

BOARD PACKET

April 17, 2017



Our Vision:

Champion Learning –

Develop, Educate, and Inspire!

BOARD MEETING AGENDA

- A. ROLL CALL
- B. MEETING MINUTES: 3/27/2017
- C. APPROVAL OF AGENDA
- D. SCHOOL PRESENTATIONS
 - 1. Alternative Education & Graduation Rate Update
- E. SUPERINTENDENT UPDATE
- F. STUDENT REPRESENTATIVES UPDATE
- G. PUBLIC PARTICIPATION: *Persons who wish to address the Board may complete a Public Comment Card to be presented to the Board president at the beginning of the meeting. Each speaker is allotted a maximum of 5 minutes unless otherwise notified. Each speaker will be asked to announce his/her name and indicate if he/she represents any organization or agency. No person may speak more than once on the same subject during a single meeting. For further details see our policy on Public Participation at Board Meetings.*
- H. CONSENT ITEMS
 - 1. Personnel – Leave Requests
- I. ACTION ITEMS:
 - 1. MASB Legislative Conference
- J. DISCUSSION ITEMS
 - 1. Reproductive Health Committee Update
 - 2. Summit Base Camp Pilot Program Year two
 - 3. WISD Biennial Election Voting Representative
 - 4. Auditor Engagement Extension
- K. PUBLIC PARTICIPATION: *See Policy 0167.3*
- L. BOARD COMMENTS
- M. INFORMATION ITEMS
 - 1. Nice Job Notes - March
- N. CLOSED SESSION
 - 1. Superintendent Quarterly Evaluation

CALENDAR

- *Tuesday, April 18 – 9am
Finance Committee (DHS)
- *Thursday April 20 – 7pm
Equity / Opportunity Retreat
(WISD – Room Vogel A)
- *Monday, May 8 – 7pm
Board Meeting (Creekside)
- *Monday, May 22 – 7pm
Board Meeting (Creekside)
- *Sunday June 11 – 2pm
Commencement (DHS)

BOARD NOTES
APRIL 17, 2017

A. ROLL CALL

B. MEETING MINUTES (3/27/2017)

C. APPROVAL OF AGENDA

1. Approval of Agenda. Board policy provides that the Superintendent of Schools shall prepare an agenda for all Board meetings as directed by the President of the Board of Education.

* An appropriate motion might be, "I move that the agenda be approved as presented/amended."

D. SCHOOL PRESENTATIONS

1. Alternative Education and Graduation Rate Update

E. SUPERINTENDENT UPDATE

F. STUDENT REPRESENTATIVES UPDATE

- G. PUBLIC PARTICIPATION:** *Persons who wish to address the Board may complete a Public Comment Card to be presented to the Board president at the beginning of the meeting. Each speaker is allotted a maximum of 5 minutes unless otherwise notified. Each speaker will be asked to announce his/her name and indicate if he/she represents any organization or agency. No person may speak more than once on the same subject during a single meeting. For further details see our policy on Public Participation at Board Meetings.*

H. CONSENT ITEMS

1. Personnel – Leave Requests: Your packet contains two requests for leaves of absence during the 2017-18 school year. Kathy Luxon is requesting maternity leave for the first semester. Amy Vimwala is requesting a leave of absence beginning April 24, 2017 and continuing through the end of the 2017-18 school year.

* An appropriate motion might be, "I move that the Board grant the attached requests for leave of absence from Kathy Luxon and Amy Vimawala."

I. ACTION ITEMS

1. MASB Legislative Conference. Your packet contains an email regarding the 2017 MASA/MASB Legislative Conference, which will take place May 2, 2017 in Lansing. Julie Schumaker has proposed that the Board consider approving funds for up to eight Board and community members to attend this conference. This item was discussed at the March 27, 2017 meeting and is presented tonight for action.

* An appropriate motion might be, "I move that the Board of Education approve the funds for up to eight Board and community members to attend the MASB Legislative Conference May 2, 2017 in Lansing."

BOARD NOTES
APRIL 17, 2017

J. DISCUSSION ITEMS

1. Reproductive Health Committee Update. Members of the Reproductive Health Committee will attend the meeting to introduce themselves and to explain the reasons they are requesting an update to the Reproductive Health Curriculum Goals and Objectives as included in your packet.
2. Summit Base Camp Pilot Program Year Two. Your packet includes an executive summary from Executive Director of Instruction Mollie Sharrar regarding the current Summit Learning pilot program for grades six, seven, and eight. This item is presented for discussion purposes this evening.
3. WISD Biennial Election Voting Representative. Your packet contains a memo regarding the WISD biennial election to elect two board members for two six-year terms. By law, the body electing intermediate school district members will be composed of one representative of the board from each constituent district who shall be designated by the constituent board. The election will be held June 5, 2017 at 6:00pm, and the Board of Education adopt a resolution to select its voting representative and identify the candidates it supports between Monday, May 15, and Monday, June 5, 2017. This item is presented for discussion this evening.
4. Auditor Engagement Extension. Your packet includes a memo from Chief Financial Officer Sharon Raschke regarding the extension of the district's contract with Lewis & Knopf for audit services, as well as a proposal to provide auditing services from Lewis & Knopf. This item is presented for discussion this evening.

K. PUBLIC PARTICIPATION: *See Policy 0167.3 for details.*

L. BOARD COMMENTS

M. INFORMATION ITEMS

1. March Nice Job Notes

N. CLOSED SESSION – none

1. Superintendent Quarterly Evaluation

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION
MEETING MINUTES – MARCH 27, 2017**

A. ROLL CALL

Members Present: Daryl Kipke, Dick Lundy, Rob Mitzel, Julie Schumaker, Michael Wendorf, Student Representatives Erin Evans and Rylee Kim

Members Absent: Ron Darr, Barbara Read

Administrative & Supervisory Staff: Sharon Raschke, Barb Santo, Mollie Sharrar, Chris Timmis, Hope Vestergaard

D.E.A.: none

D.E.S.P.A.: none

Transportation: none

Press: Doug Marrin, We Love Dexter

Guests: Greg Brand

The meeting was called to order at approximately 7:05pm by Board President Michael Wendorf.

B. MEETING MINUTES – 3/13/2017

Rob Mitzel made a motion to approve the meeting minutes and closed meeting minutes from 3/13/2017. Julie Schumaker supported the motion. **Motion Carried (unanimous).**

C. APPROVAL OF AGENDA

Board policy provides that the Superintendent of Schools shall prepare an agenda for all meetings as directed by the President of the Board of Education.

Dick Lundy made a motion to approve the agenda. Julie Schumaker supported the motion. **Motion Carried (unanimous).**

D. SCHOOL PRESENTATIONS – none

E. SUPERINTENDENT UPDATE

Superintendent Chris Timmis updated the Board on several items.

- Dexter International Academy: DIA currently has 101 students taking American History. April 10th, the principal of Nankei high school will tour DHS. On April 24th, Chinese teachers who are being mentored by several WISD districts will spend the week shadowing DHS teachers to learn about how American education works.
- Enrollment Update: We are currently out of rooms (teacher stations) in the YF-2 buildings. Kindergarten enrollment may be up, based on interest in the information night this year compared to years past. The superintendent is predicting we will need between zero to four additional rooms for those grades. Portables are one of the options we may have to consider.
- Federal Budget Proposal: The superintendent shared a Michigan Association of School Administrators handout which provides an overview of the current Federal Budget Proposal. MASA recently filed suit against the state of Michigan for the recent legislation that would provide funding for private schools to comply with state mandates.

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION
MEETING MINUTES – MARCH 27, 2017**

F. STUDENT REPRESENTATIVES UPDATE

- Erin Evans noted that Wylie would be having a pajama day with a movie (Spy Kids) to mark the end of March is Reading Month. The HS is prepping for the SAT by “bubbling in” – entering student information and demographic data ahead of the testing date. The girls lacrosse team was having their first home games the evening of March 27th, and the JV won their game 8-5.
- Rylee Kim told the Board that Band Extravaganza was largely successful, though it was a bit warm for some of the performers and two students fainted. The DHS SEC All-Academic Award Students were named: Vedhika Raghunathan, Diana Milne, Philip Rabideau, Caroline Shoopman, Nicholas Preuth.

G. PUBLIC PARTICIPATION – none

H. CONSENT ITEMS

The following consent items were approved in bulk. Dick Lundy made the motion to approve and Julie Schumaker offered support. **Motion Carried (unanimous).**

1. Personnel – New Hire

The Board offered Phil Jacobs a probationary teaching contract for the remainder of the 2016-17 school year.

2. Personnel – Leave Requests

The Board granted two requests for leave of absence for the 2017-18 school year. Lisa Mulder requested the full year and Erin Knotts requested the first semester.

3. February Budget Report

The Board accepted the February Budget Report.

I. ACTION ITEMS

1. Resolution for Preliminary Qualification to Issue Bonds. The Board packet included a resolution for preliminary qualification to issue bonds and the preliminary application that was to be submitted to the state treasurer. Dick Lundy made a motion that the Board of Education approve the attached Resolution for Preliminary Qualification to Issue Bonds. Julie Schumaker supported the motion. **Motion Carried (unanimous).**
2. DTE Easement. Dick Lundy made a motion that the Board of Education approve the attached DTE Easement for the Shield Road bridge project. Daryl Kipke supported the motion. **Motion Carried (unanimous).**
3. Mandarin Language. Dick Lundy made a motion that the Board of Education approve the adoption of Mandarin Language in Elementary World Cultures. Julie Schumaker supported the motion. **Motion Carried (unanimous).**
4. Administrator Salary Approval. Dick Lundy made a motion that the Board approve the attached administrator salary and level placements. Daryl Kipke supported the motion. **Motion Carried (unanimous).**
5. Superintendent Evaluation Process. Rob Mitzel made a motion that the Board approve the revised Superintendent Evaluation Process. Dick Lundy supported the motion. **Motion Carried (unanimous).**

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION
MEETING MINUTES – MARCH 27, 2017**

6. Approve A.P. Statistics Course. Daryl Kipke made a motion that the Board approve the addition of an A.P. Statistics course at Dexter High School. Julie Schumaker supported the motion. **Motion Carried (unanimous)**.

J. DISCUSSION ITEMS

1. Communications Survey Results. Superintendent Chris Timmis shared with the Board the results of the recent communications survey of community members conducted by Banach, Banach, & Cassidy. The primary means that information about the district is shared is through word of mouth. 93% of respondents would give the district an A or B grade. 82% of respondents felt very well-informed about district goings-on. 95% of people would recommend Dexter Community Schools to others.
2. Alternative Education Space. Code analysis of district property at 8100 Shield Rd. indicates it would not be cost-effective to convert it to teaching space. The district is exploring other options, including building something new that could house Alternative Education and space for afterschool programs such as robotics.
3. MASB Legislative Conference. Julie Schumaker is proposing that the board consider approving funds for up to eight Board members and community members to attend the MASA/MASB Legislative Conference May 2, 2017. This item will be added to the next meeting Action's agenda.

K. PUBLIC PARTICIPATION – none

L. BOARD COMMENTS – none

M. INFORMATION ITEMS

1. Nice Job Notes - February

N. CLOSED SESSION - none

A motion was made by Dick Lundy and seconded by Daryl Kipke to adjourn the meeting at approximately 8:27pm. **Motion Carried (unanimous)**.

MINUTES/hlv

Ron Darr, Secretary
Board of Education

March 29, 2017

Dear Dr. Timmis,

To begin the 2017 – 2018 school year, I will be on maternity leave throughout the first semester. My due date is September 6, 2017. I will be returning at the start of the second semester.

Thank you,
Kathy Luxon

April 10, 2017

Dear Dr. Timmis and Dexter Board of Education Members:

I am a 7th grade teacher at Mill Creek Middle School. My husband and I are adopting our second child from India. We had anticipated that our process would take a couple of more months, but we are suddenly in the final stages of our adoption approval. We will be traveling within the next several weeks to bring our daughter home.

As a result of our huge life change and the needs of our child, I am requesting a leave of absence for the remainder of the 2016-2017 school year to begin Monday, April 24. In addition, I would like to request a leave of absence for the 2017-2018 school year. Thank you for your consideration.

Respectfully,

Handwritten signature of Amy Vimawala in cursive script.

Amy Vimawala

cc: Ms. Jami Bronson, Mill Creek Principal; Ms. Jessica Baese, DEA President



With so many key issues before the Legislature this term, the [2017 MASA/MASB Legislative Conference](#), May 2 at the Radisson Hotel in Lansing, provides you with the perfect opportunity to advocate for Michigan public schools.

Start the day with a hot breakfast and informational sessions on current education topics, including:

- Legislative Leadership Panel
- The Policy Agenda in Lansing
- School Aid Budget

After we adjourn, take your concerns and support for public education directly to legislators' doorsteps by scheduling appointments with your Senator or Representative, sitting in on a committee meeting or checking out a legislative session.

Attendees are responsible for [contacting their legislators to schedule a meeting](#) for the afternoon (conference concludes at 12:15 p.m.) to share your position on current education bills and issues. Please coordinate your visits with members in your surrounding districts. If you need assistance, please contact us at masbgov@masb.org.

Visit the [MASB website](#) to view all of the conference details and to register today!

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Dexter Community Schools
Board of Education
Executive Summary and Recommendation

Purpose: To continue Summit Learning at Creekside and Mill Creek as a pilot for a second year. Summit Learning will continue to be taught in teams at each grade level, 6, 7, and 8, as well as math classes at Mill Creek.

Explanation: For the past few years, district stakeholders have been collaborating on a vision for more personalized learning. The BOE has been supporting this vision by sponsoring innovative pilot programs such as Summit Learning (formerly Summit Basecamp) and funding 1:1 technology throughout the district.

At this point during the pilot year, there is limited qualitative data through parent and student surveys, and incomplete summative data from NWEA and MSTEP. It is important to have more than one year's worth of data to fully analyze the impact Summit Learning is having on students.

Recommendation: Due to the need for more complete data, the Creekside and Mill Creek Summit Learning teachers and administrators, are recommending the approval of Summit Learning for a second year pilot during the 17/18 school year.

**REPRODUCTIVE HEALTH CURRICULUM
GOALS AND OBJECTIVES
Dexter Community Schools**

In accordance with Michigan State Laws pertaining to public school district education about human immunodeficiency virus (HIV), sexually transmitted infections (STIs), and sex education in general, the Reproductive Health Advisory Committee (RHAC) developed the following goal and objectives for the Dexter Community Schools (DCS) reproductive health curriculum:

Goal: To equip all students regardless of gender identity, sexual orientation, race, or religion with the knowledge and skills to develop healthy social, emotional, and cyber relationships and to avoid sexual behaviors that put them at risk for HIV, sexually transmitted infections (STIs), and unintended pregnancy.

Objectives:

- 1) Describe human reproductive anatomy and physiology, including;
 - a) The anatomic, physiologic, and emotional changes associated with puberty
 - b) The anatomy and physiology of ovulation and conception
- 2) Describe how to prevent pregnancy
 - a) Recognize that abstinence is the only 100% effective method to prevent pregnancy.
 - b) Discuss the risks and benefits of various contraceptive methods with respect to pregnancy prevention.
 - c) Discuss contraceptive effectiveness with recommended use compared to actual use.
- 3) Describe how to prevent or limit exposure to STIs and HIV/AIDS:
 - a) Discuss how STIs are transmitted, including but not limited to skin to skin contact, blood or other body fluid exposure, and other sexual practices.
 - b) Analyze practices that prevent or limit exposure to STIs and HIV/AIDS, including but not limited to abstinence, mutual monogamy, and physical barrier contraceptive methods.
- 4) Demonstrate key factors associated with effective communication between individuals in a relationship.
- 5) Discuss personal skills that ensure safe, healthy dating relationships.
- 6) List resources for mental health and medical care available in the community.

To: Secretary, Board of Education
From: Scott Menzel, Superintendent, Washtenaw ISD
Date: May 9, 2017
Re: **Biennial Election - Monday, June 5, 2017**

The biennial election for the Washtenaw Intermediate School District (WISD), to elect two board members for two six-year terms, will be held on **June 5, 2017 at 6:00 p.m.** By law, the body electing intermediate school district board members will be composed of one representative of the board from each constituent district who shall be designated by the constituent board. The board shall **consider** the resolution at not less than one public meeting before adopting the resolution. This can be done prior to May 15, 2017. To be in compliance with the law, between **Monday, May 15, 2017, and Monday, June 5, 2017**, a local constituent board of education must **adopt** a resolution to select its voting representative and identify the candidates it supports. There are two resolutions enclosed for your use – one to consider the resolution to designate the school district’s election representative to be used at the first meeting and one to adopt the appointment of the representative and designating the candidates for which the representative’s vote is to be initially cast to be used at the second meeting.

The members elected to the Washtenaw Intermediate School District Board of Education will begin his/her six-year term on July 1, 2017. Not more than two members of the Intermediate School District board shall be from the same local school district. The terms that are expiring this year are that of Mary Jo Callan (Ypsilanti) who was appointed to finish Dayle Wright’s term in December 2016 and Gregory Peoples (Lincoln) who is not seeking re-election. Members continuing on the Washtenaw Intermediate School District board include a member from Ypsilanti and two members from Ann Arbor.

Please remember that you, as Board Secretary, will need to remind your local board representative to come to the Board Room of WISD’s Teaching and Learning Center, 1819 S. Wagner Road, Ann Arbor, MI on **Monday, June 5, 2017, at 6:00 p.m.** to physically cast his/her ballot for your district’s vote in the intermediate school district biennial election.

For your information, candidates that have filed with the Washtenaw County Clerk’s as of April 10, 2017, for the **two** six-year seats are:

Mary Jo Callan (Ypsilanti)
Steve Olsen (Chelsea)

If you have any questions, please contact my office at (734) 994-8100, ext. 1300.

380.614 Board; election of members; resolution; notice of meeting; acting chairperson and secretary; open meeting; term; vacancy; nominating petition; signatures; filing petition and affidavit; ballots; filing fee.

Sec. 614. (1) Except as provided in section 615 and subject to section 642c of the Michigan election law, MCL 168.642c, the members of the intermediate school board shall be elected biennially on the first Monday in June by an electoral body composed of 1 person designated by the board of each constituent school district.

(2) The board of a constituent district shall designate its representative to this electoral body by resolution adopted not earlier than 21 days before the date of this biennial election. The board shall consider the resolution at not less than 1 public meeting before adopting the resolution. The resolution shall be adopted by majority vote of the members serving on the board. In its resolution designating its representative, the board of a constituent district shall identify the candidate the board supports for each position to be filled on the intermediate school board and shall direct its representative to vote for that individual or individuals at least on the first ballot taken by the electoral body. The secretary of the intermediate school board shall send a notice by certified mail of the hour and place of the meeting of the electoral body described in subsection (1) to the secretary of the board of each constituent school district at least 10 days before the meeting. The president and secretary of the intermediate school board shall act as chairperson and secretary at the meeting. The meeting of the electoral body shall be an open meeting conducted in the manner prescribed under the open meetings act, 1976 PA 267, MCL 15.261 to 15.275.

(3) Except as provided in section 703, the term of office of each member elected to the intermediate school board is 6 years and begins on July 1 following election. Not more than 2 members of the intermediate school board shall be from the same school district unless there are fewer districts than there are positions to be filled.

(4) A vacancy shall be filled by the remaining members of the intermediate school board until the next biennial election at which time the vacancy shall be filled for the balance of the unexpired term. Notice of the vacancy shall be filed with the state board within 5 days after the vacancy occurs. If the vacancy is not filled within 30 days after it occurs, the vacancy shall be filled by the state board.

(5) Subject to subsection (7), a candidate for election to the intermediate school board shall be nominated by petitions that are signed by a number of school electors of the combined constituent school districts of the intermediate school district, as follows:

(a) If the population of the intermediate school district is less than 10,000 according to the most recent federal census, a minimum of 6 and a maximum of 20.

(b) If the population of the intermediate school district is 10,000 or more according to the most recent federal census, a minimum of 40 and a maximum of 100.

(6) A school elector may sign as many petitions as there are vacancies to fill. Nominating petitions and an affidavit as provided in section 558 of the Michigan election law, MCL 168.558, shall be filed with the school district filing official not later than 30 days before the date of the biennial election under subsection (1). The school district filing official shall determine the sufficiency of the petitions and the eligibility of the candidates nominated. The school district filing official shall provide ballots for the biennial election, listing on the ballots the names of all candidates properly nominated. The chairperson of the biennial election meeting may accept nominations for a vacancy from the floor only if no nominating petitions have been filed for the vacancy.

(7) Instead of filing nominating petitions, a candidate for election to the intermediate school board may pay a nonrefundable filing fee of \$100.00 to the school district filing official. If this fee is paid by the due date for nominating petitions, the payment has the same effect under this section as the filing of nominating petitions.

History: 1976, Act 451, Imd. Eff. Jan. 13, 1977;—Am. 1977, Act 43, Imd. Eff. June 29, 1977;—Am. 1981, Act 87, Imd. Eff. July 2, 1981;—Am. 1984, Act 322, Eff. Dec. 28, 1984;—Am. 1992, Act 263, Eff. Jan. 1, 1993;—Am. 2002, Act 157, Eff. Jan. 1, 2003;—Am. 2003, Act 299, Eff. Jan. 1, 2005;—Am. 2004, Act 233, Imd. Eff. July 21, 2004;—Am. 2004, Act 419, Imd. Eff. Nov. 29, 2004;—Am. 2011, Act 232, Eff. Jan. 1, 2012.

RESOLUTION DESIGNATING DISTRICT'S ELECTION REPRESENTATIVE

[To be adopted on or after May 15, 2017]

_____ (the "District")

A _____ meeting of the board of education of the District (the "Board") was held in the _____, within the boundaries of the District, on the _____ day of _____, 2017, at _____ o'clock in the ____m.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. The biennial election of the Board of Washtenaw Intermediate School District, Michigan (the "ISD Board") will be held on Monday, June 5, 2017; and
2. The members of the ISD Board will be elected by an electoral body composed of one (1) person designated by the board of each of the constituent school districts; and
3. In accordance with Section 614(2) of the Revised School Code, MCL 380.614(2), this Board desires to designate _____ as this District's proposed representative and _____ as an alternate designated representative in the event the designated representative is unable to attend and further desires to direct said representative and alternate to vote on behalf of this Board for a specific candidate.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Board does hereby approve the designation of _____ as the representative of this Board for the electoral body, which body will elect _____ (____) [insert number of vacancies] candidates to the vacancies on the ISD Board on Monday, June 5, 2017 and _____ as an alternate in the event the designated representative is unable to attend.
2. The designated representative and alternate are further directed to cast a vote on the first ballot on behalf of this Board for _____ [insert candidate names equal to the number of vacancies].
3. The Secretary of this Board is hereby further directed to file a certified copy of this resolution with the Secretary of the ISD Board.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a _____ meeting held on _____, 2017, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education

TO: Board of Education

FROM: Sharon Raschke *Sharon*

DATE: March 30, 2017

RE: **Auditor Engagement Extension Recommendation**

The three-year contract we had with Lewis & Knopf for audit services was completed with the June 30, 2016 financial audit. The contract provided the district an option to extend the engagement an additional two years.

On March 21, the Finance Committee discussed and unanimously recommended an extension of the engagement with Lewis & Knopf. The proposal is attached.

An appropriate motion would be "I move that Lewis & Knopf be appointed as auditors for Dexter Community Schools for the 2016-17 and 2017-18 fiscal years."

TO: Finance Committee
FROM: Sharon Raschke 
DATE: March 20, 2017
RE: **Auditor Engagement Extension Recommendation**

The three-year contract we had with Lewis & Knopf for audit services was completed with the June 30, 2016 financial audit. The contract provided that the district had the right to extend the contract an additional two years based upon satisfactory performance of audit services.

Attached is the proposal received from Lewis & Knopf. The fee for their continued services would be:

2016-17	\$18,250
2017-18	\$18,500

Each fiscal year, the audit of the 2008 Capital Projects Fund activity is included in the above pricing. The year that the construction project is "substantially complete" the auditor will issue a consolidated financial report of the multi-year 2008 Capital Projects Fund for a fee of \$1,500. I anticipate the 2008 Capital Projects Fund will be complete and a final audit completed in 2017-18.

We have experienced great service and a respectful relationship with Lewis & Knopf since 2006. For the year ending June 30, 2016, our audit fee was \$18,000. There is no compelling reason to switch auditors and reasons it would be prudent to maintain the relationship with Lewis & Knopf at this time. The 2008 Construction project is in progress. Annually, since 2008-09, Lewis & Knopf has audited the construction records as a part of the regular financial audit. The final audit and report will need to be conducted upon substantial completion of the construction. It is most logical and cost effective for Lewis & Knopf to finish out the project.

I recommend Lewis & Knopf be appointed as auditors for Dexter Community Schools for the 2016-17 and 2017-18 fiscal years.

**PROPOSAL TO PROVIDE AUDITING
SERVICES TO**

DEXTER COMMUNITY SCHOOLS

February 20, 2017

Contact Person:

Kim H. Lindsay, CPA

e-mail: klindsay@lewis-knopf.com

Audit Firm:

Lewis & Knopf, P.C.

5206 Gateway Centre, Ste. 100

Flint, Michigan 48507

Phone: (810) 238-4617

www.lewis-knopf.com

Dexter Community Schools Proposal

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February 20, 2017

Dr. Sharon Raschke, CFO
Dexter Community Schools
7714 Ann Arbor Street
Dexter, MI 48130

Dear Sharon:

We appreciate this opportunity to submit our proposals for selection as certified public accountants to provide auditing services to the Dexter Community Schools (the "District").

We understand that the work to be performed (in summary), is as follows:

1. Preparation of audited financial statements and notes to the financial statements in accordance with generally accepted auditing standards, completion of single audits as appropriate, as well as *Government Auditing Standards* (Yellow Book). The audit shall also be made in accordance with the Michigan School Auditing Manual.
2. Preparation of all applicable reports on the financial statements, internal control and compliance in accordance with the Yellow Book, and internal control and compliance for major federal award programs in accordance with Uniform Grant Guidance.
3. Attendance at Board and Committee meetings as requested to present audit and management letter recommendations.

Professional Services to Meet Your Needs

We understand that you are looking for an audit firm that can bring its school district experience and knowledge-base to bear on the issues that face the District. We are passionate about school district auditing and accounting. Be assured that the Lewis & Knopf personnel assigned to your audit are amongst the most knowledgeable school district auditors/consultants in Michigan. We are the 5th largest provider of school district auditing services in Michigan. We are able to provide this amount of service because of our experienced school district auditing teams and because of our efficient audit approach. Your District will have a partner or manager on site for all fieldwork and the engagement partner will be present at your Board meeting to present the results of your audit and to provide information to the District's administration and Board on current happenings within Michigan schools.

The cornerstone of the Lewis & Knopf service philosophy is an understanding of your needs and objectives. We recognize that the Dexter Community Schools is an organization with many concerns and pressures. Our goal is to perform a quality audit and bring you ideas that enhance the District's financial performance and success.

Our extensive experience and in-depth understanding of school district operations permits us to efficiently design, perform and complete the audit engagement in a timely fashion with little disruption to the District's operations. Lewis & Knopf serves as auditors for more than 50 governmental units, including 40 school districts and several villages and townships. Our personnel are experienced in auditing school districts and are very familiar with the authoritative guidance.

Lewis & Knopf people are involved in various school related organizations, including the Michigan School Business Officials (MSBO), Association of Schools Business Officials International (ASBO), the Genesee County School Business Organization (GASBO), the Government Finance Officers Association (GFOA) and the Association of Government Accountants. Our school district clients get regular advice from us about emerging issues, and we assist with implementation of new accounting pronouncements.

The principal assigned to the engagement has been serving on his local school district's Board of Education since the year 2000. Therefore, Lewis & Knopf brings the perspective of auditor and school district leadership to each engagement. We understand the challenges faced by Michigan school districts.

Quality and Service

Lewis & Knopf is responsive to the specific needs of its clients. The hallmark of our client service approach is active, high-level partner and senior manager involvement. We strive to maintain continuity of assignment of audit staff and ensure that all are properly trained and supervised.

The District will be served by a client service team that can quickly adapt to and understand your current and changing needs. With this in mind, we have assembled a team that includes professionals who are highly skilled and experienced in helping our school district clients achieve their goals. We are confident the experience of your client service team, combined with our specialized industry resources, will exceed your expectations of a professional service firm. Your client service team will include:

Engagement Principal	Kim H. Lindsay, CPA
Engagement Manager	Joel Gibbons, CPA
Secondary Engagement Principal	Jeffrey Sabolish, CPA

Audit Approach

Our audit approach emphasizes gaining a thorough knowledge of the District's accounting system. Accordingly, we offer suggestions for improving operating efficiency and effectiveness of the District. We believe the management letter is an important part of our audits - serving a purpose much greater than just compliance - because we strive to make our recommendations meaningful and valuable.

Lewis & Knopf began operations in Michigan in the 1920's and primarily serves clients in Michigan. A substantial amount of our resources and the talent of our 40 employees are directed toward Michigan school districts.

Lewis & Knopf works to give back to the industry we serve. Our team members belong to organizations like the Michigan Association of CPA's and the GFOA, MSBO, ASBO, etc., and routinely serve as speakers at seminars and conferences benefiting school districts. Kim Lindsay is also actively engaged on the Michigan Department of Education's A-133 Referent Group which provides input and content for the Michigan School District Auditing Manual.

We have earned an excellent reputation in the school district community by providing consistent high-quality services. As a result, for many of the clients we serve, the term of our service may be measured in decades rather than years. These lengthy relationships, a bit unusual in the school district sector, are a direct result of Lewis & Knopf maintaining an organization-wide commitment to excellence on each and every engagement. To maintain our high quality, we continuously improve and streamline our audit processes and invest significantly in training and technology to support efficiencies in service provision and consistency in service quality.

Because our commitment to excellence bears a cost associated with the investment in processes and standards, we recognize we are not often the lowest cost audit provider. Though we are not likely to be the least expensive audit provider that you will consider, we are confident that the quality of our services and the exceptional level of value you will receive from working with our experienced consultants will far surpass any difference in fees you may encounter. Also know that we abide by our fee quotes and will not exceed the amounts quoted where flat fees are provided. Some school districts find that not all auditors actually bill just what they bid, but we do.

We guarantee our work and make an unequivocal commitment to perform the work requested by the District and meet the deadlines you have proposed.

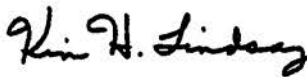
Our fee for the above services will be as follows:

<u>Fiscal Year Ended</u>	<u>Financial Statement Audit</u>	<u>Federal Awards Audit</u>	<u>Total</u>
June 30, 2017	\$ 14,000.00	\$ 4,250.00	\$ 18,250.00
June 30, 2018	14,250.00	4,250.00	18,500.00

The audit of the 2008 Construction Fund will cost \$1,500.00 in the year the construction project is "substantially complete".

We are enthusiastic about this opportunity to serve you. If you have any questions or comments on this proposal, please call me. Please visit our website (www.lewis-knopf.com) for more information about the firm.

Sincerely,



Kim H. Lindsay, Principal
LEWIS & KNOPF CPAs, P.C.

DEXTER COMMUNITY SCHOOLS

AUDIT PROPOSAL FORM

Company Name: Lewis & Knopf, PC

1. Please provide as references the names of school districts that you have audited in recent years.

School Name	Contact	Email	Phone #
Albion Public Schools	Adam Snapp	snappa@lincolnk12.org	(517) 629-9166
Algonac Community Schools	Dorothy Gzel	dorothy.gzel@acsk12.us	(810)794-9364
Almont Community Schools	Gail Brinker	gbrinker@almontschools.org	810-798-8561
Anchor Bay School District	Kyle Anderson	kanderson@abs.misd.net	(586)725-2861
Atherton Community Schools	Leslie Young	lyoung@athertonschools.org	(810)591-9182
Bad Axe Public Schools	Melodie Kociba	mkociba@badaxeps.org	(989)269-9938
Beecher Community School District	Terese Knag	tknag@geneseeisid.org	(810)-591-9865
Bendle Public Schools	John Krolewski	jkrolewski@bendleschools.org	(810)591-2501
Bentley Community Schools	Terese Knag	Tknag@geneseeisid.org	(810)591-9032
Blue Water Learning Academy	Dorothy Gzel	dorothy.gzel@acsk12.us	(810)794-8067
Byron Area Schools	Patty Bullock	bullock@byron.k12.mi.us	(810)266-4881
Clintondale Community Schools	Brandy Sandusky	sanduskb@clintondaleschools.net	(586)791-6300
Corunna Public Schools	Karen Knight	Knight@sresd.org	(989)743-6338
Dexter Community Schools	Sharon Raschke	raschkes@dexterschools.org	(734)424-4100
Dryden Community Schools	Amy Swantek	aswantek@icschools.us	(810)796-9534
Durand Area Schools	Nadine Patjas	pajtas@durand.k12.mi.us	(989)288-2681
Early Career Academy	Lorilyn Coggins	lkcgreen@aol.com	(810) 750-3007
Eagle's Nest Academy	Lorilyn Coggins	lkcgreen@aol.com	810-787-9019
Genesee Intermediate School District	Cindy McCain	cmccain@geneseeisid.org	(810)591-4406
Genesee School District #6	Rebekah J. Silkworth	rsilkwor@geneseeisid.org	(810)591-1650
Genesee STEM Academy	Lorilyn Coggins	lkcgreen@aol.com	(810)600-6466
Goodrich Area Schools	Terese Knag	Tknag@geneseeisid.org	(810)591-2252
Grand Blanc Community Schools	Todd Rathbun	trathbun@grandblancschools.org	(810)591-6008
Imlay City Community Schools	Amy Swantek	aswantek@icschools.us	(810)724-2765
International Academy of Flint	Dan Smith	Dse-mich@sbcglobal.net	(810) 813-8973
Kearsley Community Schools	Terese Knag	Tknag@geneseeisid.org	(810)591-8000
Laingsburg Community Schools	Matt Shastal	matt.shastal@laingsburg.k12.mi.us	(517)651-2705
Lapeer County ISD	Cheryl Porter	cporter@lcisd.k12.mi.us	(810) 245-3985
Lincoln Consolidated Schools	Adam Snapp	snappa@lincolnk12.org	(734) 484-7039
Montrose Community Schools	Lynne Clark	Lclark@montroseschools.org	(810)591-7267
Mt. Morris Consolidated Schools	Danielle Templeton	dtemplet@mtmorrisschools.org	(810)591-8760
Ovid Elsie Area Schools	Mary Weiderer	mary.weiderer@ovidelsie.org	(989)834-5856
Michigan Educational Choice Center	Toby Pinkerton	TPinkerton@performanceacademies.com	(937)684-2501
Rochester Community Schools	Dana Taylor	dtaylor@rochester.k12.mi.us	(248) 726-3108
Rising Stars Academy	Robb Smith	smithr@rjscpapc.com	(586) 307-8007
Shiawassee RESD	Karen Knight	Knight@sresd.org	(989)743-3471
Ubly Community Schools	Evelyn Smaglinski	tevelyn@ubly.k12.mi.us	(989) 658-8202
Westwood Heights Schools	Stacy Pascuzzo	spascuzzo@geneseeisid.org	(810) 591-0870
Yale Public School District	Rebekah J. Silkworth	bsilkworth@ypsd.us	(810) 387-323



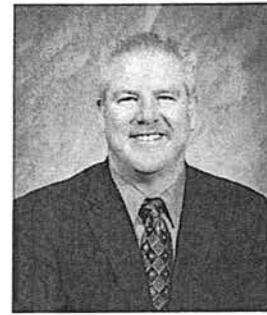
Kim Lindsay
Principal & Officer
klindsay@lewis-knopf.com

Kim is a Principal and Officer at Lewis & Knopf, CPAs, P.C. Currently in charge of the firm's Quality Control Process and Procedures, he spends most of his time auditing and consulting with closely held businesses and governmental units. He has been with Lewis & Knopf since college.

He is a member of his local School District Board of Education. Additionally, Kim is a Trustee of his community's Educational Foundation and is now serving his fourth term.

Kim is a frequent speaker for the MACPA, MSBO and the Genesee County School Business Officials Organizations. Some of the topics he has addressed include: GASB #34 implementation for Michigan School Districts (MACPA, MSBO), audit responsibilities related to service organizations, athletics and trust & agency accounts at Michigan school districts (MSBO), "How To Get Ready For Your Audit" (GASBO), "Frauds in Local Governments" (MACPA), and "Implementing the Risk Based Auditing Standards" (MSBO).

Kim was born in Flint, Michigan, but was raised in Otisville. He comes from a family of five boys. He and his wife have three daughters. Kim loves sports of all kinds. He serves as a play-by-play broadcaster for varsity high school football which broadcasts on his community's public access cable channel and does game announcing for the district's girls basketball program.



Designations

- Certified Public Accountant

Memberships

- American Institute of Certified Public Accountants
- Michigan Association of Certified Public Accountants
- Association of School Business Officials International
- Michigan School Business Officials Association
- Government Finance Officers Association
- The Michigan Department of Education's Circular A-133 Referent Group
- Association of Certified Fraud Examiners
- Michigan Association of School Boards

Education

- Taylor University
 - 1981
- University of Michigan – Flint
 - 1984



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Joel Gibbons

Manager

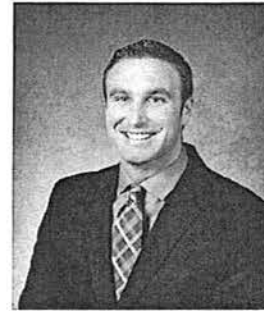
jgibbons@lewis-knopf.com

Joel re-joined the Lewis & Knopf team in 2013. As a manager, he provides tax, audit and consulting services to clients in the auto dealership, healthcare and construction industries.

Prior to joining the firm, Joel served as a tax manager at WebsterRogers in South Carolina. He began his accounting career in 2007 at Lewis & Knopf where he served as a junior accountant for three years. Joel has been very instrumental in his clients' growth and success over the years. Specifically, he researched Federal and South Carolina job credits for a growing company, which saved his client thousands in tax dollars.

Joel attributes much of his success to his hard work and motivation to achieve his goals. He gives his best effort in everything he does and is always looking for ways to improve his skills and knowledge. He was inspired to pursue a career in accounting due to his love of the profession. Accounting was something Joel always enjoyed.

Joel is a current resident of Fenton, Michigan. Outside of the office, he enjoys working out, playing beach volleyball and watching movies.



Memberships

- American Institute of Certified Public Accountants (AICPA)
- Michigan Association of Certified Public Accountants (MACPA)
- South Carolina Association of Certified Public Accountants (SCACPA)
 - Young CPAs Leadership Cabinet

Education

- Ferris State University
 - Bachelor of Business Administration, Accounting



www.lewis-knopf.com

Jeffrey J. Sabolish

Principal

jsabolish@lewis-knopf.com

Jeff joined Lewis & Knopf, CPAs, P.C. in 2007. In his role as a Principal, he provides comprehensive tax, auditing, accounting and consulting services to the firm's clients. Jeff works with clients in a variety of industries including professional services, construction, dealerships, distributors and school districts.

With over 23 years of public accounting experience, Jeff has honed his expertise in serving the construction industry. He provides many specialized services including financial statement preparation, disclosure assistance, debt restructuring, receivable collection, accounting system optimization, individualized management consulting and strategic planning. Jeff also helps his clients position themselves to take full advantage of all tax minimization opportunities available with the ultimate goal of increasing profitability.

Before joining Lewis & Knopf, Jeff served as a manager at Rachor, Purman & Tucker, PLC (RP&T). He maintained an active client base providing tax planning, auditing, compilation and review services to individuals and businesses of all sizes, in addition to firm administration. Jeff transitioned into a management role at Lewis & Knopf when the two firms merged in 2007.

Jeff grew up in Flint, Michigan and also spent time in Troy and then Phoenix, Arizona. Currently, he resides in Swartz Creek, Michigan with his wife and children. In his spare time, Jeff enjoys running, participating in church activities and watching or playing any sport, especially baseball. In addition, he has an appreciation of his wife's photography and takes pleasure in golf.



Designations

- Certified Public Accountant
- Certified Financial Planner

Memberships

- American Institute of Certified Public Accountants
- Michigan Association of Certified Public Accountants
 - Construction Industry Task Force
 - Accounting and Auditing Task Force
 - CPA Ambassador
- Builders Association of Metro Flint
- IMA Recreation Association
 - Vice President
- Swartz Creek Chamber of Commerce
 - Treasurer

Education

- University of Michigan – Flint
 - BBA, with distinction, 1984
 - MBA, with distinction, 2007



www.lewis-knopf.com



Dexter Community Schools

Nice Job Notes

MARCH 2017

Amanda Albers	CS&L JAs	Rich Schlanderer
Vicki Allie (2)	Jill Jastren	Lori Schmidt
Nancy Baldus	Brandon Johnson	Katie See (2)
Scott Bartz	Jennifer Johnson	Kathy Shannon
Julie Bassett	Amara Karapas	Mollie Sharrar
Frances Bastion	Mollie Kemp	Stacy Shields
Bill Bernard	Beau Kimmey	Tracie Sikora
Val Berryman (2)	Erin Knotts	Dave Sinopoli
Kate Boynton (2)	Ken Koenig	Vicki Sipple
Jami Bronson (2)	Kim Konuszewski	Sandy Sloan
Monica Butvilas	David Kozakiewicz	Brooke Spencer
Alison Campbell (2)	ABC Leaders	John Sperendi
Stephanie Coy (2)	Jessica Leonard (2)	Hannah Stewart
Cheryl Darnton	Zach Lindke	The Tech Dept
Sandra Darr	Judith MacQueen	Margaret Thiele
Matt Deloria	Deb Marsh	Liz Treppa and paras
Hallie Dunham (2)	Joe Martin	Donna Wahr
Nicole Durbin	Craig McCalla	Karen Walls
Deb Eber (2)	Jordan McGinnis	Joe Weber
Karen Eby	Michael McHugh	Cheryl Whitfield
Mary Elordi	Coach McHugh	Rod Whitlock
Cortni Farley	Jennifer Miceli	Kelley Wier
Sarah Fisk	Kit Moran	Deputy Mike Williams
Deb Marsh and Forensic Students	Rick Munir	Rachel Wilson
Todd Fry	Marianne Mutschler (2)	Julie Wineman
Kelli Gatecliff	Mark Newman	Dustin Wise
Stacey Girbach	Linda Paciorka	Crystal Zurek
Rob Grams (5)	Erin Palmer	
Amy Grant	Bret Pedersen	
Dori Gross (3)	Renee Petik	
Natalie Hanlon (3)	Tammy Reich	
Megan Hendricks	Karen Rozema	
Juli Huddleston	Shelley Rychener (2)	
	Rex Sanders	

MARCH TOTAL = 114
RUNNING TOTAL = 34,278