



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

PUBLIC NOTICE OF MEETING

**Clintondale Board of Education
Regular Board Meeting at 6:30 pm**

Mr. Jared Maynard, President

November 10, 2025

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

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

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

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



AGENDA

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

November 10, 2025 Regular Board Meeting 6:30 p.m.

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

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

ALSO IN ATTENDANCE

AGENDA

APPROVAL OF THE MINUTES

APPROVAL OF BILLS

CORRESPONDENCE

SUPERINTENDENT'S REPORT

PUBLIC COMMENT REGARDING BUSINESS BEFORE THE BOARD

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

NEW BUSINESS

CONSENT ITEMS- None

NON-CONSENT ITEMS- #1-4

1. Resignation
2. Board Norms
3. Closed Session
4. Closed Session

GENERAL PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

ADJOURNMENT



AGENDA

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

November 10, 2025 Regular Board Meeting 6:30 p.m.

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

CALL MEETING TO ORDER

Meeting began at: _____

PLEDGE OF ALLEGIANCE

ROLL CALL

Jared Maynard	Lisa Valerio-Nowc
Barry Powers	Ava McDowell
Kurt Wilson Sr.	Lisa Wilson
Diane Zontini	

ALSO IN ATTENDANCE

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

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

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

- October 27, 2025 Regular Board Meeting Minutes
- November 5, 2025 Board Workshop

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

APPROVAL OF BILLS- The Board President recommend that the Board approve the payroll and benefits for Clintondale Community Schools employees.

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

The Superintendent and the Board President recommend that the Board approve the bills ending October 31, 2025.

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

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

Heather Halpin

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

SUPERINTENDENT'S REPORT

Minutes



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

October 27, 2025 Regular Board Meeting 6:30 p.m.

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

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Jared Maynard	Lisa Valerio-Nowc
Barry Powers (tardy)	Ava McDowell
Kurt Wilson Sr.	Lisa Wilson
Diane Zontini	

ALSO IN ATTENDANCE

Kenneth Janczarek- Superintendent	State Senator Veronica Klinefelt
Teresa Wilson- Executive Assistant	Maurice Woods- Secondary Campus Assistant Principal
Lee Walmsley- Director of Human Resources	Heather Halpin- Director of Curriculum

AGENDA- Motion by Mrs. McDowell, support by Mrs. Valerio-Nowc that the Board approve the agenda as submitted. Motion carried 7-0.

APPROVAL OF THE MINUTES- Motion by Mrs. Valerio-Nowc, support by Mr. Powers that the Board approve the September 8, 2025 Regular Board Meeting Minutes, September 22, 2025 Regular Board Meeting Minutes with correction and October 14, 2025 Regular Board Meeting Minutes. Motion carried 5-2. Mr. Wilson and Ms. Wilson voted no.

APPROVAL OF BILLS- Motion by Mrs. Valerio-Nowc, support by Mrs. McDowell that the Board approve the bills ending October 3, 2025. Motion carried 5-2. Mr. Wilson and Ms. Wilson voted no.

Motion by Mrs. Valerio-Nowc, support by Mrs. McDowell that the Board approve the bills ending October 17, 2025. Motion carried 5-2. Mr. Wilson and Ms. Wilson voted no.

CORRESPONDENCE- Motion by Mrs. Valerio-Nowc, support by Mrs. McDowell that the Board accept the correspondence and receive them. Motion carried 7-0.

PRESENTATIONS

Veronica Klinefelt- Press Release
Heather Halpin- Student Achievement Data

SUPERINTENDENT'S REPORT

Dragon Pantry Food Drive
Mission Monday
Pantry Donations
Strategic Plan

PUBLIC COMMENT REGARDING BUSINESS BEFORE THE BOARD

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CONSENT ITEMS- #1-6

Motion by Mr. Powers, Support by Mr. Wilson that the Board accept the consent items as presented. Motion carried 7-0.

NON-CONSENT ITEMS- #1-6

1. **Resignation** - Motion by Mrs. Valerio-Nowc, support by Ms. Wilson that the Board approve the resignation of **PAMELA MARKS** as a Special Education Teacher, effective October 30, 2025. Motion carried 7-0.

2. **Resignation** - Motion by Mrs. Valerio-Nowc, support by Ms. Wilson that the Board approve the resignation of **BRISHANA CRAIGHEAD** as a Special Education Teacher Instructional Assistant, effective October 31, 2025. Motion carried 7-0.

3. **Recission**- Motion by Ms. Wilson, support by Mrs. McDowell that the Board rescind the August 18, 2025 motion to censure board member Kurt Wilson. Motion carried 4-3. Mrs. Valerio-Nowc, Mrs. Zontini and Mr. Powers voted no.

4. **Board Member Request** – Ms. Wilson read a statement. Board members provided comments.

5. **Board Secretary** - Motion by Mrs. Valerio-Nowc, support by Mr. Powers that the Board take nominations to appoint a Board member to fill the vacant Secretary seat. Motion carried 7-0.

Motion by Mrs. Valerio-Nowc, support by Mr. Powers, to appoint Mrs. McDowell to fill the vacant Secretary seat. Motion carried 7-0.

6. **Closed Session**- Motion by Mr. Powers, Support by Mrs. Valerio-Nowc that the Board of Education enter into a Closed Session as authorized by Section 8(b) of the Open Meetings Act for a student discipline hearing. Motion carried 7-0.

GENERAL PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

ADJOURNMENT-Motion by Mrs. Valerio-Nowc, support by Mrs. McDowell that the regular Board meeting adjourn at 10:31pm. Motion carried 7-0.



Minutes

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

November 5, 2025 Board Workshop 6:00 p.m.

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

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Jared Maynard	Lisa Valerio-Nowc
Barry Powers	Ava McDowell
Kurt Wilson Sr.	Lisa Wilson
Diane Zontini	

ALSO IN ATTENDANCE

AGENDA- Motion by Mrs. Valerio-Nowc, Support by Mr. Maynard that the Board approve the agenda as submitted. Motion carried 5-0.

PUBLIC COMMENT REGARDING BUSINESS BEFORE THE BOARD

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NON-CONSENT ITEM- #1

Board Workshop- Motion by Mrs. Valerio-Nowc, Support by Mrs. McDowell that the Board convene in Board Workshop. Motion carried 6-0.

GENERAL PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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ADJOURNMENT

Motioned by Mrs. Valerio-Nowc, Support by Mr. Wilson that the Board workshop adjourn at 8:12 p.m. Motion carried 7-0.

Ava McDowell, Secretary

CCS PAYROLL AND BENEFITS

CHECK # VENDOR

REASON

126370 NATIONAL INS SERVICES

LIFE/DISABILITY

9242 MICHIGAN PUBLIC SCHOOLS EMPLOYEES

ORS PAYMENTS (PENSION)

9244 MICHIGAN CONFERENCE TEAMSTERS WF

MEDICAL/DENTAL/VISION

9249 FLAGSTAR BANK

PAYROLL

9253 UNITED STATES TREASURY

FEDERAL TAXES FROM PAYROLL

9257 STATE OF MICHIGAN

STATE TAXES FROM PAYROLL

11/01/25 7.24.33
CLINTONDALE

DETAIL CHECK REGISTER BY FUND
FROM 10/20/25 TO 10/31/25

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CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
11 General Fund								
9247	10/27/25	04290	103625	CHARTER TWP. OF CLINTON WATER			RBW 582033749000 * MANUAL CHECK TOTAL *	671.70 4,286.55
9248	10/27/25	07860	2149	SUB TEACHER SOURCE	127384		HS SS TEACHER	217.60
9248	10/27/25	06205	2149	SUB TEACHER SOURCE	127388		PKR IAS	1,357.05
9248	10/27/25	04431	2149	SUB TEACHER SOURCE	127388		PKR TEACHER	1,088.00
9248	10/27/25	07957	2149	SUB TEACHER SOURCE	127389		MCG IAS * MANUAL CHECK TOTAL *	1,632.00 4,294.65
9249	10/28/25	40004	624	FLAGSTAR BANK			DD & NET CHECKS 10/30 PAY * MANUAL CHECK TOTAL *	296,714.63 296,714.63
9250	10/28/25	40110	412	MICHIGAN SCHOOLS AND GOVERNMENT			CU DEPOSIT 10/30 PAY * MANUAL CHECK TOTAL *	38,967.84 38,967.84
9251	10/29/25	06950	1273	WOW! BUSINESS			BACK UP PHONES/ALARMS * MANUAL CHECK TOTAL *	654.34 654.34
9252	10/30/25	40030	899	HEALTH EQUITY			EE HSA CONTRIBUTIONS 10/30 PAY * MANUAL CHECK TOTAL *	3,571.00 3,571.00
9253	10/30/25	40100	411	UNITED STATES TREASURY			FEDERAL TAXES 10/30 PAY	45,533.65
9253	10/30/25	40106	411	UNITED STATES TREASURY			FICA/MED TAXES 10/30 PAY	38,029.41
9253	10/30/25	40152	411	UNITED STATES TREASURY			FICA/MED MATCH 10/30 PAY * MANUAL CHECK TOTAL *	38,029.41 121,592.47
9254	10/30/25	40120	1557	TSA CONSULTING GROUP			EE ANNUITIES 10/30 PAY * MANUAL CHECK TOTAL *	23,220.46 23,220.46
9255	10/31/25	08025	523950	T-MOBILE			NURSE CELL PHONE	34.77
9255	10/31/25	07340	523950	T-MOBILE			MAINTENANCE CELL PHONES	104.31
9255	10/31/25	08592	523950	T-MOBILE			SUPERINTENDENT CELL PHONE	34.77
9255	10/31/25	05720	523950	T-MOBILE			SECURITY CELL PHONE	34.77
9255	10/31/25	05721	523950	T-MOBILE			TECH CELL PHONE	34.77
9255	10/31/25	06950	523950	T-MOBILE			SQUARE TABLET * MANUAL CHECK TOTAL *	31.35 274.74
9256	10/31/25	08965	2265	EHIM	ADM00034983	260061	Administrator Fee * MANUAL CHECK TOTAL *	50.00 50.00
9257	10/31/25	40122	515100	STATE OF MICHIGAN			STATE TAXES 10/30 PAY * MANUAL CHECK TOTAL *	18,066.70 18,066.70

11 General Fund

COMPUTER CHECKS	51	\$353,932.04
MANUAL CHECKS	20	\$790,010.62
TOTAL CHECKS	71	\$1,143,942.66

*** VOID SUMMARY ***

COMPUTER VOID CHECKS *NON-PAYMENT*

11/01/25 7.24.33
CLINTONDALE

DETAIL CHECK REGISTER BY FUND
FROM 10/20/25 TO 10/31/25

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CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
11 General Fund								
9240	10/20/25	07500	324900	LOWES BUSINESS ACCOUNT		260045	General Maintenance	2,841.57
9240	10/20/25	07520	324900	LOWES BUSINESS ACCOUNT			Electrical Maintenance	65.49
9240	10/20/25	07381	324900	LOWES BUSINESS ACCOUNT			ATHLETIC GROUNDS SUPPLIES	64.64
							* MANUAL CHECK TOTAL *	2,971.70
9241	10/21/25	04490	2149	SUB TEACHER SOURCE	127215		RBW TEACHER	217.60
9241	10/21/25	06205	2149	SUB TEACHER SOURCE	127221		PK IA	108.80
9241	10/21/25	04431	2149	SUB TEACHER SOURCE	127221		PK TEACHERS	2,173.64
9241	10/21/25	01980	2149	SUB TEACHER SOURCE	127224		MCG TEACHERS	870.40
9241	10/21/25	04861	2149	SUB TEACHER SOURCE	127266		MS TEACHER	209.23
							* MANUAL CHECK TOTAL *	3,579.67
9242	10/21/25	40150	364800	MICHIGAN PUBLIC SCHOOL EMPLOYE			CONTRIBUTION 10/15 PAY	122,961.69
9242	10/21/25	40102	364800	MICHIGAN PUBLIC SCHOOL EMPLOYE			MIP PAYMENT 10/15 PAY	19,271.20
9242	10/21/25	40103	364800	MICHIGAN PUBLIC SCHOOL EMPLOYE			TDP PAYMENT 10/15 PAY	50.00
9242	10/21/25	40022	364800	MICHIGAN PUBLIC SCHOOL EMPLOYE			D%-DCP PAYMENT 10/15 PAY	11,016.06
9242	10/21/25	40022	364800	MICHIGAN PUBLIC SCHOOL EMPLOYE			D%-DCP MATCH 10/15 PAY	4,787.07
9242	10/21/25	40029	364800	MICHIGAN PUBLIC SCHOOL EMPLOYE			D%-PHF PAYMENT 10/15 PAY	3,343.34
9242	10/21/25	40022	364800	MICHIGAN PUBLIC SCHOOL EMPLOYE			D%-PHF MATCH 10/15 PAY	3,343.34
							* MANUAL CHECK TOTAL *	164,772.70
9243	10/22/25	07500	1638	MENARDS		260211	Shop Supplies	617.17
9243	10/22/25	07560	1638	MENARDS			PLUMBING SUPPLIES	34.96
							* MANUAL CHECK TOTAL *	652.13
9244	10/23/25	09130	2693	MICHIGAN CONFERENCE OF TEAMSTE			NOVEMBER PREMIUM	90,423.30
							* MANUAL CHECK TOTAL *	90,423.30
9246	10/24/25	96645	2428	EDUSTAFF	2025102401-3		COACHES	2,328.22
9246	10/24/25	07131	2428	EDUSTAFF	2025102401-3		MAINTENANCE	1,973.64
9246	10/24/25	05602	2428	EDUSTAFF	2025102401-3		HS TEACHERS	355.80
9246	10/24/25	05601	2428	EDUSTAFF	2025102401-3		HS TEACHERS	2,016.20
9246	10/24/25	01984	2428	EDUSTAFF	2025102401-3		MCG TEACHERS	533.70
9246	10/24/25	01980	2428	EDUSTAFF	2025102401-3		MCG TEACHERS	978.45
9246	10/24/25	04861	2428	EDUSTAFF	2025102401-3		MS TEACHERS	4,382.27
9246	10/24/25	11206	2428	EDUSTAFF	2025102401-3		UNION BUSINESS	88.95
9246	10/24/25	04432	2428	EDUSTAFF	2025102401-3		PKR TEACHERS	533.70
9246	10/24/25	04431	2428	EDUSTAFF	2025102401-3		PKR TEACHERS	1,245.30
9246	10/24/25	06205	2428	EDUSTAFF	2025102401-3		PKR IA	58.11
9246	10/24/25	04492	2428	EDUSTAFF	2025102401-3		RBW TEACHERS	174.82
9246	10/24/25	04490	2428	EDUSTAFF	2025102401-3		RB TEACHERS	444.75
9246	10/24/25	11208	2428	EDUSTAFF	2025102401-3		RBW IA	126.53
9246	10/24/25	08066	2428	EDUSTAFF	2025102401-3		SS IA	265.66
							* MANUAL CHECK TOTAL *	15,506.10
9247	10/27/25	06930	103625	CHARTER TWP. OF CLINTON WATER			ADM 295035100001	204.95
9247	10/27/25	05360	103625	CHARTER TWP. OF CLINTON WATER			MS 295035200000	540.96
9247	10/27/25	06150	103625	CHARTER TWP. OF CLINTON WATER			JS 295035200000	540.96
9247	10/27/25	06935	103625	CHARTER TWP. OF CLINTON WATER			FH 295035202000	1,096.88
9247	10/27/25	04670	103625	CHARTER TWP. OF CLINTON WATER			PKR 410522055000	660.47
9247	10/27/25	02240	103625	CHARTER TWP. OF CLINTON WATER			MCG 485021415000	570.63

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CLINTONDALE

DETAIL CHECK REGISTER BY FUND
FROM 10/20/25 TO 10/31/25

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11 General Fund								
126365	10/31/25	07560	232250	GRAINGER	96886895393		HS SINKS	503.64
							COMPUTER CHECK TOTAL	1,046.34
126366	10/31/25	07500	234400	GREAT LAKES SECURITY HARDWARE	77442		KEYS	28.50
							COMPUTER CHECK TOTAL	28.50
126368	10/31/25	07785	1114	MECHANICAL SYSTEM SERVICES, LL	251909	260053	Boilers	980.00
							COMPUTER CHECK TOTAL	980.00
126369	10/31/25	07500	385700	MT CLEMENS GLASS & MIRROR INC.	1086260		MCG-WINDOW REPLACMENET	247.85
							COMPUTER CHECK TOTAL	247.85
126370	10/31/25	09105	395800	NATIONAL INSURANCE SERVICES	1727713		NOVEMBER PREMIUM	5,877.54
							COMPUTER CHECK TOTAL	5,877.54
126371	10/31/25	07440	2621	NEXGREEN	32341500	260221	Lawn Application HS	1,500.00
							COMPUTER CHECK TOTAL	1,500.00
126372	10/31/25	07010	1046	NOVA ENVIRONMENTAL INC	17948	260213	ASBETOS TRAINING	500.00
							COMPUTER CHECK TOTAL	500.00
126373	10/31/25	09470	414730	OCCUPATIONAL HEALTH CENTERS	716217001	260063	New Hire Physicals-CASADY	166.00
							COMPUTER CHECK TOTAL	166.00
126374	10/31/25	07440	442675	POWER VAC SERVICE, INC	42761187	260219	Jet/Vac catch basins	2,550.00
126374	10/31/25	07440	442675	POWER VAC SERVICE, INC	43833982		Grease trap cleaning	436.00
126374	10/31/25	07440	442675	POWER VAC SERVICE, INC	43945957		Grease trap cleaning	586.00
126374	10/31/25	06340	442675	POWER VAC SERVICE, INC	44080755		EUIPMENT MAINTENANCE	841.00
							COMPUTER CHECK TOTAL	4,413.00
126375	10/31/25	08959	2699	PROCARE THERAPY	21296505		COMPENSATORY SERVICES	10,650.00
126375	10/31/25	08959	2699	PROCARE THERAPY	21302268		COMPENSATORY SERVICES	11,057.50
							COMPUTER CHECK TOTAL	21,707.50
126376	10/31/25	10007	495400	SIGNS BY TOMORROW	I-52190		NO SMOK/VAP/ALCOHOL SIGNS	507.60
							COMPUTER CHECK TOTAL	507.60
126377	10/31/25	07221	507150	SPENCER OIL CO	010266-2527301	260052	Fuel	967.33
							COMPUTER CHECK TOTAL	967.33
126378	10/31/25	07220	542800	TERMINIX PROCESSING CENTER	84341989	260054	Pest Control	90.63
126378	10/31/25	07220	542800	TERMINIX PROCESSING CENTER	84341991		Pest Control	65.98
							COMPUTER CHECK TOTAL	156.61
126379	10/31/25	07240	563750	WAKELY ASSOCIATES INC	255602		HS-ROOF RESTORATION	384.75
							COMPUTER CHECK TOTAL	384.75
126380	10/31/25	09386	1408	WPS	WPS-552799	260197	DP-4	344.00
126380	10/31/25	09386	1408	WPS	WPS-552799		DP-4 Teacher	344.00
126380	10/31/25	09386	1408	WPS	WPS-552799		SHIPPING	68.80
							COMPUTER CHECK TOTAL	756.80

11/01/25 7.24.33
CLINTONDALE

DETAIL CHECK REGISTER BY FUND
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CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
11 General Fund								
126351	10/28/25	07381	434850	PHOENIX STONE COMPANY	1005		BB FIELD RED CLAY FILL *COMPUTER CHECK TOTAL*	1,100.00 1,100.00
126353	10/30/25	40072	555	AFLAC			SUPPLEMENTAL INS 10/30 PAY *COMPUTER CHECK TOTAL*	788.95 788.95
126354	10/30/25	40119	333675	THE MICHIGAN 529 ADVISOR PLAN			MICH 529 PLAN 10/30 PAY *COMPUTER CHECK TOTAL*	455.00 455.00
126355	10/30/25	40066	210600	MISDU			FRIEND OF THE COURT 10/30 PAY *COMPUTER CHECK TOTAL*	902.75 902.75
126356	10/31/25	05980	52195	AOC	5170		GRADUATION PLAQUES AND ENGRAV	646.00
126356	10/31/25	09020	52195	AOC	5222		MCDOWEEL NAME PLATE *COMPUTER CHECK TOTAL*	12.00 658.00
126357	10/31/25	96710	82335	BURKE'S SPORT HAVEN, INC.	135014	260225	Practice Jerseys	81.00
126357	10/31/25	96710	82335	BURKE'S SPORT HAVEN, INC.	135014		Practice Jerseys	202.50
126357	10/31/25	96710	82335	BURKE'S SPORT HAVEN, INC.	135014		Football Belt *COMPUTER CHECK TOTAL*	75.00 358.50
126358	10/31/25	09976	114197	CLINTON TOWNSHIP TREASURER	15072		BOARD MEETING SECURITY *COMPUTER CHECK TOTAL*	505.14 505.14
126359	10/31/25	07500	139980	D.J. CONLEY ASSOCIATES, INC.	SI-56255-1	260226	Boiler maintenance *COMPUTER CHECK TOTAL*	1,851.05 1,851.05
126360	10/31/25	09383	2282	DRIVERGENT INC	5568	260174	Transportation - Latchkey	2,980.00
126360	10/31/25	08202	2282	DRIVERGENT INC	5789		Transp. - Reg Ed In Dist	26,800.00
126360	10/31/25	08201	2282	DRIVERGENT INC	5790		Transp. - Sp. Ed.	7,660.00
126360	10/31/25	08201	2282	DRIVERGENT INC	5792		Transp. - Sp. Ed.	5,360.00
126360	10/31/25	00491	2282	DRIVERGENT INC	5792		Transp. - Coordinated	3,980.00
126360	10/31/25	08211	2282	DRIVERGENT INC	5794		Transp. - Reg Ed Out Dist	3,980.00
126360	10/31/25	09383	2282	DRIVERGENT INC	5795		Transportation - Latchkey	2,980.00
126360	10/31/25	08202	2282	DRIVERGENT INC	5796		Transp. - Reg Ed In Dist	600.00
126360	10/31/25	96665	2282	DRIVERGENT INC	5817		Transp. - Athletics *COMPUTER CHECK TOTAL*	1,292.00 55,632.00
126362	10/31/25	07220	2647	THE FLYING LOCKSMITHS	068-1825095		MCG-MAIN OFFICE DOOR REMOUNT *COMPUTER CHECK TOTAL*	287.95 287.95
126363	10/31/25	06900	1683	GFL ENVIRONMENTAL USA INC	0070727408	260215	Waste removal *COMPUTER CHECK TOTAL*	1,576.97 1,576.97
126364	10/31/25	06450	229850	GORDON FOOD SERVICE, INC.	876266016	260156	Dragon Cafe Food	38.97
126364	10/31/25	06450	229850	GORDON FOOD SERVICE, INC.	876266017		Dragon Cafe Food *COMPUTER CHECK TOTAL*	8.94 47.91
126365	10/31/25	07500	232250	GRAINGER	9686895385	260222	Anchors	371.94
126365	10/31/25	07500	232250	GRAINGER	9688285148		HS/MS BOILERS	9.33
126365	10/31/25	07500	232250	GRAINGER	9688285155		HS/MS BOILERS	161.43

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DETAIL CHECK REGISTER BY FUND
FROM 10/20/25 TO 10/31/25

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CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
11 General Fund								
126334	10/20/25	09010	329252	MASB	INV-133802		KAMINSKI-ROBERTS RULES	20.00
							COMPUTER CHECK TOTAL	20.00
126335	10/20/25	96643	2743	MCCCTCA	419155	260206	County Cross Country	30.00
							COMPUTER CHECK TOTAL	30.00
126336	10/20/25	09120	356625	MESSA	2511-90772		NOVEMBER PREMIUM	148,159.13
							COMPUTER CHECK TOTAL	148,159.13
126337	10/20/25	96640	366410	MICHIGAN SPORTS ASSIGNERS, INC	1104	260210	Football Assigners Fee	325.00
							COMPUTER CHECK TOTAL	325.00
126338	10/20/25	08700	423500	MILLCRAFT PAPER STORE	MSI00245818		ASSORTED PAPER-PRINT SHOP	2,496.76
							COMPUTER CHECK TOTAL	2,496.76
126339	10/20/25	07440	2621	NEXGREEN	32099291	260201	Fertilizer Weed Control	750.00
126339	10/20/25	07440	2621	NEXGREEN	32099294		Fertilizer Weed Control	500.00
126339	10/20/25	07440	2621	NEXGREEN	32099295		Fertilizer weed control	375.00
							COMPUTER CHECK TOTAL	1,625.00
126340	10/20/25	09470	414730	OCCUPATIONAL HEALTH CENTERS	716120676	260063	New Hire Physicals	374.00
							COMPUTER CHECK TOTAL	374.00
126341	10/20/25	08959	2699	PROCARE THERAPY	21290246		SPEECH PATHOLOGISTS	10,340.00
126341	10/20/25	08959	2699	PROCARE THERAPY	21290247		SPEECH PATHOLOGISTS	10,170.00
							COMPUTER CHECK TOTAL	20,510.00
126344	10/20/25	07221	507150	SPENCER OIL CO	010266-2524301		DISTRICT FUEL	824.04
							COMPUTER CHECK TOTAL	824.04
126345	10/20/25	07000	522540	SUPPLYDEN, INC.	808019-00		CUSTODIAL SUPPLIES	97.82
126345	10/20/25	07000	522540	SUPPLYDEN, INC.	818016-00		CUSTODIAL SUPPLIES	97.82
126345	10/20/25	07000	522540	SUPPLYDEN, INC.	818017-00		CUTODIAL SUPPLIES	97.82
126345	10/20/25	07000	522540	SUPPLYDEN, INC.	818018-00		CUSTODIAL SUPPLIES	97.82
126345	10/20/25	07000	522540	SUPPLYDEN, INC.	818021-00		CUSTODIAL SUPPLIES	97.82
126345	10/20/25	07000	522540	SUPPLYDEN, INC.	818022-00		CUSTODIAL SUPPLIES	97.82
126345	10/20/25	07000	522540	SUPPLYDEN, INC.	818024-00		CUSTODIAL SUPPLIES	97.82
							COMPUTER CHECK TOTAL	684.74
126346	10/20/25	07220	542800	TERMINIX PROCESSING CENTER	82978713	260054	Pest Control PKR	62.98
126346	10/20/25	07220	542800	TERMINIX PROCESSING CENTER	82978714		Pest Control	62.98
							COMPUTER CHECK TOTAL	125.96
126348	10/20/25	07520	1600	1000BULBS.COM	INV1032073	260200	Lighting RB&HS	648.36
							COMPUTER CHECK TOTAL	648.36
126349	10/20/25	09175	1420	21ST CENTURY MEDIA	2759865		BOARD VACANCY AD	339.25
							COMPUTER CHECK TOTAL	339.25
126350	10/22/25	09167	371255	MILLER CANFIELD PADDOCK & STON	1707387		COUNCIL FEE - STATE AID NOTE	5,570.00
							COMPUTER CHECK TOTAL	5,570.00

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FROM 10/20/25 TO 10/31/25

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CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
11 General Fund								
1307	10/30/25	07110	606700	JASON EVANS			25/26 SHOW ALLOWANCE	100.00
							* MANUAL CHECK TOTAL *	100.00
1308	10/30/25	08990	2727	REBEKAH MCCARTNEY			MILEAGE BETWEEN BUILDINGS	11.34
							* MANUAL CHECK TOTAL *	11.34
1309	10/30/25	08589	2568	KENNETH JANCZAREK			SUPT CONF TRAV CITY-MILEAGE	300.30
							* MANUAL CHECK TOTAL *	300.30
126323	10/20/25	96735	55900	B & R SPORTING GOODS	DO-11890	260103	Girls Volleyball Uniforms	1,000.00
							COMPUTER CHECK TOTAL	1,000.00
126324	10/20/25	07002	353000	CINTAS CORP #721	4246219757	260047	Mop Rental	276.79
							COMPUTER CHECK TOTAL	276.79
126325	10/20/25	96643	141010	DAKOTA HIGH SCHOOL	4202806	260207	Cross Country Meet	15.00
							COMPUTER CHECK TOTAL	15.00
126326	10/20/25	08202	2282	DRIVERGENT INC	5670	260056	Transp. - Reg Ed In Dist	26,800.00
126326	10/20/25	08201	2282	DRIVERGENT INC	5671		Transp. - Sp. Ed.	7,660.00
126326	10/20/25	08201	2282	DRIVERGENT INC	5673		Transp. - Sp. Ed.	5,360.00
126326	10/20/25	00491	2282	DRIVERGENT INC	5673		Transp. - Coordinated	3,980.00
126326	10/20/25	08211	2282	DRIVERGENT INC	5675		Transp. - Reg Ed Out Dist	3,980.00
126326	10/20/25	09383	2282	DRIVERGENT INC	5676		Transportation - Latchkey	2,980.00
126326	10/20/25	08202	2282	DRIVERGENT INC	5677		Transp. - Reg Ed In Dist	600.00
126326	10/20/25	96665	2282	DRIVERGENT INC	5698		Transp. - Athletics	988.00
							COMPUTER CHECK TOTAL	52,348.00
126328	10/20/25	06450	229850	GORDON FOOD SERVICE, INC.	876265152	260156	Dragon Cafe Food	107.09
126328	10/20/25	06450	229850	GORDON FOOD SERVICE, INC.	876265281		Dragon Cafe Food	18.78
126328	10/20/25	06450	229850	GORDON FOOD SERVICE, INC.	876265568		Dragon Cafe Food	26.87
							COMPUTER CHECK TOTAL	152.74
126329	10/20/25	07520	232250	GRAINGER	9657598554	260193	Fuse, Safety Switch	453.67
126329	10/20/25	07500	232250	GRAINGER	9661413360		CREDIT MEMO	20.00-
126329	10/20/25	07500	232250	GRAINGER	9668287320		ADM-BOILER PARTS	13.80
126329	10/20/25	07500	232250	GRAINGER	9668287338		Motor (boiler pump)	353.82
126329	10/20/25	07500	232250	GRAINGER	9669595564		RBW-OUTSIDE LIGHTS	154.84
							COMPUTER CHECK TOTAL	956.13
126330	10/20/25	07000	1256	KSS ENTERPRISES	1712491	260051	Custodial Supplies	508.80
							COMPUTER CHECK TOTAL	508.80
126331	10/20/25	08941	338000	MACOMB COUNTY CHAMBER OF COMME	23423		25/26 MEMBERSHIP	335.00
							COMPUTER CHECK TOTAL	335.00
126332	10/20/25	08959	341045	MACOMB INTERMEDIATE SCHOOL DIS	121149		PSYCHOLOIST SERVICES	13,173.30
							COMPUTER CHECK TOTAL	13,173.30
126333	10/20/25	07849	2117	MARCO TECHNOLOGIES, LLC	INV14409969	260000	Monthly Duo Subscrip	30.00
							COMPUTER CHECK TOTAL	30.00

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DETAIL CHECK REGISTER BY FUND
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CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
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11 General Fund

VOID CHECKS - COMPUTER
VOID CHECKS - MANUAL
TOTAL VOID CHECKS

TOTAL NET CHECKS 71 \$1,143,942.66

REPLACEMENT CHECKS

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FROM 10/20/25 TO 10/31/25

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CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
12 Federal Grants								
126326*	10/20/25	20206	2282	DRIVERGENT INC	5674	260203	Transportation (Sedan)	5,225.00
							COMPUTER CHECK TOTAL	5,225.00
126342	10/20/25	99824	504300	SOLUTION TREE	S328798		PLC CONFERENCE AUGUST 6-8	769.00
							COMPUTER CHECK TOTAL	769.00
126347	10/20/25	09747	2112	TRAFERA HOLDINGS, LLC	I001427321	260202	100 Chromebooks TITLE I	33,900.00
							COMPUTER CHECK TOTAL	33,900.00
126352	10/29/25	12100	635710	PETTY CASH-ADMINISTRATION			MCKINNEY VENTO GAS CARDS	400.00
							COMPUTER CHECK TOTAL	400.00
126360*	10/31/25	20206	2282	DRIVERGENT INC	5793	260220	Transportation (Sedan)	5,225.00
							COMPUTER CHECK TOTAL	5,225.00
126361	10/31/25	99838	1223	EDMENTUM	INV32633637		I CAMPUS SOFTWARE-RAG GRANT	26,440.00
							COMPUTER CHECK TOTAL	26,440.00
126367	10/31/25	12100	244000	HAZEL PARK SCHOOL DISTRICT	20250930543101C		MCKINNEY VENTO TRANSPORTATION	1,679.40
							COMPUTER CHECK TOTAL	1,679.40

12 Federal Grants

COMPUTER CHECKS	7	\$73,638.40
MANUAL CHECKS		
TOTAL CHECKS	7	\$73,638.40
*** VOID SUMMARY ***		
COMPUTER VOID CHECKS		*NON-PAYMENT*
VOID CHECKS - COMPUTER		
VOID CHECKS - MANUAL		
TOTAL VOID CHECKS		
TOTAL NET CHECKS	7	\$73,638.40

REPLACEMENT CHECKS

*=CHECK ALSO EXISTS IN A PRIOR FUND

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

13 State and Local Grants								
1310	10/30/25	11051	2744	JUSTIN LUPENEC			GSRP FINGERPRINTS	65.50
							* MANUAL CHECK TOTAL *	65.50
126326*	10/20/25	00236	2282	DRIVERGENT INC	5672	260056	Transp. - GSRP	5,360.00
							COMPUTER CHECK TOTAL	5,360.00
126327	10/20/25	11146	2552	EDYNAMIC HOLDINGS LP	INV-EL-00008704		HS-ALL ACCESS LICENSES 25/26	3,400.00
							COMPUTER CHECK TOTAL	3,400.00
126360*	10/31/25	00236	2282	DRIVERGENT INC	5791	260056	Transp. - GSRP	5,360.00
							COMPUTER CHECK TOTAL	5,360.00
126379*	10/31/25	11215	563750	WAKELY ASSOCIATES INC	255603		SECURE ENTRANCES	6,920.00
							COMPUTER CHECK TOTAL	6,920.00
9241*	10/21/25	99955	2149	SUB TEACHER SOURCE	127215		RBW IA	108.80
							* MANUAL CHECK TOTAL *	108.80
9246*	10/24/25	99955	2428	EDUSTAFF	2025102401-3		RBW GSRP TEACHERS	1,307.71
							* MANUAL CHECK TOTAL *	1,307.71

13 State and Local Grants

COMPUTER CHECKS	4	\$21,040.00
MANUAL CHECKS	3	\$1,482.01
TOTAL CHECKS	7	\$22,522.01

*** VOID SUMMARY ***	
COMPUTER VOID CHECKS	*NON-PAYMENT*
VOID CHECKS - COMPUTER	
VOID CHECKS - MANUAL	
TOTAL VOID CHECKS	
TOTAL NET CHECKS	7 \$22,522.01

REPLACEMENT CHECKS

*=CHECK ALSO EXISTS IN A PRIOR FUND

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

23 Child Care								
9246*	10/24/25	01044	2428	EDUSTAFF	2025102401-3		DAYCARE	41,223.82
9246	10/24/25	01067	2428	EDUSTAFF	2025102401-3		RBW LATCHKEY	4,285.35
* MANUAL CHECK TOTAL *								45,509.17

23 Child Care

COMPUTER CHECKS		
MANUAL CHECKS	1	\$45,509.17
TOTAL CHECKS	1	\$45,509.17

*** VOID SUMMARY ***		
COMPUTER VOID CHECKS		*NON-PAYMENT*
VOID CHECKS - COMPUTER		
VOID CHECKS - MANUAL		
TOTAL VOID CHECKS		
TOTAL NET CHECKS	1	\$45,509.17

REPLACEMENT CHECKS

*=CHECK ALSO EXISTS IN A PRIOR FUND

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

25 School Lunch Fund								
126343	10/20/25	82001	2318	SPARC ADMINISTRATOR	2530		25/26 FOOD SERVICE MEMBERSHIP	250.00
							COMPUTER CHECK TOTAL	250.00
9246*	10/24/25	82006	2428	EDUSTAFF	2025102401-3		NOON AIDE	3,002.32
							* MANUAL CHECK TOTAL *	3,002.32

25 School Lunch Fund

COMPUTER CHECKS	1	\$250.00
MANUAL CHECKS	1	\$3,002.32
TOTAL CHECKS	2	\$3,252.32

*** VOID SUMMARY ***	
COMPUTER VOID CHECKS	*NON-PAYMENT*
VOID CHECKS - COMPUTER	
VOID CHECKS - MANUAL	
TOTAL VOID CHECKS	
TOTAL NET CHECKS	2 \$3,252.32

REPLACEMENT CHECKS

*=CHECK ALSO EXISTS IN A PRIOR FUND

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CHECK NUMBER	CHECK DATE	ASN	VEND #	VENDOR NAME	INVOICE NO	PO #	DESCRIPTION	AMOUNT
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29 Student/School Activity Fund

3625	10/29/25	85962	480000	SCHOLASTIC BOOK FAIRS	B5741121FR		RBW BOOK FAIR	246.87
							COMPUTER CHECK TOTAL	246.87
3626	10/31/25	85943	2742	FROSTY FRUIT	FF-7008		HS STORE - SLUSHY MACHINE	3,135.52
							COMPUTER CHECK TOTAL	3,135.52

29 Student/School Activity Fund

COMPUTER CHECKS	2	\$3,382.39
MANUAL CHECKS		
TOTAL CHECKS	2	\$3,382.39
*** VOID SUMMARY ***		
COMPUTER VOID CHECKS		*NON-PAYMENT*
VOID CHECKS - COMPUTER		
VOID CHECKS - MANUAL		
TOTAL VOID CHECKS		
TOTAL NET CHECKS	2	\$3,382.39
REPLACEMENT CHECKS		

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

COMPUTER CHECKS	60	\$452,242.83
MANUAL CHECKS	21	\$840,004.12
TOTAL CHECKS	81	\$1,292,246.95

*** VOID SUMMARY ***

COMPUTER VOID CHECKS	*NON-PAYMENT*
VOID CHECKS - COMPUTER	
VOID CHECKS - MANUAL	
TOTAL VOID CHECKS	

TOTAL NET CHECKS	81	\$1,292,246.95
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REPLACEMENT CHECKS

CHECKS IN MULTIPLE FUNDS ONLY COUNTED ONCE FOR GRAND TOTALS

** SPOILED CHECKS NOT INCLUDED IN THIS REPORT **



Board of Education Human Resources Agenda Items for November 10, 2025

CONSENT ITEMS - #None

NON CONSENT ITEM - #1

1. **Resignation** - The Superintendent and the Director of Human Resources recommend that the Board approve the resignation of **HEATHER HALPIN**, Chief Academic Officer, effective December 31, 2025.

NOTE: Mrs. Halpin has worked for the district for 4.5 years.



Superintendent Janczarek
Clintondale Community Schools
35100 Little Mack Avenue
Clinton Township, MI 48035

11-3-25

Superintendent Janczarek,

Please accept this letter as my formal resignation from my position as Chief Academic Officer with Clintondale Community Schools as of December 31, 2025.

Thank you for the trust you have placed in me and for the privilege of serving this community. I will always remain a supporter of Clintondale Community Schools and wish the district continued growth and success.

Respectfully,

A black rectangular box redacting the signature of Heather Halpin.

Heather Halpin

PUBLIC COMMENT REGARDING BUSINESS BEFORE THE BOARD

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

NEW BUSINESS

1. **Mid-Year Progress Report and Evaluation-** The Board President recommends the Board approve the attached timeline for the mid-year progress report and evaluation for the Superintendent.

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

CONSENT ITEMS- None

NON-CONSENT ITEMS- #1-4

1. **Resignation-** The Superintendent and the Director of Human Resources recommend the Board approve the resignation of **HEATHER HALPIN**, Chief Academic Officer, effective December 31, 2025.

NOTE: Mrs. Halpin has worked for the district for 4.5 years.

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

2. **Board Norms-** The Board President recommends the approval of the Board norms as discussed at the Workshop on November 5, 2025.

Motioned by: _____ Supported by: _____ Time: _____

3. **Closed Session-** The Superintendent and the Board President recommend the Board of Education enter into a Closed Session as authorized by Section 8 (c) of the Michigan Open Meetings Act to discuss CEA negotiations.

Motioned by: _____ Supported by: _____ Time: _____

4. **Closed Session-** The Superintendent and the Board President recommend the Board enter into a Closed Session as authorized by Section 8(h) of the Michigan Open Meetings Act to discuss attorney-client privilege communication.

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



35100 Little Mack, Clinton Township, Michigan 48035-2633
Phone: (586) 791-6300 · Fax: (586) 791-6786
www.clintondaleschools.net

BOARD OF EDUCATION

Jared Maynard, President
Lisa Valerio-Nowc, Vice-President
Ava McDowell, Secretary
Barry Powers, Treasurer
Kurt Wilson, Sr., Trustee
Lisa Wilson, Trustee
Diane Zontini, Trustee

Superintendent

Kenneth Janczarek

Dear Board Members,

The midyear progress report for the superintendent will be conducted on December 15th, 2025.

The attached evaluation tool is the same that we have used for the previous two evaluations.

The focus of the midyear progress report is to encourage growth and provide feedback to the superintendent on his performance focused on the content areas in the evaluation tool. The term covers July 1, 2025, through December 10, 2025.

Each of your evaluations should include examples that show your rating in each category and three goals that you would like the superintendent to accomplish before June 15th, 2026.

The schedule for the 2025-2026 midyear progress report is as follows:

- 1- **On November 11th, 2025** -Notification provided to the Superintendent that on December 15th, 2025, that a midyear progress report evaluation will be held. Additionally, reminding the superintendent, that he has the option of open or closed session and his choice must be made in writing to the Board President no later than December 10th, 2025.
- 2- **On November 24th, 2025**, the Superintendent will present a self-evaluation presentation. This will be done, at the discretion of the Superintendent, in either closed or open session.
- 3- **December 10th, 2025** – Board Members complete their Mid-Year Evaluations and turn the evaluations into the Board President.
- 4- **December 15th, 2025** – The Board will conduct a mid-year evaluation of the Superintendent. The evaluation will be completed in either open or closed session.

Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jared Maynard', is written over a horizontal line.

Jared Maynard
Board President

SUPERINTENDENT EVALUATION SYSTEM

Introduction

The Michigan Revised School Code requires the Boards of School Districts and Intermediate School Districts to annually evaluate their Superintendents. This Superintendent Performance Evaluation Tool evaluates a Superintendent's performance across six Components: (1) Visionary Leadership; (2) Policy and Governance; (3) Instructional Leadership; (4) Communication and Community Relations; (5) Organizational Management; and (6) Professionalism and Ethics.

These Components reflect the expectation that an effective Superintendent is a competent manager and instructional leader who continuously develops in those roles by constantly seeking to acquire new knowledge and skills. In addition, effective Superintendents are expected to exercise good professional judgment and to use these Components to inform and improve their own practice.

This Evaluation Tool has been revised to reflect the 2023 legislative amendments to the Revised School Code. This Evaluation Tool is a performance Growth Tool to provide constructive feedback to the Superintendent and to promote growth between the Board of Education and the Superintendent. The 2023 legislative amendments include certain requirements that fall outside of the evaluation tool; those requirements are not addressed within the revised Evaluation Tool.

The revisions to this Evaluation Tool pursuant to the 2023 legislative amendments merge the growth aspect of this Evaluation Tool with the recent statutory amendments. The revised Evaluation Tool maintains four performance ratings for the six components, which promotes evaluator calibration and consistent application of the evaluation criteria. However, pursuant to the amended statutory requirements, there are three overall evaluation ratings. The overall evaluation rating is reported to the state.

Additionally, the legislative amendments provide that if the Superintendent is rated as highly effective or effective on 3 most recent consecutive evaluations, the school district or intermediate school district may choose to conduct an evaluation biennially instead of annually. [MCL 380.1249b(1)(m).] The performance evaluation system must include a midyear progress report each year that a school administrator (including a Superintendent) is evaluated. The midyear progress report must include specific performance goals for the remainder of the calendar year, that are developed by the Board or the Board's designee and any recommended training identified by the individual or designee that would assist the Superintendent in meeting these goals. [MCL 380.1249b(1)(n).]

The revised Evaluation Tool also removes Component 7, pursuant to the legislative amendments removing the requirement that the portion of administrator evaluations not based on student growth or on an evaluation tool be based on specific statutory factors. Previously, Section 1249b required that the portion of the evaluation that was not based on student growth and assessment data or the evaluation tool be based on specific factors, including the administrator's proficiency in using the evaluation tool for teachers; the progress made by the school district in meeting the goals set forth in the school or school district's improvement plan; pupil attendance in the school or school district; and student, parent, and teacher feedback. The 2023 legislative amendments removed this requirement. However, the statutory factors that were previously listed in Section 1249b are incorporated into Components 1 – 6 of the Evaluation Tool.

SUPERINTENDENT EVALUATION SYSTEM

Instructions

1. The midyear progress report must be completed each year the Superintendent is evaluated. The midyear progress report must be used as a supplemental tool to gauge the Superintendent's improvement from the preceding evaluation and to assist the Superintendent to improve.
 - a. The midyear progress report must include specific performance goals for the remainder of the calendar year that are developed by the Board and Superintendent, and any recommended training that would assist the Superintendent in meeting these goals.
 - b. The Board shall develop, in consultation with the Superintendent, a written growth plan that includes these goals and training and is designed to assist the Superintendent to maintain and/or improve his or her rating.
 - c. The performance goals may include a continuation of pre-existing goals applicable to the Superintendent.
2. When the Board is prepared to evaluate the Superintendent, a copy of the Superintendent Evaluation packet should be provided to each Board member. Each Board member should follow these instructions:
 - a. For each Component in the Performance Evaluation Tool, read the introduction and performance indicators. These indicators are intended to provide objective examples of the characteristics and/or actions an effective Superintendent would exhibit with respect to this Component.
 - b. Determine a rating for your Superintendent with respect to each Component. Check the rating you have chosen (Exemplary, Effective, Developing, or Needing Support).
 - c. Provide comments in support of your rating. These comments will be helpful during the Board discussion when the Superintendent's overall evaluation rating is determined. The comments may include specific examples of actions or behavior, general thoughts or impressions, or feedback from parents, students, or staff.
 - d. To the extent you have the information necessary to do so, rate the Superintendent on the Student Growth and Assessment portion of the evaluation. Provide comments in support of your ratings.
 - e. Submit your individual forms to the Board President. The individual forms will be used by the Board President to facilitate the discussion about the Superintendent's performance during the Board meeting; the forms should not be retained following the meeting. While the Board's final evaluation of the Superintendent is subject to disclosure under the Freedom of Information Act, the forms used by individual Board members are not. See MCL 15.243(1)(m).
3. At the meeting at which the Superintendent evaluation is scheduled to be discussed, the Superintendent may request a closed session for the purpose of considering his or her evaluation. The Superintendent may remain present.
4. During the open or closed meeting, the Board President should facilitate a conversation about the Superintendent's performance, using the individual Board members' evaluation forms as guidance.
5. The Board should reach a consensus with respect to a rating for each Component and on the student growth and assessment portion of the evaluation. The Board should then follow the instructions herein to determine an overall rating for the Superintendent's evaluation.
6. The Board should adopt a final overall evaluation rating. Even if the meeting is held in closed session, the Board's decision to adopt an overall evaluation rating must be made in open session. See MCL 15.263. The Board President may wish to include comments that represent a consensus of the Board.

Midyear Progress Report and Written Growth Plan

GOAL #1: _____

GOAL #2: _____

GOAL #3: _____

RECOMMENDED TRAINING (IF ANY IS AVAILABLE OR NEEDED): _____

COMPONENT 1: VISIONARY LEADERSHIP

As the District's educational leader, the Superintendent must articulate a strong vision for continuous improvement throughout the School District. This standard evaluates the Superintendent's focus on shaping the District's culture of teaching and learning and setting high expectations for students and staff.

Performance Indicators:

Do not rate individual indicators. These are listed only to help you think about the standard.

This Component evaluates whether the Superintendent:

- 1.1 Collaboratively develops and implements a shared vision and mission.
- 1.2 Creates and implements plans to achieve the District's vision and goals.
- 1.3 Collects and uses data to identify goals, assess organizational effectiveness, and promote organizational learning.
- 1.4 Promotes continuous and sustainable improvement.
- 1.5 Monitors and evaluates progress and revises plans as needed.

Exemplary	Effective	Developing	Needing Support
▪ Articulates a clear and coherent vision for the District through words and actions. ▪ Exhibits the disposition of a learner, practices and applies new learning to further the mission of the District and the vision of the District. ▪ Leadership actions, staffing and resources are clearly aligned to invest in the accomplishment of the vision. ▪ The vision is lively and evident in the culture, focused on student learning and articulates the excellence that distinguishes student performances throughout the District.	▪ Clearly communicates the District's vision to others in both writing and speech. ▪ Works to create alignment within actions, staffing and resources designed to engage stakeholders in the vision. ▪ Exhibits the disposition of a learner, practices and applies new learning to further the mission of the District and the vision of the District. ▪ The District vision is focused on student learning.	▪ References the District vision and is beginning to develop a plan for aligning resources, actions and staffing to that vision. ▪ Is occasionally engaged in learning and sometimes incorporates new ideas to support the vision.	▪ Little or no evidence exists of a District vision implemented in the work of the District. ▪ Actions, staffing and resources have little connection to a vision. ▪ It is difficult to know what the District stands for.

Component 1 Rating (Check One):

Exemplary

Effective

Developing

Needing Support

Comments:

COMPONENT 2: POLICY AND GOVERNANCE

The Superintendent has a critical role in promoting effective shared governance. This standard evaluates the Superintendent's ability to foster a strong partnership with the Board of Education by engaging in effective two-way communication around a set of mutually agreed-upon expectations. It also evaluates the Superintendent's ability to act in accordance with Board Policies, regulations, and the law, and to understand the system of public school governance.

Performance Indicators:

Do not rate individual indicators. These are listed only to help you think about the standard.

This Component evaluates whether the Superintendent:

- 2.1 Builds trusting, collaborative, and respectful relationships with Board members.
- 2.2 Assists the Board of Education in developing policies and establishes regulations to implement the policies.
- 2.3 Understands the system of public school governance and differentiates between policy-making and administrative roles.
- 2.4 Understands and complies with state and federal laws and mandates, District Policies, collective bargaining agreements, and ethical guidelines.

Exemplary	Effective	Developing	Needing Support
▪ Develops an exemplary system of policy consideration and revision. ▪ The District takes pride in the equitable enforcement of District Policies, particularly Board Policies and Administrative Regulations. ▪ Proactively and effectively engages the Board in the work of advancing organizational goals.	▪ Fully engaged in policy work. ▪ Appropriately and equitably enforces policies. ▪ Demonstrates reasonable value of a healthy working relationship with the Board. ▪ Effectively engages the Board in the work of advancing organizational goals.	▪ Engages minimally in policy work. ▪ Unevenly or inequitably applies District Policies. ▪ Occasionally demonstrates behavior indicating a value of a healthy working relationship with the Board. ▪ Sometimes engages the Board in the work of advancing organizational goals.	▪ Not engaged in work related to policies and does not enforce District policies. ▪ Behavior indicates a lack of value in a healthy working relationship with the Board. ▪ Does not engage the Board in the work of advancing organizational goals.

Component 2 Rating (Check One):

Exemplary

Effective

Developing

Needing Support

Comments:

COMPONENT 3: INSTRUCTIONAL LEADERSHIP

The Superintendent must articulate a vision of what effective instruction looks like and must ensure that the system is aligned to engage every student in great instruction every day. This standard evaluates the Superintendent's skills as the education leader of the District responsible for using best practices to continuously improve and drive the instructional program and to constantly focus the organization on teaching and learning.

Performance Indicators:

Do not rate individual indicators. These are listed only to help you think about the standard.

This Component evaluates whether the Superintendent:

- 3.1 Nurtures and sustains a culture of collaboration, trust, learning and high expectations.
- 3.2 Creates a comprehensive, rigorous and coherent curricular program.
- 3.3 Creates a personalized and motivating learning environment for students.
- 3.4 Develops assessment and accountability systems to monitor student progress and the impact of instruction.
- 3.5 Develops the instructional and leadership capacity of staff.
- 3.6 Establishes an effective professional development system for staff that is aligned with their responsibilities for teaching and learning.
- 3.7 Develops and nurtures a culture in which staff members are reflective about their practice and use student data, current research, best practices, and theory to continuously adapt practice and achieve improved results. Models these behaviors in the Superintendent's own practice.

Exemplary	Effective	Developing	Needing Support
▪ Demonstrates a deep understanding of quality instruction and is continually expanding his or her own expertise in instruction. ▪ Skillfully guides, supports, nourishes and nurtures teachers in their instructional improvement. ▪ Creates structures for observing and analyzing instruction and for making practice public as a way to deepen a shared understanding of practice within the District. ▪ Uses data about teaching practice to guide specific improvement efforts.	▪ Actively developing expertise about quality instruction and is able to recognize and describe high quality teaching. ▪ Actively developing the expertise to influence and mobilize action among teachers within the complex culture of the District and wider professional community. ▪ Teachers are observed and given face-to-face feedback by an administrator based on the observation.	▪ Participates in professional development based on feedback and student performance data. ▪ Participation in District-led professional development is inconsistent. ▪ Teacher planning teams occasionally meet but there is not a common structure used for facilitating this work.	▪ A shared understanding of instruction is not evident in the district. ▪ Professional development is infrequent and is not connected to student or staff performance data. ▪ A year-long plan for professional development of the District does not exist or is inadequate. ▪ There are no or few effective teacher planning teams. ▪ There is no consistent system in place for teacher observation and feedback.

Component 3 Rating (Check One):

Exemplary

Effective

Developing

Needing Support

Comments:

COMPONENT 4: COMMUNICATION AND COMMUNITY RELATIONS

The Superintendent is a key voice for the District and sets the stage for open communication by requesting and responding to community feedback. This standard evaluates the Superintendent's ability to communicate effectively with the broader community, including staff, students, and parents/guardians, and to actively engage the community in productive partnerships. It also focuses on the Superintendent's advocacy on behalf of the District with other government and community officials.

Performance Indicators:

Do not rate individual indicators. These are listed only to help you think about the standard.

This Component evaluates whether the Superintendent:

- 4.1 Demonstrates effective communication skills (written, verbal and non-verbal contexts, formal and informal settings, large and small groups and one-on-one environments).
- 4.2 Collaborates with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources.
- 4.3 Promotes the learning and growth of all students and the success of all staff through effective partnerships with families, community organizations, and other stakeholders that support the mission of the District.
- 4.4 Understands the role of media in shaping and forming opinions and engages the media to promote the District's interests.

Exemplary	Effective	Developing	Needing Support
- Communicates key information to stakeholders in an appropriate and timely manner. - Alert to potential issues; predicts and shares possibilities with School Board in advance. - Constituent groups report a positive relationship with District leadership. - Has influence in the District and beyond in supporting student learning.	- Keeps staff, students and parents informed on a regular basis. - Communication with individuals and groups is seen as clear and effective. - The majority of staff and students identify positively with District leadership. - Works as a member of a District team to positively influence education decisions.	- Advocates for some students and families. - Stakeholders frequently feel out-of-the-loop. - Many staff members do not feel positive about District leadership. - Staff and students do not feel stimulated to do their best work.	- Ineffective in communication with staff, parents and students. - Staff and students feel undermined by the lack of leadership in the school. - Not aware of the undercurrents with staff or the District environment.

Component 4 Rating (Check One):

Exemplary

Effective

Developing

Needing Support

Comments:

COMPONENT 5: ORGANIZATIONAL MANAGEMENT

As Chief Executive Officer, the Superintendent is responsible for the management of the District's resources while providing a successful learning environment for students and a productive workplace for staff. This standard evaluates the Superintendent's success in managing the District's resources in an efficient, effective, and transparent manner that demonstrates prudent fiscal stewardship and an ability to adapt to emerging challenges.

Performance Indicators:

Do not rate individual indicators. These are listed only to help you think about the standard.

This Component evaluates whether the Superintendent:

- 5.1 Obtains, allocates, aligns, and efficiently uses human, fiscal and technological resources.
- 5.2 Monitors and evaluates the management of operational systems.
- 5.3 Makes sound fiscal decisions, in line with the District's strategic goals, and establishes clear and transparent systems of fiscal control and accountability.
- 5.4 Promotes and protects the welfare and safety of students and staff.

Exemplary	Effective	Developing	Needing Support
- Establishes a clear set of standard operating procedures and routines that exemplify the district vision and values and maximize the opportunity for each student's learning. - Students and staff are able to articulate expectations and inspired to strive for excellence in conduct and performance. - Students and staff hold each other accountable for high quality performance. - Develops and manages a budget that maximizes the learning goals of the District. - Supportive partnerships are developed and managed to enhance learning experiences.	- Establishes a clear set of operating procedures for effective operation of the district. - Discipline of students is handled fairly, and consequences are used to maximize student learning. - Students and staff are held accountable for their performance and conduct. - The annual budget is adhered to with approved variances.	- Expectations for staff and students are inconsistent and not well known. - The daily operating procedures are occasionally followed but are frequently changed. - The budget does not support the District's priorities and budget category limits are not always followed.	- Management of the operations of the District is poor or non-existent. - The District is disorderly, disorganized and there is a feeling that the district is "out-of-control." - Budget guidelines are not adhered to and/or the budget is not related to a vision for the District.

Component 5 Rating (Check One):

Exemplary

Effective

Developing

Needing Support

Comments:

COMPONENT 6: PROFESSIONALISM AND ETHICS

The Superintendent is held to the highest ethical standards of conduct and is expected to require the same of District staff. This standard evaluates the Superintendent's conduct to ensure that the Superintendent acts professionally and consistently with the core values, tenets, mission and vision of the District and models this conduct for District employees.

Performance Indicators:

Do not rate individual indicators. These are listed only to help you think about the standard.

This Component evaluates whether the Superintendent:

- 6.1 Ensures a system of accountability for every student's academic and social success.
- 6.2 Models principles of self-awareness, reflective practice, transparency and ethical behavior.
- 6.3 Safeguards the values of democracy, equity and diversity.
- 6.4 Promotes social justice and ensures that individual student needs inform all aspects of schooling.

Exemplary	Effective	Developing	Needing Support
- Operates with an ethic of excellence and is grounded in shared district values for how to do the work of leadership and learning. - Values are demonstrated each day as students and staff experience deep respect, as complex decisions are made with integrity, kindness, compassion and courage. - Works for equity and social justice by raising rigor for all and simultaneously closing opportunity gaps. - Demonstrates a high-level of self-awareness and regularly reflects on practice to improve.	- Treats students and staff fairly and shows respect at all times. - Is grounded in shared District values for how to do the work of leadership and learning. - Acts to support all students and staff to raise academic rigor while simultaneously closing opportunity gaps. - Demonstrates self-awareness and uses reflection to improve practice.	- Actions and intentions are not always clear and transparent. - Fairness to staff and students is frequently raised as an issue. - Reflects on practice but does not always implement changes from that learning.	- Actions and intentions are not always grounded in shared District values. - Has demonstrated inconsistent or unethical behavior and does not always stand by their word. - Is not self-aware and does not reflect on their practice.

Component 6 Rating (Check One):

Exemplary

Effective

Developing

Needing Support

Comments:

PERFORMANCE EVALUATION TOOL

OVERALL RATING

1. Transfer your ratings from the Components to this page.

Component 1: Visionary Leadership

Exemplary	Effective	Developing	Needing Support
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Component 2: Policy and Governance

Exemplary	Effective	Developing	Needing Support
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Component 3: Instructional Leadership

Exemplary	Effective	Developing	Needing Support
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Component 4: Communication and Community Relations

Exemplary	Effective	Developing	Needing Support
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Component 5: Organizational Management

Exemplary	Effective	Developing	Needing Support
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Component 6: Professionalism and Ethics

Exemplary	Effective	Developing	Needing Support
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2. Come to a consensus as a Board with respect to an overall rating on the evaluation tool component.

Overall Rating on the Performance Evaluation Tool (Check One):

Exemplary*	Effective	Developing	Needing Support
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Comments:

* Although this Evaluation Tool maintains four performance ratings, an overall performance evaluation rating of exemplary will be reported as “effective” pursuant to the 2023 legislative amendments.

STUDENT GROWTH AND ASSESSMENT DATA

Pursuant to Michigan's Revised School Code, beginning in the 2024-2025 school year, 20% of a Superintendent's annual evaluation must be based on student growth and assessment data. The legislative amendments to Section 1249b no longer mandate that for a central office school administrator, student growth be measured by the aggregate student growth and assessment data that are used for the entire school district or intermediate school district. However, our tool is designed to continue to use the aggregate student growth and assessment data, which is operationalized by applying the mid-point of the entire school district or intermediate school district, for the underlying policy reasons and because this Evaluation Tool is a growth tool – student growth derives from the performance of teachers and students, not by directives.

A teacher's student growth and assessment data must be based on multiple measures, which may include student learning objectives, achievement of individualized education program ("IEP") goals, national or local-assessments, research-based growth measures, alternative assessments, or student learning objectives. Often, teachers and administrators agree at the beginning of the school year to the student growth and/or achievement goals by which the teacher will be rated.

Student Growth and Assessment Rating for Teachers:

The aggregate student growth and assessment data that are used in teacher annual year-end evaluations for the entire school district or intermediate school district found the District's teachers achieved the following average student growth and assessment rating (Check One):

Exemplary

Effective

Developing

Needing Support

Student Growth and Assessment Rating for Superintendent:

The Superintendent's student growth and assessment rating is consistent with the teachers' rating and is therefore: (Check One):

Exemplary

Effective

Developing

Needing Support

Comments:

DEVELOPING A FINAL RATING

1. The Superintendent's overall evaluation rating is based on two categories:
 - a. The Superintendent's rating by the Board on the performance evaluation tool; and
 - b. The Superintendent's rating on student growth and assessment.
2. Check the rating determined by the Board for each of these categories:

Performance Evaluation Tool:

Exemplary* Effective Developing Needing Support

Student Growth and Assessment:

Exemplary* Effective Developing Needing Support

3. The Superintendent's overall evaluation rating is calculated by first converting the performance evaluation tool and student growth and assessment ratings into numerical values. Each rating has the following numerical values:

Rating	Numerical Score
Exemplary*	3
Effective	3
Developing	2
Needing Support	1

The overall rating is based on consensus.

4. The Superintendent's overall evaluation rating is comprised of 80% of the performance evaluation tool rating and 20% of the student growth and assessment rating. Follow the steps below to determine your Superintendent's final rating:

	Rating (exemplary, effective, developing or needing support)	Numerical Score (3, 2, or 1 - see table above)	
Performance Evaluation Tool			x 8.0 = _____
Student Growth and Assessment			x 2.0 = _____
	Sum of above two numbers: _____		

* Although this Evaluation Tool maintains four performance ratings, an overall performance evaluation rating of exemplary will be reported as "effective" pursuant to the 2023 legislative amendments.

Find your sum in the range below to determine the Superintendent's overall evaluation rating.

30-23	22-15	14-10
Effective	Developing	Needing Support

FINAL OVERALL EVALUATION RATING

Overall Evaluation Rating (Check One):

Effective

Developing

Needing Support

The Board, having reached a consensus on an overall evaluation rating at an open or closed meeting (the Board may meet in closed session at the request of the Superintendent), should adopt the overall evaluation rating at an open meeting.

Board Comments:

Updated: May 2024

BOARD NORMS

1. Arrive at meetings on time, prepared, and ready to do the work of the district.
2. Engage in decision-making with a "Students First" mindset and keep student achievement as the main focus of Board actions.
3. After a motion on an important or controversial agenda item has been made and seconded, Board members are encouraged to share their perspective quickly and concisely on how they intend to vote in order to provide transparency to the community.
4. Engage in responsible, intentional, respectful, and continuous relationship building with Board members, the superintendent, and all other stakeholders.
5. The Board speaks with one voice. Trustees who are in the minority agree to support Board decisions when action is taken.

GENERAL PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

ADJOURNMENT

Motioned by: _____ Supported by: _____ Time: _____