

BOARD WORKSHOP PACKET

JULY 15, 2019



Our Vision:

Champion Learning –

Develop, Educate, and Inspire!

BOARD WORKSHOP AGENDA

- A. ROLL CALL
- B. MEETING MINUTES
- C. APPROVAL OF AGENDA
- D. AUDIENCE PARTICIPATION
- E. **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 five 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 policy 0167.3, Public Participation at Board Meetings.*
- F. **ACTION**
 - 1. Ratify DESPA Contract
 - 2. Ratify WWBDAMA Contract
- G. **WORKSHOP DISCUSSION**
 - 1. Board Officers
 - 2. Superintendent Goals
 - 3. Board Norms & Commitments
- H. **PUBLIC PARTICIPATION** *See Policy 0167.3*

BOARD WORKSHOP NOTES
JULY 15, 2019

A. ROLL CALL

B. MEETING MINUTES (6-24-2019), CLOSED MEETING MINUTES (6-24-2019)

1. Approval of Meeting Minutes. Board policy requires that the Board review the minutes from the previous meeting at the beginning of each meeting.

* An appropriate motion might be, "I move that the Board of Education approve the meeting minutes and closed meeting minutes from June 24, 2019 as presented / amended."

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. PUBLIC PARTICIPATION

E. ACTION

1. Ratify DESPA Contract. On June 28th, the Dexter Education Support Personnel Association ratified a tentative agreement with Dexter Community Schools. This agreement is included in your packet along with an executive summary. It is now time for the Board of Education to ratify this tentative agreement as presented, effective through June 30, 2022.

* An appropriate motion might be, "I move that the Board of Education ratify the attached tentative agreement between Dexter Community Schools and the Dexter Education Support Personnel Association as presented, effective through June 30, 2022."

2. Ratify WWBDAMA Contract. July 3rd, the West Washtenaw Bus Drivers and Monitors Association ratified a tentative agreement with Dexter Community Schools. This agreement is included in your packet along with an executive summary. It is now time for the Board of Education to ratify this tentative agreement as presented, effective through June 30, 2022.

* An appropriate motion might be, "I move that the Board of Education ratify the attached tentative agreement between Dexter Community Schools and the West Washtenaw Bus Drivers and Monitors Association as presented, effective through June 30, 2022."

BOARD WORKSHOP NOTES
JULY 15, 2019

F. WORKSHOP DISCUSSION

1. Board Officers
2. Superintendent Goals
3. Board Norms and Commitments

G. PUBLIC PARTICIPATION

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION
MEETING MINUTES – JUNE 24, 2019**

The meeting was called to order at approximately 7:01pm by Board Vice President Daryl Kipke.

A. ROLL CALL

Members Present: Ron Darr, Mara Greatorex, Daryl Kipke, Barbara Read, Julie Schumaker, Student Representative Annalisa Shehab

Members Absent: Dick Lundy, Michael Wendorf, Student Representative Chad Robards

Administrative & Supervisory Staff: Sharon Raschke, Barb Santo, Christopher Timmis, Hope Vestergaard

DEA: Jessica Baese

DESPA: none

Guests: Joslyn Shehab, Trish Machemer, Sharon Chevillet

Press: Melanie McIntyre (We Love Dexter), Lonnie Huhman

B. MEETING MINUTES

Two items were corrected from the draft minutes posted on Thursday, June 20th: the pay-to-participate discussion was corrected, and the Superintendent's quarterly evaluation was stricken from the closed session agenda. Mara Greatorex made a motion to approve the regular meeting minutes from 6/10/2019 as amended. Julie Schumaker supported the motion. **Motion Carried (unanimous).** Julie Schumaker made a motion to approve the closed meeting minutes from 6/10/2019 as presented. Ron Darr seconded 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.

Julie Schumaker made a motion that the Board approve the agenda as presented. Ron Darr seconded the motion. **Motion Carried (unanimous).**

D. SCHOOL PRESENTATIONS – none

E. SUPERINTENDENT UPDATE

Superintendent Chris Timmis updated the Board on several items:

1. Hiring is well underway. There are still several positions open and in the interview process; several teachers have been hired.
2. Former Technology Director Brian Tungl, who was convicted of embezzling from the district and owes restitution for his crimes, has only paid \$6,261 to date towards his balance of \$309,123. His existing probation has nine months remaining, although it can be extended up to one more year. When Tungl is no longer on probation, the District will lose that leverage to enforce restitution payments. The Board may want to consider writing to the court to express their frustration with the light consequences Tungl has received thus far.
3. In July, Dick Lundy will have served forty consecutive years on the Dexter School Board.

DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION
MEETING MINUTES – JUNE 24, 2019

F. STUDENT REPRESENTATIVES UPDATE

1. The Superintendent administered the oath of office to new Student Representative Annalisa Shehab. Annalisa will be a junior in September.

G. PUBLIC PARTICIPATION – none

H. CONSENT ITEMS

Julie Schumaker made a motion to approve the following consent items in bulk. Ron Darr seconded the motion. **Motion Carried (unanimous).**

1. Personnel – New Hires. The Board offered probationary teaching contracts for the 2019-20 school year to Alyssa Burke. ~~Anna Romano, A. Jouel Truesdell-Lewis, and Karen Reeves Wagner.~~ (These were included in the meeting packet but not the notes, so will be repeated at the 7/22 meeting).
2. May Budget Report. The Board received the May budget report.

I. ACTION ITEMS

1. Ratify DEA Contract. Julie Schumaker made a motion that the Board of Education ratify the attached tentative agreement between Dexter Community Schools and the Dexter Education Association as presented, effective through June 30, 2022. Mara Greatorex seconded the motion. **Motion Carried (unanimous).**
2. Ratify DAA Contract. Julie Schumaker made a motion that the Board of Education ratify the attached tentative agreement between Dexter Community Schools and the Dexter Administrators' Association as presented, effective through June 30, 2022. Mara Greatorex seconded the motion. **Motion Carried (unanimous).**
3. Approve Board Calendar 2019-20. Mara Greatorex made a motion that the Board of Education approve the attached 2019-20 meeting schedule. Julie Schumaker seconded the motion. **Motion Carried (unanimous).**
4. Board Bylaw 0160 First Reading. The Board discussed the merits of proposed language adding another means for board members to add items to meeting agendas. Julie Schumaker made a motion that the Board of Education approve bylaw 0160, with the exception of optional language in section 0166, for first reading. Ron Darr seconded the motion. **Motion Carried (unanimous).**
Barbara Read made a motion that the Board approve the optional language in section 0166. Mara Greatorex seconded the motion. **Motion Failed (1-4, Darr, Kipke, Greatorex, and Schumaker dissenting).**
5. SWWC Agreement. Julie Schumaker made a motion that that the Board of Education approve the attached South and West Washtenaw Consortium Agreement for 2015-2021 effective 6/24/2019. Ron Darr seconded the motion. **Motion Carried (unanimous).**

Barbara Read made a motion to add an action item to the agenda. Acting President Daryl Kipke denied the motion because it was not presented during the approval of the meeting's agenda.

DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION
MEETING MINUTES – JUNE 24, 2019

6. Second 2018-19 Budget Amendment. Julie Schumaker made a motion that the Board of Education approve the attached second 2018-19 budget amendment. Ron Darr seconded the motion. **Motion Carried (unanimous)**.

J. DISCUSSION ITEMS

1. Pay-to-Participate Fees. The Board discussed the finance committee recommendation to set pay-to-participate fees at \$250 per sport flat fee for high school and \$150 per sport flat fee for Mill Creek. It was determined that the ad hoc athletic committee had not made an official recommendation regarding these fees to the finance committee prior to the finance committee recommendation. Based on this discussion, acting president Daryl Kipke referred the subject of determining a fee schedule to the ad hoc athletic committee for review and recommendations as soon as possible. The finance committee will then meet to review the athletic committee recommendations and make their own recommendation for the full board to review at the next regular board meeting July 22nd.
1. Copeland Sale. The Board discussed a draft agreement produced by District attorneys to sell the Copeland Building to the Encore Theater. This item will return for action at the next regular meeting July 22nd.
2. Middle School Field Hockey Proposal. The Board discussed a proposal to add Middle School Field Hockey as a school-funded sport. The general consensus was that this would be a positive addition. It was noted that middle school field hockey has not yet been a self-funded sport, so making it a school-funded support would be a precedent for the district. Sports have typically been self-funded school sports before being made school-funded sports. It was suggested that the District consider using the term school-supported sport rather than school-funded to be more accurate. It was also suggested that the Board develop processes that consider the following factors: how existing self-funded sports can apply to become school-funded sports; how to determine how many sports the school can financially support; in the event that requests to add sports exceed allotted funds, how equitable decisions can be made when adding school-funded sports. This will need to be discussed by both the athletics committee and the finance committee.
3. Naming of the Athletic Fields. In recognition of Dick Lundy's long service to the District and involvement in numerous bond construction projects, it has been suggested that the twin turf fields at the high school be named the Lundy Athletic Complex.
4. Check Register Referral to the Finance Committee. It was clarified that Michael Wendorf misspoke when he mentioned at the last meeting that the District check register is posted on the website. Key discussion points regarding the current check register suggestion included: some nearby districts post their check registers online; providing minute detail about outgoing payments without proper context can be misleading and/or lead to erroneous conclusions; some check register items would require redaction for privacy concerns. Daryl Kipke referred this item to the finance committee for their consideration.
5. May Financial Narrative. The Board had the opportunity to review and discuss the May financial narrative and budget summary. CFO Sharon

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION
MEETING MINUTES – JUNE 24, 2019**

Raschke answered questions regarding the report. This discussion included a reminder about community questions about athletic participation costs beyond pay-to-participate fees. Daryl Kipke asked the ad hoc committee to recommend a consistent plan outlining district-covered expenses for sport.

K. BOND UPDATE

1. The Ceriani Building is supposed to be completed by the end of June; district staff will be doing a walk through on June 25th.
2. Pool and locker room renovations at the high school and community pool are underway.
3. The Wylie offices are nearing competition.

L. PUBLIC PARTICIPATION

1. Trish Machemer made a statement.

M. BOARD COMMENTS – none

N. INFORMATION ITEMS

1. Policy Minutes
2. Facilities Minutes
3. Finance Minutes

At approximately 9:50pm, Julie Schumaker made a motion that the Board of Education move into closed session for the purpose of discussing negotiations and the Superintendent's quarterly evaluation. Mara Greatorex seconded the motion. **Motion Carried (unanimous).**

O. CLOSED SESSION

1. Negotiations
2. Superintendent's Quarterly Evaluation

At approximately 10:25 pm, the Board returned to open session.

At approximately 10:26pm, Julie Schumaker made a motion to adjourn the meeting. Mara Greatorex seconded the motion. **Motion Carried (unanimous).**

MINUTES/hlv

Ron Darr
Secretary
Board of Education

Dexter Community Schools
Board of Education
Executive Summary and Recommendation

- Purpose:** To ratify a successor agreement with the Dexter Education Support Personnel Association.
- Explanation:** The tentative agreement with the DESPA was ratified by the DESPA membership June 28, 2019. The successor agreement will run from 2019-2022. For the 2019 – 2020 year, DESPA members will receive a 1.1% on schedule increase, steps and an off schedule payment of 3% of the 2018 – 2019 salary to be paid in October to actively employed employees. The salary changes for 2020 – 2021 and 2021 – 2022 will increase all DESPA member salaries by 1.1% and include steps. The agreement includes a stipend for paraeducators that work with students that have complex needs, and language changes to align with current law and to increase operational efficiency and effectiveness. This agreement reflects two months of negotiations and strives to best serve our students and through providing an optimal working relationship with our support staff.
- Recommendation:** It is the recommendation of the Superintendent for the Dexter Community Schools Board of Education to ratify the attached tentative agreement for a successor agreement between the DCS Board of Education and the Dexter Education Support Personnel Association.

**LETTER OF AGREEMENT
BETWEEN THE
DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION
AND THE
DEXTER EDUCATION SUPPORT PERSONNEL ASSOCIATION/
WASHTENAW COUNTY EDUCATION ASSOCIATION, MEA/NEA**

Re: Successor Agreement to 2018-2019 Contract

This Agreement is entered into between and among the Dexter Community Schools Board of Education (the “Board”) and the Washtenaw County Education Association/Dexter Education Support Personnel Association (the “Association”), collectively referred to as “the parties”.

The parties agree as follows:

Length of the agreement - Three years: 2019 - 2022

1. 2019-2020: steps granted in 2019-2020 plus a 1.1% on schedule. Off schedule payment of 3% of 2018-2019 salary to be paid in October. To be eligible, individuals receiving this payment must be actively employed at DCS as of June 30, 2019 and October 1, 2019 (including 12-week FMLA) with payment on October 31, 2019. The off-schedule payment will be calculated on the 2018-2019 base salaries. The 3% off-schedule replaces any other off-schedule payments in former agreements between the Association and the District.

2020-2021: Steps and increase of 1.1% on schedule.

2021-2022: Steps and increase of 1.1% on schedule.

If an off-schedule payment is given to other groups for positive end-of-year, DESPA is included.

2. Para stipend for the care of complex student needs involving toileting, aggressive behavior and/or medically fragile conditions as determined by the labor management committee. The labor management committee will be comprised of the DESPA President, his or her designee, the Human Resources Director and the Special Education Director. The labor-management committee will determine the appropriate stipend and are not subject to the grievance process.

Up to \$100 per quarter with a total amount not to exceed the cost of a special education paraprofessional at Step 5 on an annual basis, unless mutually agreed upon. If the para leaves prior to the end of a quarter, then no stipend shall be paid. If the para is only partly assigned to a

student, then the stipend shall be prorated. If a para is on a leave for any reason, including FMLA, then no stipend will be paid during that time period and the stipend will be prorated.

3. Category for skilled maintenance (HVAC, Electrical, or Plumbing). While in a training program, the employee will earn \$2.00/hr to the appropriate step. The employee must continue to take courses during the fall and winter semester, when courses are available, for the training to continue progressing, as approved by the Superintendent. After completing the certification program, the skilled maintenance position will earn an additional \$4.00 more per hour or moved to an annualized salaried position that is mutually agreed upon by the Association and the District.

4. Health care rates will be increased by 3% annually for employer contributions to health (only). *Effective January 1, 2020, and on each ensuing medical benefit plan coverage year under the length of this agreement thereafter (unless prevented by Public Act 54 of 2011), the above Board maximum contribution levels shall be increased by three percent (3%) more than the amount of the Board's monthly maximum contribution levels that became effective at the beginning of the previous medical benefit plan coverage year.*”

5. Article XI Retirement In appreciation for services rendered to the Dexter Community Schools, a payment of fifty dollars (\$50.00) for each year of Dexter School Service will be paid to a bargaining unit member who has been employed in the Dexter Community Schools for ten (10) years and retires or dies while an active employee at Dexter Schools; those employees with at least ten years with the district and fifty (50) or more accumulated sick days, will be eligible to receive fifteen dollars (\$15) for days earned through 6/30/19 and \$40 per day for days accumulated thereafter.

This recognition will be made to all bargaining unit members upon retirement after ten (10) years of service if that employee has not been terminated for disciplinary reasons.

6. Article VII I. The employer will provide five shirts for Building and Grounds employees when hired and will replace damaged shirts, up to five per year, per employee.

7. Article IX. D. Add: Up to 40 hours per year may also be used in accordance with the Michigan Paid Medical Leave Act not specifically addressed within this Agreement.

8. Article IV. E. In the event that more than one employee has the same length of service in a seniority classification, seniority ranking shall be determined by ~~ranking those employees in order of the highest four digit numbers taken from the last four digits of each employee's social~~

~~security number~~ a drawing each year. The association shall be notified in writing of the date, place and time of drawing.

9. Article IX D. 7. Bargaining unit members may request use of a paid personal business day, compensatory day, vacation day or an unpaid leave day for the following three (3) holidays: the Friday before Labor Day, ~~Martin Luther King Day~~ **Good Friday**, and the Friday before ~~Patriot's~~ **President's Day**, if they are non-student days, for vacation time. The Employer will approve the request based on seniority consistent with staffing needs within each supervisor's area. If the employer does not respond or responds in an untimely manner, the request will be granted.

Dexter Community Schools
Board of Education
Executive Summary and Recommendation

- Purpose:** To ratify a successor agreement with the West Washtenaw Bus Drivers and Monitors Association.
- Explanation:** The tentative agreement with WWBDAMA was ratified by the WWBDAMA membership July 3, 2019. The successor agreement will run from 2019-2022. For the 2019 – 2020 year, WWBDAMA members will receive on schedule increases, steps and an off schedule payment of 4% of the 2018 – 2019 salary to be paid in October to actively employed employees. The salary changes for 2020 – 2021 and 2021 – 2022 will increase all WWBDAMA member salaries and include steps. The agreement includes financial bonuses for WWBDAMA employees that refer a driver for employment and regular attendance. This agreement strives to best serve our students and through providing an optimal working relationship with our support staff.
- Recommendation:** It is the recommendation of the Superintendent for the Dexter Community Schools Board of Education to ratify the attached tentative agreement for a successor agreement between the DCS Board of Education and the West Washtenaw Bus Drivers and Monitors Association.

CT 6/26/19
TW
CR
DL
BS 6/26/19

**LETTER OF AGREEMENT
BETWEEN THE
DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION
AND THE
WEST WASHTENAW BUS DRIVERS AND MONITORS ASSOCIATION**

Re: Successor Agreement to 2018-2019 Contract

This Agreement is entered into between and among the Dexter Community Schools Board of Education (the "Board") and the West Washtenaw Bus Drivers and Monitors Association (the "Association"), collectively referred to as "the parties".

The parties agree as follows:

Length of the agreement - Three years 2019 - 2022

1. 2019-2020: steps granted in 2019-2020 on schedule. Off schedule payment of 4% of 2018-2019 salary to be paid in October. To be eligible, individuals receiving this payment must be actively employed at DCS as of June 30, 2019 and October 1, 2019 (including 12-week FMLA) with payment on October 31, 2019. The off-schedule payment will be calculated on the 2018-2019 base salaries. The 4% off-schedule replaces any other off-schedule payments in former agreements between the Association and the District. Steps will increase:

<u>Drivers</u>		<u>Monitors</u>	
1-3	17.75	1-3	11.75
4-5	19.05	4-5	12.15
6	19.50	6	13.00

2020-2021: Employees will be given steps. Steps will increase:

<u>Drivers</u>		<u>Monitors</u>	
1-3	17.92	1-3	11.85
4-5	19.25	4-5	12.25
6	19.75	6	13.15

2021-2022: Employees will be given steps. Steps will increase:

<u>Drivers</u>		<u>Monitors</u>	
1-3	18.10	1-3	12.00
4-5	19.50	4-5	12.50
6	20.00	6	13.25

CT 6/26/19

TN

CR

DZ
BS 6/26/19

If an off-schedule payment is given to other groups for positive end-of-year, WWBDAMA is included.

2. Effective July 1, 2019, the Board maximum contribution levels shall be increased by the percentage increase factor specified by the State Treasurer for medical benefit plans in the applicable year, as is set forth in Section 3(1) of the Publicly Funded Health Insurance Contribution Act. Provided, in no event shall the resulting adjusted maximum Board contribution level amount exceed three percent (3%) more than the amount of the Board's monthly maximum contribution levels that became effective at the beginning of the previous medical benefit plan coverage year.

Health care rates will be increased by 3% annually for employer contributions to health (only) in 2020-2021 and 2021 - 2022

3. Article 9 (h) A unit member ~~may~~ **shall** be assigned as a "trainer" at the discretion of the Transportation Supervisor and will be paid at the highest step for a bus driver. The position will be posted during the school year.

4. Article 12 8 (a) add No trading of buses and/or trips.

5. Article 24- **(6) Referral Fee- an employee who refers a new bus driver to Dexter Community Schools shall receive a \$400 bonus after the employee completes their first six (6) months of employment and an additional \$400 bonus after the new employee completes their one (1) year anniversary. This is reportable income.**

6. Article 24 - **(7) Attendance Bonus- If the employee has less than two absences per semester, the employee will receive \$300 at the end of January and June.**

Board Norms

8/6/18 Agreed by the Board

Board Discussion during Meetings

1. Wait to be acknowledged as the next speaker by the board president or the presiding officer before speaking to ensure that everyone has an opportunity to speak.
2. Keep comments concise and on-topic.
3. Ask questions to seek understanding rather than to challenge.
4. Treat board members, staff, and community members with respect.

Board Agenda

5. As a general rule, except for routine matters, agenda items should appear first as Discussion Items before being brought back as Action Items.
6. If any board member would like a Consent or Action Item to be moved to a Discussion Item, the item will be moved except in extenuating circumstances.
7. Continue providing committee updates.

Public Comment during Meetings

8. Have a podium for public comment and school presentations.
9. The board president should appropriately acknowledge commenters, but not engage in discussion.

School Presentations

10. Limit school presentations to 10 minutes each. Have no more than two presentations (or one if it will exceed 10 minutes).

Meeting Minutes

11. Rather than summarizing public comments in the minutes, simply list who spoke and the topic.

Emails

12. Board members should ensure that they can receive emails sent to them from community members via the district's website.
13. Keep inter-board emails brief. Refrain from group discussions.

Communication with the Public

14. The Board President or Acting President will respond to emails and correspondence sent to the board as a whole. Individual board members who respond should state that they are speaking for themselves.

Board Decisions

15. All board decisions should take place in an open and transparent fashion and provide an opportunity for all board members to have input.

The Role of the Superintendent:

- Manages operations in central office and coordinates and oversees efforts of all schools within the district. Works toward meeting district and superintendent goals established by the board.
- Advises board on policy development, need and impact and is responsible for creating and implementing administrative procedures to carry out the requirements of each policy.
- Assists and advises board in creating the long and short-term goals. Based on the goals, establishes strategies for implementation at each school.
- Works with school administrators to develop a draft budget, recommends the budget to the board, makes revisions as requested by the board, and administers the budget adopted by the board.
- Recommends courses of study and texts aligned with district vision, goals and objectives. Provides student assessment data for board analysis.
- Recommends all personnel to be hired; is responsible either directly or indirectly for performance evaluations. Analyzes, interprets and communicates the needs of the school system to the board and supervises facility renovations and new construction projects.
- Recommends and implements a program of school-community relations and keeps all stakeholder groups informed about district policies, programs and procedures.
- Provides administrative assistance and facilitation of the board's self-assessment process.

The Role of the Board of Education:

- Recruits, hires and evaluates the performance of the superintendent.
- Establishes policy for the district and shares in policy development.
- The district vision is translated into long and short-term goals. The board establishes the structure to accomplish the vision, and periodically evaluates the results.
- Reviews and adopts the budget submitted by the superintendent and aligns the funding priorities with the district goals.
- Approves recommended curriculum and texts based on standards, goals and policies established by the board. Review and evaluate curriculum as it relates to student assessment results.
- Adopts policies governing salaries and salary schedules, terms and conditions of employment, fringe benefits, leave and professional development and employee evaluations.
- Determines school facility needs and communicates proposed construction plans to the community.
- Adopts policies governing school-community relations, advocates for the public school system and remains responsive to community ideas and needs.
- Evaluates the performance of the board and provides feedback for personal leadership development.



<u>Superintendent Role</u>	<u>Board Role</u>
GOAL SETTING Assists and advises board in creating the long and short-term goals. Based on the goals, establishes strategies for implementation at each school.	GOAL SETTING The district vision is translated into long and short-term goals. The board establishes the structure to accomplish the vision, and periodically evaluates the results.
POLICY Advises board on policy development, need and impact and is responsible for creating and implementing administrative procedures to carry out the requirements of each policy.	POLICY Establishes policy for the district and shares in policy development.
SUPERINTENDENT'S RESPONSIBILITIES Manages operations in central office and coordinates and oversees efforts of all schools within the district. Works toward meeting district and superintendent goals established by Board.	DESIGNATING & EVALUATING SUPERINTENDENT Recruits, hires and evaluates the performance of the superintendent.
BUDGET Works with school administrators to develop a draft budget, recommends the budget to the board, makes revisions as requested by the board, and administers the budget adopted by the board.	BUDGET Reviews the budget submitted by the superintendent and aligns the funding priorities with the district goals.
CURRICULUM Recommends courses of study and texts aligned with district vision, goals and objectives. Provide student assessment data for board analysis.	CURRICULUM Approves recommended curriculum and texts based on standards, goals and policies established by Board. Review and evaluate curriculum as it relates to student assessment results.
STAFFING AND APPRAISAL Recommends all personnel to be hired; is responsible either directly or indirectly for performance evaluations	STAFFING AND APPRAISAL Adopts policies governing salaries and salary schedules, terms and conditions of employment, fringe benefits, leave and professional development and employee evaluations.
FACILITIES Analyzes, interprets and communicates the needs of the school system to the board and supervises facility renovations and new construction projects.	FACILITIES Determines school facility needs and communicates proposed construction plans to the community

DECLARATION OF COMMITMENT BOARD OF EDUCATION DEXTER COMMUNITY SCHOOLS

We, the members of the Dexter Community Schools Board of Education, each January commit ourselves collectively and individually to do the following:

- A. We will devote time, thought, and study to our duties and responsibilities as Board members.
- B. We will build and maintain good relationships with each other and with the Superintendent.
- C. We will emphasize planning, policy-making, and public relations, leaving management to the Superintendent.
- D. We will prepare ourselves well for each Board meeting; keep our comments concise, organized, and clear; and listen carefully to others who have the floor.
- E. We will vote our individual convictions and avoid factionalism.
- F. We will individually refrain from deliberations and decisions on matters in which we have a vested interest or a conflict of interest.
- G. We will respect all confidential information received and refrain from disclosing opinions expressed in confidence by each other and the Superintendent.
- H. We will listen courteously to citizens, refer those with personal requests and criticisms to the Superintendent, and keep the Superintendent apprised of community concerns.
- I. We will set clear goals for the Superintendent, support him/her, and help him/her to be as effective as possible.
- J. We will belong to organizations for Board members and be active in these associations.
- K. We will establish goals for our school district and make the community aware of these goals.
- L. We will abide by the *Code of Ethical Relationships for Board of Education Members and Educational Administrators* provided by the Michigan Association of School Boards (MASB).

If one (1) of us thinks another has violated any provision of this agreement, s/he will talk with the other in an attempt to resolve the issue. If the attempt fails s/he will bring the matter to the attention of the entire Board. If any grievances arise, we will deal with them at the earliest opportunity.

Signed by: _____ Date: _____