

**PLYMOUTH-CANTON COMMUNITY SCHOOLS
POLICY ADVISORY COMMITTEE
AGENDA**

454 S. Harvey St., Plymouth MI 48170

2nd Floor Collaboration Room

April 28, 2026

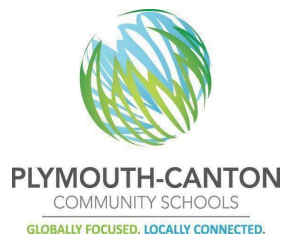
5:00 pm

- Welcome
- Citizen's Comments
- Minutes from Policy Meeting on 3/24/26
- Review Policy Vendor
- Policy Timeline

Policies Reviewed Scheduled for Board Reading		PAC Approved	First Reading	Second Reading
6320	Purchasing	11/25/25	12/9/25	1/13/26
6325	Procurement-Federal Grants/Funds	11/25/25	12/9/25	1/13/26
2414	REPRODUCTIVE HEALTH AND FAMILY PLANNING	8/26/25	9/9/25	9/24/25
6550	TRAVEL PAYMENT & REIMBURSEMENT	6/24/25	8/12/25	8/26/25
7310	Disposition of Surplus Property	5/27/25	6/10/25	6/24/25
7450	Property Inventory	5/27/25	6/10/25	6/24/25
1623	Section 504/ADA Prohibition against Disability Discrimination	3/11/25	4/22/25	5/22/25
2260.01	Section 504/ADA Prohibition against Disability Discrimination	3/11/25	4/22/25	5/22/25
5517	Section 504/ADA Prohibition against Disability Discrimination	3/11/25	4/22/25	5/22/25

6110	Grant Funds	3/11/25	4/22/25	5/22/25
6111	Internal Controls	3/11/25	4/22/25	5/22/25
6112	Cash Management of Grants	3/11/25	4/22/25	5/22/25
6114	Cost Principles-Spending Federal Funds	3/11/25	4/22/25	5/22/25
0167.3	Public Participation at Board Meetings	3/11/25	4/8/25	4/22/25
4110	Conflict of Interest	3/11/25	4/8/25	4/22/25
3110	Conflict of Interest	3/11/25	4/8/25	4/22/25
1130	Conflict of Interest	3/11/25	4/8/25	4/22/25
8321	Criminal Justice Information Security	3/11/25	4/8/25	4/22/25
7440.03	SMALL UNMANNED AIRCRAFT SYSTEMS	2/25/25	3/11/25	4/8/25
5340	STUDENT WELFARE AND ACCIDENTS	2/25/25	3/11/25	4/8/25
3120.08-4120.0	EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES	12/10/24	1/14/25	1/28/25

- **Old Business**
 - Policy 7520-Use Of School Facilities
- **New Business**
 - Policy Committee Information Sheet
- **Future Scheduled Meeting Dates**
 - May 26, 2026
 - June 23, 2026



Policy Advisory Committee Meeting Minutes

Plymouth-Canton Community Schools
March 24, 2026 – 5:30 p.m.
Meeting Location: Collaboration Conference Room
454 S. Harvey, Plymouth, MI 48170

Committee Attendees: Anupam Sidhu, Abdul Madyun, Dr. Monica Merritt,
Sebastien Ostertag, Loren Khogali, Olivia Mattson (SVA Member)
and Hadi El-Sheikh (SVA Member)

Others Present: John Kava, Lisa Rasmussen, Tarek Tarmoom (SVA Member), Jennifer Vos,
Laurie Mayers, Joseph Tollefson and Michelle Moustakas

The meeting was called to order at 5:34 p.m. Member Sidhu welcomed the group

1. Citizens Comments: Michelle Moustakas representing CAPES (Canton and Plymouth Education Squad), spoke about the need for students to feel safe, secure and valued. She attended a community forum which spoke about the impact on local immigrants and deportation, focusing on students left behind. Ideas were shared during the forum and a suggestion was made to start with the schools. Ms. Moustakas shared that CAPES has more ideas in addition to the district's procedures and policies.

2. The Meeting Minutes from February 24, 2026 were approved as amended

4. Policy Service Discussion:

The group continued its discussion of the two presentations given at the January Policy Committee meeting regarding policy development and support services. The district has experienced challenges with Neola, its current policy consulting firm, and is exploring the possibility of partnering with a different company moving forward. The discussion focused on factors such as cost, the ease of transitioning from Neola to another firm, and the ability of a new consultant to provide high-quality service, guidance, and support. The committee remains focused on identifying the consulting firm that best meets the district's needs.

5. Old Business:

Policy 7510 - USE OF SCHOOL FACILITIES

Due to time constraints, this policy will be brought back to the committee for further discussion.

7. Future Scheduled Meeting Dates:

April 28, 2026 - 5:00 p.m.

May 26, 2026 - 5:30 p.m.

June 23, 2026 - 5:30 p.m.

The meeting was adjourned at 6:27 p.m.

Book	Policy Manual
Section	7000 Property
Title	Copy of USE OF SCHOOL FACILITIES
Code	po7510
Status	
Adopted	August 23, 1993
Last Revised	June 27, 2017

7510 - USE OF SCHOOL FACILITIES

The Board of Education ~~believes~~ **recognizes** that the school facilities of this District ~~should be made available~~ **are valuable community assets and encourages their responsible use** for school and community purposes, provided that such use does not ~~infringe on the original and necessary purpose of the property or~~ interfere with the ~~educational program of the schools~~ **and is harmonious with the purposes of this District, primary educational mission, disrupt school operations, or conflict with the designated programmatic use of a facility.**

The Board ~~will permit~~ **authorizes** the use of school facilities when ~~such permission has been~~ **is** requested ~~according to appropriate through established~~ procedures by a responsible organization or ~~a group of citizens~~ and has been approved by the Superintendent or ~~their~~ designees. **All requests must comply with administrative guidelines outlined in Administrative Guideline 7510A.**

~~District facilities shall be available for the below listed uses. When there are competing interests for the use of facilities, approval will be given according to the following priorities:~~

District facilities are available for rental and non-rental uses, prioritized as follows in cases of competing interests.

Non-rental use includes casual, informal, or drop-in community access permitted under District guidelines.

Rental use includes scheduled, organized, or exclusive use of District facilities requiring advance approval and applicable fees under the District's Facility Rental Program.

- ~~A.~~ **1. School-Related Activities:** Uses directly related to the schools and the operations of the schools.
- ~~B.~~ **2. School-Affiliated Groups:** ~~uses and groups indirectly related to the schools~~ Activities indirectly related to schools, such as parent-teacher organizations.
- ~~C.~~ **3. Civic Functions:** Voter registration and elections. ~~uses for voter registration and elections~~
- ~~D.~~ **4. Employee Associations:** Meetings of employee associations.
- ~~E.~~ **5. Municipal Agencies:** Activities by local municipal government departments. ~~department or agencies of the municipal government~~
- ~~F.~~ ~~other governmental agencies~~
- ~~G.~~ **6. Community Organizations:** Nonprofit groups formed for charitable, civic, social, religious, recreational, or educational purposes, with at least 75% of members residing within the Plymouth-Canton Community Schools' boundaries. ~~community organizations or group of individuals formed for charitable, civic, social, religious, recreational, or educational purposes~~
- ~~H.~~ **7. Commercial Organizations:** Approved profit-making entities, subject to additional fees and restrictions. ~~commercial or profit-making organizations~~

Time Limitations on Community Use (Non-Rentals)

The District allows community members to use its facilities for **non-rental purposes** (e.g., casual, drop-in, or informal community use) when they are not being used for school activities or approved rentals. To protect the safety of users and preserve facilities for their intended purposes, non-rental community use is limited to specific hours and subject to established guidelines.

- Non-rental community use of District facilities is limited to the following times, when facilities are not otherwise scheduled for District or rental purposes:
 - **Weekdays:** 6:00p.m. - 9:00 p.m.
 - **Saturdays:** 9:00a.m. - 3:00p.m.
 - **Sundays and District holidays:** Closed to community use, unless expressly approved by the Superintendent or designee.
- Community use of facilities with a **specific intended purpose** (e.g., gymnasiums, performing arts centers, athletic fields, media centers, specialized labs) shall not be permitted during school seasons or periods when the facility is scheduled or reasonably anticipated to be used for its primary school-related function.
- The Superintendent or designee shall publish an **annual restricted-use calendar** identifying periods of limited or prohibited community access for specific facilities.
- Exceptions may be granted if such use does not interfere with the intended programmatic use of the facility, and if adequate staffing, security, and custodial coverage are available.

Note: This section applies only to non-rental use. Individuals or groups wishing to reserve or rent District facilities for organized events, practices, or programs must follow the District's facility rental procedures and pay applicable fees.

The use of school facilities shall not be granted for:

- A. private social functions ~~and~~ i.e. wedding receptions, birthdays, anniversaries, funeral visitations, or showers;
- B. any purpose which is prohibited by law.

Notwithstanding the foregoing, a District-owned facility that is no longer used primarily for public school purposes and that is operated by a third party pursuant to the terms of a written operating agreement may be used for private social functions, as may be permitted by the operator of the facility, and in strict accordance with the provisions of Administrative Guideline.

The Superintendent shall develop administrative procedures for the granting of permission to use District facilities including a schedule of fees. Such procedures are to include the following:

- A. Each user shall be responsible for all the regulations listed in the administrative procedural guide and may be required to other stipulations as listed in the administrative procedural guide or present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative procedures.
- B. Use of school equipment in conjunction with the use of school facilities must be specifically requested according to appropriate procedures when permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
- C. Users shall be financially liable for damage to the facilities and for proper chaperonage.
- D. Users shall be charged for the use of buildings and/or equipment according to the District's "Use of Facility Fee Schedule."

No liability shall attach to this District, any employee, officer, or member of this District specifically as a consequence of permitting access to these facilities.

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Policy Committee Information Sheet

Policy Service Transition: Attorney Support, Implementation Process, and District Feedback

Purpose

The Policy Committee requested additional information regarding attorney support and implementation assistance as the District considers transitioning from its current policy service to a new provider. Specifically, the Board asked whether the District would have one attorney assigned to support the transition and one attorney assigned for ongoing policy updates and questions.

This information sheet summarizes the responses received from Thrun Law, Miller Johnson, and peer districts that have experience with both policy services. It has also been updated to include Miller Johnson's implementation process based on the policy overview handout provided to the District.

1. Attorney Support During Transition and Ongoing Policy Updates

Thrun Law

Thrun Law explained that the District would not be assigned a single attorney as the sole point of contact for policy-related questions. Instead, the District would submit questions to Policy@ThrunLaw.com, and Thrun would route the question to the appropriate attorney or practice group.

Thrun's rationale is that board policies cover many different areas of school governance and often require different legal expertise. For example:

- 5000 Series — Student Issues: questions would typically be handled by attorneys in Thrun's Student Issues practice group.
- 4000 Series — Labor and Employment: questions would typically be handled by attorneys in Thrun's Labor and Employment practice group.

Thrun indicated that this structure allows questions to be answered by attorneys with the most relevant expertise, rather than relying on one general contact person to address every policy area.

Miller Johnson

Miller Johnson uses a more centralized point-of-contact model. The District would have one primary point of contact, Kevin Sutton, for policy service support.

Feedback from districts using Miller Johnson suggests that the attorneys are accessible, responsive, and supportive in school matters.

2. What Is Included in the Cost of the Policy Service?

Thrun Law

Thrun clarified that the cost of the policy manual includes attorney responses to future general questions about the meaning, purpose, general implications, implementation, and interpretation of District policies.

For Plymouth-Canton Community Schools, Thrun provided the following detailed cost breakdown based on the District's status as a Thrun retainer client:

- Comprehensive Thrun Policy Manual: \$8,000
- Thrun Administrative Guidelines and Forms package: \$4,500
- Thrun Model Student and Employee Handbooks package: \$1,500
- Total first-year cost if all components are purchased: \$14,000
- Optional purchase structure: the Administrative Guidelines/Forms and Handbooks are helpful but optional; the District may purchase the policy manual now and purchase the additional packages later.
- Billing: initial costs would be added to the District's monthly invoice upon submission of the order form.

The only recurring Thrun cost is the annual policy update subscription, which is billed in June and costs up to \$2,750 annually. The amount could be less in a year when few or no updates are needed. That single annual update cost includes updates for policies, administrative guidelines, forms, and handbooks, including the annual June update and any smaller mid-year policy updates that may be published during the year.

However, the policy service does not include legal work related to specific matters, such as:

- Particular investigations
- Litigation
- Contract review
- Employee or student discipline matters
- Other legal issues beyond general policy implementation and interpretation

For those matters, the District could hire Thrun attorneys at their regular hourly rate, and those costs would be added to the District's monthly invoice. Thrun stated that the District would not prepay for attorney hours.

Thrun also noted that in-person attorney meetings are available at the attorney's hourly rate, but that is not how the policy service is generally designed to operate. Because the policy manual covers many legal areas, an in-person review of the full manual could require attorneys from several practice groups and would likely be less cost-effective.

Miller Johnson

Miller Johnson's policy overview handout identifies a flat-fee structure for the initial policy work:

- Policy Manual: \$6,500
- Administrative Regulation Manual: \$11,000
- Total Initial Investment: \$17,500
- Annual update fee: \$4,000, estimated beginning November 2027

The overview also indicates that updates are provided two or more times per year and sent as needed.

3. Implementation Process

Thrun Law

Once the District submits the order form, Thrun indicated that the first and main step would be using the Policy Implementation Checklist to review and customize the policy manual to fit the District's needs.

Thrun also offers free Policy Implementation Meetings, with upcoming meetings scheduled for June 11–12. During those meetings, Thrun attorneys walk districts through the checklist and explain any policies that require local customization.

Thrun's recommended process is:

- Submit the order form.
- Use the Policy Implementation Checklist to review the manual.
- Attend or view the Policy Implementation Meeting.
- Submit questions to Policy@ThrunLaw.com.
- Thrun routes questions to the appropriate attorney or practice group.
- Attorneys follow up individually as needed.

Miller Johnson

Miller Johnson's implementation process appears to be built around creating a more streamlined, district-specific policy structure rather than simply replacing one standard policy book with another.

Based on the Miller Johnson policy overview handout, the implementation process includes the following action steps:

- Provide base policies and administrative regulations.
- Include everything required under the law.
- Tailor the policy manual and administrative regulations to meet District-specific needs.
- Draw a clear line between Board policy and administrative regulations.
- Remove administrative regulations from the Board Policy Manual and place them in a separate Administrative Regulation Manual.

Miller Johnson describes the end product as two documents: a Policy Manual and an Administrative Regulation Manual. The stated purpose is to make the manual more manageable, user-friendly, legally compliant, and focused on the District's specific interests and priorities.

The role of legal counsel, as described in the handout, is not to impose a standard set of policies, tell the District or Board what its priorities should be, or craft a one-size-fits-all document. Instead, Miller Johnson's role is to work collaboratively, provide insights and examples, help integrate District and Board priorities into policy, and remain available throughout the process.

4. Peer District Feedback

Wayne-Westland

Wayne-Westland currently uses Miller Johnson. Feedback received was positive. The HR professional stated that they are pleased with the service and described Kevin Sutton and Bob as down-to-earth, responsive, very accessible, and supportive in school matters.

They also noted that Miller Johnson provides routine legal updates. The same HR professional previously worked in a district that used Thrun and stated that Thrun was also a good choice and reliable. Their overall feedback was that both Miller Johnson and Thrun are solid choices.

Van Buren

Van Buren transitioned from Neola to Thrun several years ago. I was part of that transition while working in Van Buren. Recent feedback from Van Buren indicates that they remain happy with Thrun's update process and find Thrun to be responsive.

Garden City

Garden City transitioned from Neola to Miller Johnson a couple of years ago. Their feedback was also positive. They shared that Adam Blaylock led the school board and cabinet team through the transition and described the process as seamless.

5. Summary Comparison

Topic	Thrun Law	Miller Johnson
Attorney contact model	Central policy email with questions routed to the appropriate attorney/practice group.	One primary point of contact, Kevin Sutton.
Rationale	Policies cover multiple legal areas and require different attorney expertise.	Centralized contact model for accessibility and continuity.
General policy questions included	Yes, for meaning, purpose, general implications, and implementation.	Policy overview emphasizes legal counsel availability, collaborative support, insights, and examples.
Specific legal matters included	No; billed separately at hourly rate.	Specific legal matters would likely also be billed separately.
Implementation support	Policy Implementation Checklist, implementation meetings, recorded video, attorney follow-up.	Base policies and administrative regulations; legally required content; District-specific tailoring; separation of policy and administrative regulations into two manuals.
End product	Customized Thrun policy manual based on implementation checklist.	Two documents: Policy Manual and Administrative Regulation Manual.
Update process	Questions submitted to Policy@ThrunLaw.com and routed to appropriate attorneys.	Updates sent two or more times per year as needed; annual update fee identified in the handout.
Initial cost	Policy Manual: \$8,000; Administrative Guidelines/Forms: \$4,500; Model Student and Employee Handbooks: \$1,500. Total first-year cost if all components are purchased: \$14,000.	Policy Manual: \$6,500; Administrative Regulation Manual: \$11,000. Total initial investment: \$17,500.
Recurring / maintenance cost	Annual update subscription billed in June: up to \$2,750 annually; may be less if few or no updates are needed. Includes policies, administrative guidelines, forms, and handbooks, including mid-year updates.	Annual update fee: \$4,000, estimated beginning November 2027; updates provided two or more times per year as needed.
Peer district feedback	Van Buren is happy with update process and responsiveness.	Wayne-Westland and Garden City provided positive feedback.
Strength	Deep practice-group expertise by policy area.	Single point of contact, collaborative implementation model, and clear separation between Board policy and administrative regulations.

6. Key Takeaways for the Policy Committee

Both Thrun Law and Miller Johnson appear to be strong options, and feedback from peer districts has been positive for both providers.

The primary difference is the attorney support model and implementation structure.

- Cost comparison: Thrun's first-year cost would be \$8,000 for the required policy manual only, or \$14,000 if the District also purchases the optional Administrative Guidelines/Forms and Model Handbooks. Thrun's

recurring annual update cost is up to \$2,750. Miller Johnson's total initial investment is listed as \$17,500, with a \$4,000 annual update fee estimated beginning November 2027.

- Thrun uses a practice-group model, meaning questions are routed to the attorney or team with the most relevant expertise. This may be beneficial when policies involve specialized areas such as student discipline, special education, labor relations, employment, board governance, or school operations.
- Miller Johnson uses a single point-of-contact model, which may provide a more streamlined experience for the District and Board when asking policy questions or navigating updates.
- Miller Johnson's implementation process also emphasizes separating Board policy from administrative regulations, resulting in two documents: a Policy Manual and an Administrative Regulation Manual.
- For Thrun, the policy service includes general policy interpretation and implementation support, but not legal work on specific matters. If the District wanted attorneys to attend in-person meetings or provide legal advice on specific issues, those services would be billed separately at the attorney's hourly rate.
- The District has also reached out to Sparq Data to inquire about pricing for a possible transition to their platform for hosting and managing the new policies.

Overall, based on the feedback collected, both Thrun and Miller Johnson appear to be reliable options for transitioning away from Neola. The Committee may want to focus its discussion on responsiveness, ease of implementation, platform usability, cost, and the type of attorney support structure that would best serve the Board and administration going forward.