Prices

FOR INFORMATION: Mr. Marcus Leon

STATEMENT OF THE ISSUE:

The District annually participates in the Free and Reduced Price Meal Program which includes the following: National School Lunch Program (NSLP), School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP).

Included in the Healthy Hunger-Free Kid's Act of 2010 was the Community Eligibility Provision (CEP) for school districts. As part of the free and reduced price meal program the district collects meal claim revenue using the CEP formula from each program mentioned above. In order to classify students at CEP schools for Title and At-risk programs, an Education Benefits Form is used to collect data. The school agrees to claim the meals served at a predetermined rate of free and paid meal reimbursement for the school year based upon the actual rate of direct certified students.

All JPS buildings are included in the CEP program. The 2025/26 school year will be year 3 of 4 of the current cycle.

Estimated meal pricing for 2025/26 is as follows:

All Breakfast	Free-CEP	All Lunch	Free-CEP
Adult Lunch	\$5.25 (est)	Milk	\$.75 (est)
Adult Breakfast	\$3.10 (est)		

COST/BENEFIT STATEMENT:

There is no cost to the district to participate in these programs.

The benefit of participating in CEP is that all students in JPS schools will be able to receive meals at no cost. In addition, this will allow the district to serve all students a meal more quickly as we no longer have to identify each child as they come through the serving line. It also lessens the chance of overtly identifying a child who receives free or reduced meal benefits. CEP raises student participation so that all kids receive a meal every day.

BUDGET IMPACT STATEMENT:

Revenue from school meal claims allows the food service fund to be fully self-supporting for all aspects of our food service operation including but not limited to paying for food service staff salaries, food, milk, equipment upgrades, etc.

RECOMMENDATION:

This is for information only. Further action is not required.

JACKSON PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
Jackson High School
April 15, 2025

ITEM: 24-25-77

SUBJECT: [NEOLA Updates, Vol 39](#)
No 2, 1st Reading

FOR DISCUSSION: Jeff Beal

STATEMENT OF THE ISSUE:

Several times per year, NEOLA provides updates to districts when laws change or new information becomes available that needs to be considered.

The policy committee met on April 8, 2025 to review the policies.

No action required at this meeting. The policies will be recommended for adoption at the May meeting.



Book	Policy Manual
Section	Policies Ready for NEOLA
Title	Copy of BYLAWS AND POLICIES
Code	po0131.1
Status	First Reading
Adopted	July 13, 2015
Last Revised	December 10, 2018

0131.1 - BYLAWS AND POLICIES

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board and the District and shall be bound to follow such bylaws and policies.

Those bylaws and policies which are not required to have a public hearing dictated by the statutes or rules of the State Board of Education or ordered by the Superintendent of Public Instruction or a court of competent authority may be adopted, amended, or repealed by a majority vote of the Board at a regular or special meeting after completing two (2) scheduled meetings except that the Board may vote to waive the two (w) reading requirement and then vote to adopt, amend, or repeal a bylaw or policy with one (1) reading, provided the amendment or adoption does not conflict with the law, and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected.

Bylaws and policies may be suspended by ~~shall be adopted, amended, repealed, or suspended by~~ a majority vote of the Board. Any resolution suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board..

Periodically, it may be deemed necessary to make technical corrections to policies that have already been adopted through normal procedures. These technical corrections may include statutory references, scrivener's errors, renumbering that does not change the order of the sections or subsections, grammatical corrections or additions including punctuation or typographical errors, as well as alterations and omissions not affecting the construction or meaning of any sections, subsections, chapters, titles, or policies as a whole and that are of a non-substantive nature. Technical corrections may also include the updating of the named individuals in these policies where the originally named individual no longer works for the District or no longer works in the applicable position. The Superintendent is authorized to identify and make technical corrections to the policies and regulations without Board approval. Upon completion of the technical corrections, the Superintendent shall provide a brief summary of the technical corrections to the Board for review. Should the Board determine that a technical correction is substantive in nature, it will utilize the normal policy adoption procedure to adopt the amendments to the policy or regulation. ~~Should the Board choose to make such technical corrections, it may be accomplished by resolution without going through the normal policy adoption procedures.~~

The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be printed in the Board policy manual. Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.



Book	Policy Manual
Section	Policies Ready for NEOLA
Title	Copy of FIELD AND OTHER DISTRICT-SPONSORED TRIPS
Code	po2340
Status	First Reading
Adopted	July 13, 2015

2340 - **FIELD AND OTHER DISTRICT-SPONSORED TRIPS**

The Board of Education recognizes the value of organized trips or other excursions away from the classroom as a valuable part of the District's educational programming and a valuable opportunity to obtain additional educational experiences not offered directly in the curriculum offerings. These opportunities occur in four (4) primary forms addressed in this policy: (a) field trips; (b) extra-curricular/co-curricular program-related trips; (c) overnight trips; and (d) other District-sponsored trips.

Field Trips

~~The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools.~~

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises, which is under the supervision of a professional staff member, approved by the Superintendent and further supplements and an integral part of a course of study as planned for and incorporated into that course of study by the teacher.

Properly planned and executed field trips should cultivate new interests among students, help students relate school experience to the reality of the world outside of school, bring the resources of the community within the student's learning experience, and afford students the opportunity to study real things and processes in their actual environment.

[X] Out-of-state field trips that do not include an overnight stay must be approved by the Superintendent.

Extra-Curricular/Co-Curricular Trips

The Board recognizes that student trips will occur for reasons that are not directly incorporated into the curriculum as part of a class, but rather are part of the extra-curricular/co-curricular activities offered by the District. For example, a District athletic team may travel to away games or take a trip to an out-of-town tournament. Any such trips must be identified at the beginning of the activity for the school year, or for the particular season. Extra-curricular or co-curricular trips shall be approved by the **(X)** Administration in accordance with the same procedures used for approving field trips. In cases where such advance notice is not possible (such as travel to State tournament competition), the staff member responsible for such activity shall notify the Administration of the activity and pertinent information.

Extra-curricular trips that extend to an overnight stay are considered overnight travel, other than MHSAA athletic teams participating in State tournaments/meets.

Overnight Travel

Overnight travel is defined as a field trip that involves one (1) or more overnight stays. The District views overnight travel outside of the District related to the curriculum/program as an adjunct to that curriculum/program. As such, it is an important feature of the overall educational program. The District recognizes the importance of overnight travel outside of the District to amplify and enhance studies that occur in the schools' classrooms through unique enrichment opportunities that are not available locally. Overnight travel shall first be approved by the (**X**) Principal in accordance with the District's overnight travel guidelines (**x**), and then must be submitted to the Superintendent for final approval **[END OF OPTION]**.

[x] International field trips present special considerations that need to be taken into account when planning these activities. The Superintendent must approve these trips to be considered District-sponsored trips. The Superintendent will only approve international field trips that are affiliated with a sponsoring or commercial organization that specializes in international travel (**x**) and that is responsible for establishing the cost of such programs and for collecting payment directly from participating students or their parents **[END OF OPTION]**. **[END OF OPTIONAL PARAGRAPH]**

[x] Approval of international travel shall also take into account travel warnings for Americans to avoid travel to specified countries. These warnings are issued by the United States Department of State based on current conditions around the world and are updated as deemed necessary. **[END OF OPTION]**

Other District-Sponsored Trips

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program, but not a part of a particular course and not expressly connected to an established extra-curricular/co-curricular activity. These trips may include such trips as summer trip programs, youth service trips, and other types of day trips that are organized by or through school staff or facilitated in some fashion through the District.

Trip Approval Process

No staff member may offer or lead any trip as a District-sponsored trip unless the trip has been approved in the manner prescribed in this policy.

Proposals shall include the details of the trip, the cost of the trip, identify any third-party entities that will be involved in the trip, identify the curriculum-based purpose of the trip, identify what students will be eligible to participate, and any other pertinent information. If overnight, the proposal must describe how accommodations will be provided and how such arrangements will be properly supervised.

~~Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program.~~

~~The Board/Superintendent shall approve those field trips and other District-sponsored trips which are planned to keep students out of the District overnight or longer or out of the State.~~

~~Students may be charged fees for District-sponsored trips but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.~~

~~Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.~~

General Trip Provisions

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.

The Superintendent shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips, which shall ensure:

- A. the safety and well-being of students;

- B. parental permission is sought and obtained before any student leaves the District on a trip;
- C. each trip is properly planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
- D. the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;
- E. each trip is properly monitored;
- F. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;
- G. the staff member in charge shall have access to each student's Emergency Medical Authorization Form;~~a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge.~~
- A.
 - B. provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school;
 - C. provisions have been made at the trip destination and in transportation, if and when required to accommodate students and/or chaperones with disabilities;
 - D. provisions for the selection of lodging (for overnight trips) that provides a safe and secure environment.

[x] A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in the staff member's charge is imperiled.

~~A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled.~~

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

Trips Not Sponsored by the District

No staff member, volunteer, coach, or other individual acting in some capacity for the District may solicit students of this District to participate in any trip not sponsored by the District unless that staff individual has received approval of Administration to promote such trips within the facilities or on the school grounds. This includes summer trips abroad or other trips offered through a third-party organizer in which a staff member, volunteer, coach, or other individual acting in some capacity for the District is participating, as well as athletic activities outside the District's athletic program.

If approval is granted to solicit students to participate, that individual must clearly communicate to parents that the trip is not District-sponsored and that that individual is not participating within the staff individual's role representing the District. Coordination and/or participation in such a program shall be consistent with Policy 3210 - Staff Ethics/Policy 4210 - Support Staff Ethics.

Transportation for Field and Other District Sponsored Trips

Regular or special-purpose school vehicles will be used for transportation on field and other District-sponsored trips.

The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.

[X] Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes. **[END OF OPTION]**

[X] All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are in the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well to supervise students upon return to the District and while they are waiting for rides home. **[END OF OPTION]**

[X] All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception. **[END OF OPTION]**

[X] District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.**[END OF OPTION]**.

[x] No student is allowed to drive on any trip. An exception may be made by the Principal on an individual basis provided the student has written parental permission **(x)** and does not transport any other student **[END OF OPTION]**.

The Superintendent shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on the use of District vehicles and/or private vehicles.

Legal

M.C.L. 380.1282



Book	Policy Manual
Section	Policies Ready for NEOLA
Title	Copy of IMMUNIZATION
Code	po5320
Status	First Reading
Adopted	July 13, 2015
Last Revised	February 15, 2015

5320 - **IMMUNIZATION**

The Board of Education believes that immunization is one of the most cost-effective measures to protect children from vaccine- preventable diseases. Accordingly, the Board requires that all students be properly immunized at the time of registration or not later than the first day of school pursuant to the provisions of Department of Health and Human Services ("DHHS") regulations.

Students must meet the immunization requirements set by the State for attendance at school in order to enroll or attend.

Students who do not meet the immunization requirements on the opening day of school shall be admitted by the Superintendent in accordance with District administrative procedures. Transfer students shall not be admitted without proof of immunization as required by the State.

There are three (3) circumstances in which a required vaccine may be waived or delayed:

- A. A valid medical contraindication exists to receiving the vaccine. The child's physician must certify the contraindication, the vaccines involved, and the time frame the student is not able to get the vaccines, on the appropriate form. ~~on Form 5320-F2.~~
- B. The parents hold religious or philosophical beliefs against receiving a vaccination. Any parent/guardian/in loco parentis who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified nonmedical waiver form through the Local Health Department.
- C. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet. The District must follow up with the parent or legal guardian to ensure the student has received the required follow-up dose(s) of the vaccine.

When the District provides information on immunizations, infectious disease, medications, or other school health issues to parents and guardians of students in at least grades 6, 9, and 12, the Board shall include information about meningococcal meningitis and the vaccine for meningococcal meningitis and about human papillomavirus and the vaccine for human papillomavirus. The information shall include at least the causes and symptoms of meningococcal meningitis and how it is spread and the risks associated with human papillomavirus. In addition, the information shall include sources where parents/guardian may obtain additional information about both diseases and where they may obtain meningococcal meningitis and/or human papillomavirus vaccination of a child.

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Legal M.C.L. 333.9201 et seq., 380.1177, 380.1177a



Book	Policy Manual
Section	Policies Ready for NEOLA
Title	Copy of USE OF MEDICATIONS
Code	po5330
Status	First Reading
Adopted	July 13, 2015
Last Revised	December 10, 2018

5330 - USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the ~~student~~ **child** is disabled and requires medication to benefit from ~~the student's his/her~~ educational program.

For purposes of this policy, the following definitions shall be used:

"Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body.

"Medication" ~~"medication"~~ shall include all medicines including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies.

"Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

"Practitioner" shall include any physician, naturopathic doctor, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state.

"Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Administration of Prescription Drug Products by School Staff

Before any prescribed medication may be administered to any student during school hours, the Board shall require written instructions from the child's practitioner accompanied by the written authorization of the parent. Such documentation shall be kept on file in the (**X**) school office. Prescription medication must be provided in the original container with the prescription label showing the name and telephone number of the pharmacy, the student's name, the name of the physician, the name of the drug, and the dosage to be administered.

All prescription medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an emergency medication that the student is authorized to carry

by Administration and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

Administration of Nonprescription Drug Products by School Staff

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Such documentation shall be kept on file in the (X) school office. Substances that are not FDA approved (i.e., natural products, food supplements) (X) will not be administered by District staff (X) Nonprescription drugs that are provided by the parent may be administered by school staff only if the nonprescription drugs are supplied in the original manufacturer's package which lists the ingredients, recommended therapeutic dosage in a legible format, and the student's name. (X) If a parent has completed the appropriate form authorizing the school to administer nonprescription drugs (e.g., acetaminophen, ibuprofen, diphenhydramine), the student may receive such drugs from the school's supply consistent with the parental authorization and the nonprescription drug dosage information. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

~~Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent.~~

~~Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent who must also authorize any self-medication by his/her child. Medications will be administered by the District in accordance with the Superintendent's guidelines.~~

~~Only medication in its original container, labeled with the date, if a prescription, the student's name, and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.~~

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All staff authorized to administer medication or treatment will receive training on this policy and the Superintendent's guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the District's policy and procedures and the administration of medications or treatment. Where possible, this training should be provided by a licensed registered nurse, a licensed physician's assistant, or a licensed physician.

All medication shall be kept in a locked storage case in the school office.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication in accord with the Superintendent's administrative guidelines.

Student Possession of Medication

[x] [OPTION #2]

Unless authorized as specified below, students are prohibited from possessing, using, carrying, or distributing in school, at school-sponsored events, or on school grounds any drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.).

High school students may possess and self-administer their own nonprescription medications at school if the appropriate medication authorization form is filed in the school office, provided the student is in possession and self-administers in compliance with relevant District policies () and administrative guidelines

The provisions of this policy are to be viewed together with the Board Policy 5530 - Drug Prevention.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accordance with the Superintendent's guidelines, if the following conditions are met:

- A. there is written approval from the student's physician or other health care provider and the student or parent/guardian (if student is under eighteen (18)) to possess and use the inhaler (Form 5330 F1c)
- and
- B. the building administrator has received a copy of the written approvals from the physician and the parent/guardian.
- and
- C. there is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and the student's his/her parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

Students with a need for emergency medication may also be allowed to self possess and self administer such medication, provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self possess and administer the medication if they meet the conditions stated above.

General Provisions

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of the student's his/her parent/guardian to the Principal/designee.

No student is allowed to provide or sell any type of medication to another student. (X) Violations of this rule will be considered violations of the Student Code of Conduct and Policy 5530 - Drug Prevention.

The District and its personnel are immune from civil and criminal liability related to the administration or non-administration of medications to the extent set forth in applicable State law.

This policy and the administrative guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with District's obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

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Legal	M.C.L. 380.1178, 380.1178a, 380.1179 Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School, Policy on Management of Asthma in Schools
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Book	Policy Manual
Section	Policies Ready for NEOLA
Title	Copy of EPINEPHRINE AUTO-INJECTORS
Code	po5330.01
Status	First Reading
Adopted	July 13, 2015

5330.01 - **EPINEPHRINE AUTO-INJECTORS**

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and self-administer the medication if they meet the conditions as stated in Policy 5330.

~~Each Commencing with the 2014-15 school year, each~~ school in the District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at the school site. It shall be the responsibility of Superintendent/designee to be sure that the supply of

Epi-Pens is maintained at the appropriate level and they have not expired. The Superintendent/designee shall also be responsible for coordinating the training of District employees to administer Epi-Pen injections and to maintain the list of employees authorized to administer such injections.

Individuals Qualified to Administer

Only a licensed, registered professional nurse employed or contracted by the District or a school employee who has successfully passed the required training shall be allowed to possess and administer Epi-Pen injections to students. The persons authorized to use the District maintained Epi-Pens will be maintained in each school by the Principal, and shall be available on an electronically accessible site for employees' reference.

Each school shall have at least one person trained in the appropriate use and administration of an Epi-Pen injection. In each school with ten (10) or more combined instructional and administrative staff, at least two (2) employees at that site shall be appropriately trained in the use of an Epi-Pen.

Training of employees on the appropriate use and administration of an Epi-Pen injection shall be done in accordance with any guidelines provided by the Michigan Department of Education, and shall be conducted under the supervision of a licensed registered professional nurse. The training shall include an evaluation by the nurse of the employees' understanding of the protocols for administering an Epi-Pen injection.

Students to Whom Injections May Be Administered

A licensed, registered, professional nurse or trained and authorized employees under this policy may administer Epi-Pen injections to 1) any student who has a prescription on file with the District, in accordance with the directives in such prescription, and 2) any individual on school grounds who is believed to be having an anaphylactic reaction.

The District and its personnel are immune from civil and criminal liability related to the administration or non-administration of epinephrine to the extent set forth in applicable State law.

Reporting of Injections

Any person who administers an Epi-Pen injection to a student shall promptly notify the student's parent/guardian, immediate supervisor, who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.

All Epi-Pen injections by District employees to students shall be reported in writing to the Superintendent. The report shall include whether the school's or student's Epi-Pen was used, and whether the student was previously known to be subject to severe allergic reaction (anaphylaxis).

The Superintendent shall at least annually report to the Department of Education, in the form and manner determined by the Department, information on the number of injections provided to students, the number of injections with District Epi-Pens and the number of incidents where students were not known to be subject to severe allergic reactions.

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Legal

M.C.L. 380.1178, 380.1179, 380.1179A

Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School



Book	Policy Manual
Section	Policies Ready for NEOLA
Title	Copy of STUDENT SUICIDE
Code	po5350
Status	First Reading
Adopted	July 13, 2015
Last Revised	December 15, 2015

5350 - **STUDENT HEALTH, WELL-BEING, AND SUICIDE PREVENTION**

The Board of Education recognizes the importance of addressing emotional and physical safety of students and staff in order to create and maintain safe and supportive learning environments. Comprehensive mental health and wellness initiatives are key to providing that students are in school, healthy, ready to learn, and prepared for success. ~~that depression and self-destruction are problems of increasing severity among children and adolescents. A student who suffers the psychological disability of depression cannot benefit fully from the educational program of the schools, and a student who has attempted self-destruction poses a danger both to himself/herself and to other students.~~

[X] The District's comprehensive mental health and wellness initiatives may include supports and services that promote:

- A. Positive school climate;
- B. Social skills;
- C. Mental health and well-being;
- D. Support for students and staff; and
- E. Trauma-informed and restorative practices.

The District shall implement specific strategies to promote school safety, including student instruction, anonymous reporting systems, threat assessment teams, emergency management plans, and staff training. ~~{END OF OPTION}~~

[x] The District may provide students with age-appropriate instruction concerning the warning signs and risk factors for suicide and depression and the protective factors that help prevent suicide. ~~{END OF OPTION}~~

All school personnel should be alert to the student who exhibits signs of unusual depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.

District staff may receive professional development training in the risk factors, warning signs for suicide and depression and about the protective factors that help prevent suicide, as well as the available resources regarding youth suicide awareness and prevention. Such training may include the warnings signs of non-suicidal self-injurious behaviors. **(X)** Such training shall include the warnings signs of non-suicidal self-injurious behaviors.

Additional professional development training in suicide risk assessment and intervention may be provided to counselors, psychologists, and school nurses.

The instruction and professional development shall be designed to:

- A. To prevent both fatal and nonfatal suicide behaviors among youth.
- B. To increase pupil awareness of the warning signs and risk factors for suicide and depression.
- C. To improve access to appropriate prevention services for vulnerable youth groups.

The Superintendent shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure which includes the following:

Step 1 - Stabilization

Step 2 - Assessment of the Risk

Step 3 - Use of Appropriate Risk Procedure

Step 4 - Communication with Appropriate Parties

Step 5 - Follow-up

The Superintendent shall implement instruction for students on the dangers of depression and suicide through age appropriate programs. Such instruction shall focus on:

- A. awareness of the risks and warning signs;
- B. access to appropriate prevention services;
- C. prevention of suicidal behaviors among students.

Parents/Guardians shall be notified of any suicide prevention instruction provided their children using the communication method used for regular communication with parents in that particular building. Upon written request of a parent/guardian, a student will be excused from instruction in this area.

Throughout any intervention, it is essential that Board policies and District guidelines regarding confidentiality be observed at all times.

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Legal

M.C.L. 380.1171 (Chase Edwards Law)

Kelson v City of Springfield, 767 F2d 651 (9th Cir. 1985)



Book	Policy Manual
Section	Policies Ready for NEOLA
Title	Copy of GRADUATION REQUIREMENTS
Code	po5460
Status	First Reading
Adopted	July 13, 2015
Last Revised	December 10, 2018

5460 - GRADUATION REQUIREMENTS

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program or a personal curriculum appropriate to the achievement of District goals and objectives as well as personal proficiency, by the awarding of a diploma at graduation ceremonies.

The Board shall annually notify each of its students and a parent or legal guardian of each of its students that all students are entitled to a personal curriculum. The annual notice shall include an explanation of what a personal curriculum is and state that if a personal curriculum is requested, the public school or public school academy will grant that request. The District shall provide this annual notice to parent and legal guardians by sending a written notice to each student's home or by including the notice in a newsletter, student handbook, or similar communication that is sent to a student's home, and also shall post the notice on the District website.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board, the Michigan Department of Education (MDE), and as provided by State law.

Credit may be earned by:

- A. traditional course work;
- B. demonstrating mastery of subject area content expectations or guidelines for the credit;
- C. related course work in which content standards are embedded;
- D. non-traditional course work;
- E. independent teacher-guided study;
- F. testing out;
- G. dual enrollment;
- H. advanced placement courses;
- I. international baccalaureate or other "early college" programs; or
- J. Michigan Department of Education ("MDE")-approved formal career and technical (CTE) program or curriculum;
- K. on-line class.

Students shall successfully complete an on-line course or learning experience OR shall have the on-line learning experience incorporated into each of the required credits of the Michigan Merit Curriculum.

Special education students who properly complete the programs specified in their I.E.P., or in a personal curriculum, ~~and~~ meet the requirements for a high school diploma, and have received the recommendation of the I.E.P.C. may participate in graduation activities as recommended by the student's I.E.P.C. Reasonable accommodation shall be made for students with disabilities, as defined under State or Federal law, to assist them in taking any required tests or assessments for graduation.

For State-mandated curriculum requirements, a student shall be granted credit toward graduation if the student ~~s/he~~ successfully completes the subject area content expectations or guidelines developed by the department that apply to the credit. A student may also receive credit if the student ~~s/he~~ earns a qualifying score, as determined by the State on the assessments developed or selected for the subject area by the State or the student earns a qualifying score, as determined by the District on one (1) or more assessments developed or selected by the School District that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit. For subject areas and courses in which a final examination is used as the assessment for successful attainment of the subject area content, a grade of C+ or better is required.

The Board shall grant credit toward high school graduation for any student who successfully completes, prior to entering high school, a State-mandated curriculum requirement, provided the student ~~s/he~~ completes the same content requirements as the high school subject area, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

For elective courses, which are not State-mandated curriculum requirements, the Board shall grant credit to any high school student who is not enrolled in the course, but has exhibited a reasonable level of knowledge of the subject matter of the course by achieving C+ or better in the final exam for the course, or, if there is no final exam, through the basic assessment used for the course, which may consist of a portfolio, paper, project, presentation, or other established means.

Such credit shall be counted toward the required number of credits needed for graduation. Mastery credits shall be counted toward any subject area requirement and any course sequence requirement. Once mastery credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area.

A high school student shall be granted credit in any foreign language not offered by the District providing the student meets the competency criteria established by the Superintendent.

A high school student shall be granted credit for completion of an internship or work experience that meets all of the requirements of MCL 380.1279h, subject to the Board's right to deny credit for the reasons and in the manner set out in MCL 380.1279h. The appeal rights set out in this statute apply in the event of a denial.

The career and technical education credits may include work-based learning by a student working at a business or other work setting with appropriate oversight by the District over the student's experience and learning in the work setting in which the work-based learning occurs.

Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation, however, when personal conduct so warrants.

Revised 12/15/15

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Legal	M.C.L. 380.1166, 380.1278a(1), 380.1278a(2), 380.1278a(4)(c), 380.1279b
	20 U.S.C. 1400 et seq.
	20 U.S.C. 1401 et seq.
	29 U.S.C. 794
	42 U.S.C. 12131 et seq.



Book	Policy Manual
Section	Policies Ready for NEOLA
Title	Copy of PERSONNEL FILES
Code	po8320
Status	First Reading
Adopted	July 13, 2015
Last Revised	November 16, 2021

8320 - **PERSONNEL FILES**

It is necessary for the orderly operation of the School District to prepare a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

The Board of Education requires that sufficient records exist to ensure an employee's qualifications for the job held; compliance with Federal, State, and local benefit programs; conformance with District rules; and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Michigan.

Unless the District is required by law to provide this information to a third-party, the ~~The~~ District shall not disclose an employee's home address or contact information to a third party without the employee's written authorization.

The Board delegates the maintenance of an employee personal information system to the Human Resources Office.

A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only.

Only that information which pertains to the professional role of the employee and submitted by duly authorized school administrative personnel and the Board may be entered in the official record file. Employees shall provide necessary information for their personnel files. If providing the requested information is optional, employees shall be informed of their right to decline to supply the information.

Employee medical records, including, but not limited to, insurance forms, medical certifications by a physician, and requests for leave or accommodation, shall not be maintained in the employee's personnel file and shall instead be maintained in a confidential medical file.

A copy of each such entry shall be given to the employee upon request except for matters pertaining to pending litigation.

An employee may review their personnel record upon written request.

The employee may periodically review ~~their his/her/their~~ file at reasonable intervals, generally not more than two (2) times in a calendar year or as otherwise provided by law or by a collective bargaining agreement.

Personnel wishing to review their own records shall:

- A. request access in writing;
- B. review the record in the presence of the administrator designated to maintain said records or designee;

C. make no alterations or additions to the record nor remove any material therefrom.

Personnel records shall not be available to Board members and school administrators except as may be required in the performance of their jobs.

Any employee who inappropriately releases information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures. If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures or refer the requestor to the employee's immediate supervisor.

Personnel wishing to appeal material in their record as to its accuracy, completeness, relevance, or timeliness shall make a request in writing to the administrator delegated to maintain the records and specify therein:

A. name and date;

B. material to be appealed;

C. reason for appeal.

The responsible administrator shall hear the appeal and make a determination within ninety (90) days of the appeal in accordance with law.

If the appeal does not resolve the disagreement, the employee may submit a written statement, not exceeding five (5) sheets of 8 1/2 inch by 11 inch paper, explaining the employee's position. This written statement shall be kept in the employee's file.

Records Retention

Generally, personnel files shall be maintained for the duration of the individual's employment with the District, plus six (6) years. Files maintained on employees who were cited for unprofessional conduct shall be maintained for the duration of employment plus fifty (50) years.

Medical files shall be maintained for the period during which the individual is employed by the District or receiving benefits, whichever is longer, plus seven (7) years.

Per the State of Michigan Records Retention and Disposal Schedule for Public Schools, 404A.

State of Michigan Records Retention and Disposal Schedule for Public Schools at 400A and 400B.

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Legal

M.C.L. 423.501 et seq



Book	Policy Manual
Section	Policies Ready for NEOLA
Title	Copy of FOOD SERVICES
Code	po8500
Status	First Reading
Adopted	July 13, 2015
Last Revised	May 11, 2021

8500 - **FOOD SERVICES**

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Education.

The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages including, but not limited to, the current United States Department of Agriculture's ("USDA") school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.

Further, the food service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point ("HACCP") system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult with a dietitian licensed under R.C. Chapter 4759, a dietetic technician registered by the Commission on Dietetic Registration, or a school nutrition specialist certified or credentialed by the School Nutrition Association;
- C. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the USDA and the United States Department of Health and Human Services; and
- D. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition

guidelines. (X) Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550 - Competitive Food Sales. Foods and beverages not associated with the food service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540 - Vending Machines. [END OF OPTION]

The Superintendent will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report to the Board at one of its regular meetings, annually, regarding the District's compliance with the standards. (X) The Superintendent shall ensure that the District's vendors and/or food service management contractor is provided a copy of this policy and any implementing guidelines and that any pertinent agreements are consistent with this policy and any implementing guidelines. [END OF OPTION]

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

Dietary Modifications

~~{DRAFTING NOTE: This section contains three (3) categories of circumstances in which a student may receive a modified meal. The first category, "Compliant Medical Documentation," is mandatory, whereas the second two (2) categories, i.e., "Noncompliant Medical Requests" and "Requests Not Based on a Medical Statement", are optional. The Board may choose either or neither of the two (2) optional categories.}~~

Modifications Based on Compliant Medical Documentation

An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a State authorized medical authority, which is a medical professional authorized in the State of Michigan to write prescriptions. The request must contain the following information:

- A. an explanation of how the student's physical or mental impairment restricts the diet;
- B. the food(s)/type(s) of foods to be avoided;
- C. the food(s)/type(s) of foods to be substituted; and
- D. additional pertinent information, if any, that will assist in accommodating the student's needs.

If a Medical Statement for Special Dietary Needs is incomplete, unclear, or lacks sufficient detail, the Special Dietary Accommodation Coordinator or Food Service Director shall request that the student or parent/guardian request that the medical authority supplement the response so that a safe meal can be provided.

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to the (X) Food Service Director who shall serve as the Special Dietary Accommodation Coordinator. ~~() Special Dietary Accommodation Coordinator. [END OF OPTIONS] {Insert name, address, phone, email address.} [DRAFTING NOTE—at least one (1) person must be identified as responsible for coordinating compliance with disability-based dietary modifications per 7 C.F.R. Part 15b.6.]~~

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs.

The individual making an initial request for such substitutions must inform the Food Service Director or Special Dietary Accommodation Coordinator that the student has a disability that restricts the student's diet. The School District will honor the request upon receipt of the required documentation from a State-authorized medical authority. If the Special Dietary Accommodation Coordinator is unable to grant a requested accommodation following receipt of the medical authority's statement, the student or parent shall be provided with an explanation of the basis for the decision. Compliant requests shall be immediately implemented.

Disability Accommodation Grievance Procedure

The following procedure is intended to provide prompt and equitable resolution to any concern or disagreement regarding the food service program's administration of meal modifications made or requested on the basis of a student's disability. None of the procedures described in this policy section shall prevent a student or parent from pursuing a complaint with any State or Federal agency, including the USDA, using the procedures described at the end of this policy.

- A. If an initial request for accommodation in the form of substituted meals is denied, the student or parent may request review of that decision by the ~~() Building Principal () District's Compliance Coordinator () Superintendent ()~~ **[OTHER] [END OF OPTIONS] [DRAFTING NOTE: The grievance procedure can be designed as appropriate for each District]** and shall provide any communications between the student or parent and food service officials concerning the accommodation request, any documentation provided by a medical authority, and any additional information the student or parent believes is pertinent to the decision. A review of the materials provided and of the initial decision shall be completed and a response provided to the student or parent as soon as practicable following receipt of the request for review. If the initial decision is reversed, including due to additional information provided on review, the dietary accommodations shall be implemented without delay. If the initial decision is affirmed, **(X)** the decision is final ~~() the decision may be appealed to the Superintendent whose decision is final ()~~ **[OTHER] [END OF OPTIONS]**.
- B. Any other complaint or disagreement with the food service administration concerning implementation of special dietary accommodations based on a student's disability shall be presented to the Special Dietary Accommodation Coordinator. The student or parent shall specify the nature of the concern and any requested remedy in writing. The Coordinator shall promptly review the grievance and either contact the student or parent for any required clarification of the request or to seek to reach an agreement regarding how to best address the concern. If no agreement is reached, the Coordinator shall make a determination and notify the student or parent in writing as soon as practicable. If the grievance is affirmed in any respect, the Coordinator shall propose a plan for implementing appropriate remedial measures. If the student or parent is dissatisfied with the Coordinator's determination, the student or parent may submit a written request to the Building Principal or Superintendent for review. The administrator's determination shall be final.

[OPTIONAL PROVISION - for medical statements not compliant with 7 C.F.R. Part 15b]

[X] Modifications Based on Noncompliant Medical Requests

On a case-by-case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who provide a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs, but which does not comply with the requirements above. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

[X] Modification Based on Student/Parental Preference

When a request for a special dietary accommodation is not supported by an authorized Medical Statement for Special Dietary Needs or included in a student's IEP or 504 plan, the School District cannot provide modified meals that are not in compliance with USDA Child Nutrition Program requirements. However, the Board authorizes the following:

A. (X) Fluid Milk Substitution [DRAFTING NOTE: If selected, choose one (1) of the following two (2) options]

(X) The School District shall have no legal obligation to accommodate a student's or a parent's preference for a fluid milk substitute if there is no Medical Statement for Special Dietary Needs on file requiring such a substitute. However, the District will assist the student in choosing a reimbursable meal through offer versus serve ("OVS"). ~~{DRAFTING NOTE: This gives students the ability to decline some of the food options offered as part of the reimbursable meals. For example: five (5) components need to be offered and students need to take three (3) options. They can decline milk for example, and it is still a reimbursable meal. The intent is to give students a choice and avoid food waste. Schools have the ability whether or not they use OVS.}~~

{OR}

~~(-) The School District shall offer a Federally approved milk substitute with a written and signed request from a parent that identifies the reason for the special dietary accommodation.~~

B. (X) Religious Reason [DRAFTING NOTE: If selected, choose one (1) of the following two (2) options]

(X) The School District shall have no legal obligation to accommodate a student's or parent's request for accommodations based on religious requests. However, the District will assist the student in choosing a reimbursable meal through OVS.

{OR}

~~(-) The School District will provide substitutions based on religious requests to any student, for any religious reason with a written and signed request by a parent that identifies the reason for the accommodation. A substitution for a religious request must meet USDA Child Nutrition Program meal pattern requirements.~~

C. (X) General Dietary Preference [DRAFTING NOTE: If selected, choose one (1) of the following two (2) options]

(X) The School District shall have no legal obligation to accommodate a student's or parent's general health, nutrition, or food preferences. However, the District will assist the student in choosing a reimbursable meal through OVS.

{OR}

~~(-) The School District will provide substitutions based on lifestyle preferences to any student with a written and signed request by a parent that identifies the reason for the accommodation. A substitution for a personal request must meet USDA Child Nutrition Program meal pattern requirements.~~

~~{END OF OPTIONS}~~

IMPLEMENTATION AND DISCONTINUATION

Review

Upon receipt of a request for a special dietary accommodation, the Food Service Director or Special Dietary Accommodation Coordinator shall review the request to ensure it is supported as required by Federal law and District policy and if not, shall request additional or clarifying information from the student or parent making the request.

Implementation

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a State-authorized medical authority, the District will offer a reasonable modification that effectively accommodates the student's disability. Following USDA Child Nutrition Program regulations, the School District may consider factors such as cost and efficiency and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

For students who have an IEP or 504 plan that requires specific food-related accommodations, the School District shall provide the accommodation as required by law, seeking clarifying medical information, as necessary.

A special dietary request will be approved and implemented upon submission of a completed authorized Medical Statement.

Student Absence

If a student receiving a special dietary accommodation is absent or does not wish to participate in school lunch on a day an accommodation is planned, the student or parent shall contact the Building Kitchen Manager/Special Dietary Accommodation Coordinator by 9:00 a.m. ~~{or enter a time}~~ the same day.

Renewing A Special Dietary Request

An authorized Medical Statement does not need to be updated annually. However, the Special Dietary Accommodation Coordinator may annually seek clarification or updates on special dietary requests.

Discontinuation of a Special Dietary Request

A special dietary request or part of a request may be discontinued by a parent by submitting the request in writing to the Special Dietary Accommodation Coordinator or shall be discontinued consistent with the medical authorities' recommendation provided with the Medical Statement for Special Dietary Needs.

~~The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. See Policy 2260—Nondiscrimination and Access to Equal Educational Opportunity.~~

~~The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.~~

Substitutions

~~If determined appropriate by a student's Section 504 team, substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a healthcare provider who has prescriptive authority in the State of Michigan has provided medical certification that the student has a disability which restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. 15(b). To qualify for such substitutions the medical certification must identify:~~

- ~~A. the student's disability and the major life activity affected by the disability;~~
- ~~B. an explanation of why the disability affects the student's diet; and~~
- ~~C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula);~~

~~For non-disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent or guardian is required.~~

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the administrative guidelines established by the Superintendent.

The operation and supervision of the food-service program shall be the responsibility of the Superintendent/designee. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Superintendent for Finance/Operations. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

Meal Charges

Meals sold by the school may be purchased by students, staff members, and community residents in accordance with administrative guidelines established by the Superintendent. Meals may be made available, free of charge, to senior citizens who are serving as volunteers to the District.

The operation and supervision of the food service program shall be the responsibility of the Food Service Director. In accordance with Federal law, the Food Service Director shall take such actions as are necessary to obtain a minimum of two (2) food safety inspections per school year, which are conducted by the State or local governmental agency responsible for food safety inspections. The report of the most recent inspection will be posted in a publicly visible location, and a copy of the report will be available upon request.

A periodic review of the food service accounts shall be made by the Assistant Superintendent for Finance/Operations. Any surplus funds from the National School Lunch Program or the Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296) shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods may accrue to the food service program.

Bad Debt

Bad debt incurred through the inability to collect lunch payments from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFS for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-Federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 C.F.R. 210.9(b) (17) and 7 C.F.R. 210.15(b).

Negative Account Balances

[X] [OPTION #2]

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions.

Students may be permitted to accumulate a negative food service account balance (X) not to exceed an amount equal to one (1) school week of regular meal price. A student (X) shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand.

[X] [OPTION B]

If a student has a significant negative lunch account balance, they shall be provided an alternate meal, (X) at a reduced price recommended by the Superintendent and approved by the Board, the cost of which shall continue to accrue to a negative lunch account balance, and the student's parent(s) shall be contacted to collect the outstanding charges. The alternate meal will be a low-cost alternative to the regular reimbursable meal and shall meet USDA nutritional standards or the Smart Snacks in Schools Regulations so that it qualifies for reimbursement under the National School Lunch/Breakfast Program.

Students who have qualified for Free lunches are still responsible for paying off any debt that was incurred prior to qualifying for free lunches. This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies. (X) The policy and guideline(s) will be posted on the District website.

~~Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable.~~

~~The Superintendent is authorized to develop and implement an administrative guideline regarding meal charge procedures. This guideline will provide consistent directions for students who are eligible for reduced price or paid meals but do not have funds in their account or in hand to cover the cost of their meal at the time of service and shall also address feeding students with unpaid meal balances without stigmatizing them.~~

~~This guideline shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year.~~

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation of food that complies with Federal food safety regulations;
- C. the planning and execution of menus in compliance with USDA requirements;
- D. the purchase of foods and supplies in accordance with State and Federal law, USDA regulations, and Board policy (see Policy 1130, Policy 3110, and Policy 4110);
- E. complying with food holds and recalls in accordance with USDA regulations;
- F. the accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- G. the safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations.
- H. the regular maintenance and replacement of equipment;
- I. all District employees whose salaries are paid for with USDA funds or non- federal funds used to meet a match or cost share requirement must comply with the District's time and effort record-keeping policy (See Policy 6116).

The District shall serve only nutritious food as determined by the Food Service Department in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food-service program must comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines, and may be vended in accordance with Board Policy 8540.

The Superintendent will require that the food service program serve foods in District schools that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The Superintendent is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of the Board's regular meetings annually.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture ("USDA") civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language) should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights ("ASCR") about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax: (833) 256-1665 or (202) 690-7442; or
3. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

Revised 12/15/15
Revised 7/20/16
Revised 6/19/17
Revised 10/14/19

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Legal

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

M.C.L. 380.1272, 1272a, 1272d et seq.

7 C.F.R. Parts 15b, 127, 210, 215, 220, 225, 226, 240, 245, 3015

42 U.S.C. 1758, 1760

OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs



Book	Policy Manual
Section	Policies Ready for NEOLA
Title	Copy of WELLNESS
Code	po8510
Status	First Reading
Adopted	July 13, 2015
Last Revised	May 11, 2021

8510 - **WELLNESS**

As required by law, the Board of Education establishes the following wellness policy for the Jackson Public School District. The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students.

Furthermore, research concludes that there is a positive correlation between a student's health and well-being and the student's his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits with respect to eating and exercise.

The Board sets the following goals in an effort to enable students to establish good health, healthy nutrition, and physical activity habits and nutrition habits:

A. With regard to nutrition education, the District shall:

1. Nutrition education shall be included in the sequential, comprehensive Health curriculum in accordance with the curriculum standards and benchmarks established by the State.
2. Nutrition education posters, such as the Food Pyramid Guide and USDA's MyPlate, will be displayed in the cafeteria and other appropriate areas visible to students and others in the school community.
3. Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.

B. With regard to physical activity, the District shall:

1. Physical Education

- a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the State.

- b. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
- c. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes and skills necessary to engage in lifelong, health-enhancing physical activity.
- d. Properly certificated, highly qualified teachers shall provide all instruction in physical education.

2. Physical Activity

Schools shall offer a wide range of physical activities outside the regular school day that meet the needs, interests, and abilities of all students, including males, females, students with disabilities, and students with special healthcare needs.

C. With regard to other school-based activities:

Free drinking water shall be available to students during designated meal times and may be available throughout the school day.

- 1. The school shall provide attractive, clean environments in which the students eat.
- 2. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

D. With regard to nutrition promotion, the District shall: any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.

E. The District will promote and encourage Farm to School efforts in order to provide the healthy foods identified above.

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.

B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.

C. The sale of foods and beverages to students that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited.

D. All food items and beverages available for sale to students for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) between midnight and thirty (30) minutes after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, including, but not limited to, competitive foods that are available to students a la carte or as entrees in the dining area (except entree items that were offered on the National School Lunch Program (NSLP) or School Breakfast Program (SBP) menu on the day of and the day after they are offered on the NSLP or SBP menu), as well as food items and beverages from vending machines, from school stores, or as fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs.

E. All foods offered on the school campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, or from vending machines.

F. All food and beverages that are provided, other than through sale, on the school campus during the school day (which may include classroom snacks, for classroom parties, and at holiday celebrations) shall comply with the current USDA Dietary Guidelines for Americans.

The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well regardless of unpaid meal balances and without stigma.

The food service program shall be administered by a qualified nutrition professional.

The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.

The Board designates the Superintendent/designee as the individual(s) charged with operational responsibility for verifying that the District meets the goals established in this policy.

The Superintendent shall appoint a District wellness committee that includes parents, students, representatives of the school food authority, educational staff (including health and physical education teachers), school health professionals, members of the public and school administrators to oversee development, implementation, evaluation and periodic update of the wellness policy. The Wellness Committee shall be an ad hoc committee with members recruited and chosen annually. School-level health advisory teams may assist in the planning and implementation of these Wellness initiatives.

The Wellness Committee shall be responsible for:

- A. assessment of the current school environment;
- B. review of the District's wellness policy;
- C. presentation of the wellness policy to the school board for approval;
- D. measurement of the implementation of the policy;
- E. recommendation for the revision of the policy, as necessary.

Before the end of each school year the Wellness Committee shall recommend to the Superintendent any revisions to the policy it deems necessary and/or appropriate. In its review, the Wellness Committee shall consider evidence-based strategies in determining its recommendations.

The Superintendent shall report annually to the Board on the progress of the Wellness Committee and on its evaluation of policy implementation and areas for improvement, including status of compliance by individual schools and progress made in attaining goals of policy.

The Superintendent is also responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall post the policy on the District's website, including the Wellness Committee's assessment of the implementation of the policy.

The District shall assess the Wellness Policy at least once every three (3) years on the extent to which schools in the District are in compliance with the District policy, the extent to which the District policy compares to model wellness policies, and the progress made in attaining the goals of the District Wellness Policy. The assessment shall be made available to the public on the School District's web site.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture ("USDA") civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights ("ASCR") about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax:
(833) 256-1665 or (202) 690-7442; or
3. E-mail:
program.intake@usda.gov.

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Revised 6/19/17

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Legal	42 U.S.C. 1751, Sec. 204
	42 U.S.C. 1771
	7 C.F.R. Parts 210 and 220

JACKSON PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
Jackson High School
April 15, 2025

ITEM: 24-25-78

SUBJECT: Custodial Services RFP

FOR ACTION: Marcus Leon

STATEMENT OF THE ISSUE:

The Custodial Services pre-bid meeting and walkthrough with potential bidders was held on February 28, 2025. The bid opening was held on March 13, 2025. Fourteen vendors came to the pre-bid meeting and walkthrough, with 11 responses received.

The district narrowed the bids to four companies (with closest office location listed):

Enviro-Clean	Kalamazoo/Holland, MI
D.M. Burr Group	Flint, MI
ABM	Ann Arbor/Lansing, MI
GRBS	Grand Rapids, MI

After a thorough review of the proposals, the district is recommending awarding the bid to Enviro-Clean in the amount of \$6,835,863 for a 3-year contract.

RECOMMENDATION:

Administration recommends approval of the bid award to Enviro-Clean as presented.