

BOARD PACKET

AUGUST 6, 2018

6:00pm



Our Vision:

Champion Learning –

Develop, Educate, and Inspire!

BOARD MEETING AGENDA

- A. ROLL CALL**
- B. MEETING MINUTES & WORKSHOP MINUTES (7-16-2018)**
- C. APPROVAL OF AGENDA**
- D. SCHOOL PRESENTATIONS**
- 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 – New Hires
 - 2. Personnel – Resignations
 - 3. June Budget Report
- I. ACTION ITEMS**
 - 1. Schools of Choice
- J. DISCUSSION ITEMS**
 - 1. Policies – First Reading
 - 2. Board Bylaw Suspension
- K. BOND UPDATE**
- L. PUBLIC PARTICIPATION:** *See Policy 0167.3*
- M. BOARD COMMENTS**
- N. INFORMATION ITEMS**
 - 1. Draft Finance Committee Minutes
- O. CLOSED SESSION - none**

CALENDAR

- *Monday, August 6th – 6:45pm**
Board Workshop – Copeland
- *Tuesday, August 7th – 7:00pm**
Athletics Ad Hoc – Copeland
- *Wednesday, August 8th – 4:30pm**
Policy - Copeland
- *Thursday, August 23rd – 5:00 pm**
Facilities Committee – Copeland
- *Monday, August 27th – 4:30pm**
Finance Committee – Copeland
- *Monday, August 27th – 7:00pm**
Board Meeting – Copeland
- *Tuesday, September 4th**
First Day of School (half day)
- *Monday, September 24th – 4:30pm**
Finance Committee – Creekside
- *Monday, September 24th – 7:00pm**
Board Meeting – Creekside

BOARD NOTES
AUGUST 6, 2018

A. ROLL CALL

B. MEETING MINUTES & WORKSHOP MINUTES (7-16-2018)

C. APPROVAL OF AGENDA

5. 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 – none

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 – New Hires. Your packet contains letters of recommendation and candidate resumes from DHS Principal Kit Moran for the open HS counseling position and from Mill Creek Principal Jami Bronson for the open special education teacher.

* An appropriate resolution might be, "I move that the Board of Education offer probationary contracts for the 2018-19 school to Laura Krinock and Erica Morrell."

2. Personnel - Resignations. Your packet includes resignation letter from Bates social worker Anna Romano.

* An appropriate motion might be, "I move that the Board of Education acknowledge Anna Romano's retirement.

3. June Budget Report. Your packet includes financial information for the month of June, 2018.

* An appropriate motion might be, "I move that the Board of Education accept the June budget report."

I. ACTION ITEMS

1. Schools of Choice. Your packet contains an executive summary regarding opening schools of choice slots for the Dexter International Academy Off-Campus Cyber Program for 2018-19 from Superintendent Christopher Timmis.

BOARD NOTES
AUGUST 6, 2018

- * An appropriate motion might be, "I move that the Board of Education offer a minimum of one slot for K-12 in the Dexter International Academy Off-Campus program for the 2018-19 school year."

J. DISCUSSION ITEMS

- 1. Policies First Reading. Your packet includes draft bylaw 0100 (definitions) and draft policies 3142 (Probationary Teachers), 5330.02 (Opioid Antagonists), and 8510 (Wellness). These have been reviewed by the policy committee at their July 26, 2018 meeting and are presented for first reading this evening.
- 2. Board Bylaw Suspension. Your packet includes an executive summary from Superintendent Chris Timmis regarding the definitions in the Board Bylaws. A recent policy review brought to our attention the fact that one of the definitions is legally inaccurate. This will be corrected in the next NEOLA update. In the meantime, it is recommended that we suspend the definition of "voting" included in the bylaws until the new definition can be adopted. Per board policy, this item is presented for discussion only this evening.

K. BOND UPDATE

L. PUBLIC PARTICIPATION

M. BOARD COMMENTS

N. INFORMATION ITEMS

- 1. Draft Finance Committee Minutes 7/25/2018

O. CLOSED SESSION – none scheduled

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION
MEETING MINUTES – JULY 16, 2018**

A. ROLL CALL

Members Present: Ron Darr (5:18pm), Daryl Kipke (by phone; in person at 5:22pm), Dick Lundy, Rob Mitzel, Barbara Read, Julie Schumaker, Michael Wendorf

Members Absent: Student Representative Hollie Pastorino

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

DEA: none

DESPA: none

Guests: Matthew Remington, Tami Remington, Trish Machemer

The meeting was called to order at approximately 5:08 pm by Board President Michael Wendorf.

- B. MEETING MINUTES** – Rob Mitzel made a motion to approve the meeting minutes from 6/28/2018. Barbara Read 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. President Michael Wendorf noted several typographical errors in the board notes. Julie Schumaker made a motion to approve the agenda. Dick Lundy supported the motion. **Motion Carried (unanimous).**

D. SCHOOL PRESENTATIONS – none

E. SUPERINTENDENT UPDATE

1. Superintendent Chris Timmis updated the board on several items:
 - a. Construction: the Creekside leg of the Dan Hoey roundabout is now visible; in general, the roundabout project seems to be moving slowly; the district is awaiting a permit for the Mill Creek athletic fields.
 - b. Tap Fees: The City has not responded to the letter the Board of Education sent to all city council members regarding the tap fees at Cornerstone.
 - c. Roadwork: Dan Hoey improvements are ongoing.
 - d. The high school athletic fields drainage is in, the grade is close to final, and lights are expected to go in at the end of July.
 - e. Legal update: Former Tech Director Brian Tungl, who was convicted of embezzling from the district in 2016, has only paid \$700 this year and \$200 last year toward his required \$50,000 Dexter Schools restitution. At a show cause hearing last week, the Judge gave Tungl a three-month deadline to show significant attention to fulfilling his restitution obligations. Tungl's probation has already been extended two years.
 - f. Furniture: staff are making decisions about model classroom furnishings.
 - g. Hiring: the HS is in the process of interviewing Counselor candidates; Mill Creek will be interviewing for a special education vacancy created by a teacher moving to the high school; the District will be interviewing a for a .5 FTE Graduation coach vacancy created by Lauren Thompson's move to half time assistant principal at Creekside.

DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION
MEETING MINUTES – JULY 16, 2018

F. STUDENT REPRESENTATIVES UPDATE – none

G. PUBLIC PARTICIPATION

1. Trish Machemer asked three questions.

H. CONSENT ITEMS

Dick Lundy made a motion to approve the following consent items in bulk. Rob Mitzel supported the motion. **Motion Carried (unanimous).**

1. Banking - Depositories, Accounts Payable, Internal Agency Account, Payroll Account, Wires/Transfers, Contracts/Agreements/Purchase Orders, Safe Deposit Box, Notice of Meeting Fees, Designate Treasurer/Secretary Responsibilities and Designate Electronic Transfer Officer. The Board approved CFO Sharon Raschke’s recommendations that the school district’s depositories of record be Chelsea State Bank, Flagstar Bank, Michigan Liquid Asset Fund Plus (MILAF+), PNC Bank, and TCF Bank, and in addition, investments be made with institutions in accordance with Board policy and State law... that the signatories of any two (2) of the Board President, Board Treasurer, Superintendent, and /or Chief Financial Officer be designated as signatories for the Accounts Payable account funded by General Fund, Debt Retirement Fund, Capital Projects (Checking for bond money), Community Services and Food & Nutrition and that these signatories may be printed by stamp, machine or hand signed... **and** that the signatories for the Internal Agency account be any two (2) of the Board President, Board Treasurer, Superintendent, and /or Chief Financial Officer and that these signatories may be printed by stamp, machine or hand signed... **and** that the signatories for the Payroll account be any two (2) of the Board President, Board Treasurer, Superintendent, and /or Chief Financial Officer and that these signatories may be printed by stamp, machine or hand signed... **and** that any two (2) of the Board President, Board Treasurer, Superintendent, and /or Chief Financial Officer be authorized to transfer or wire district funds between district bank accounts and between banks for legal obligations and investments... **and** that the Superintendent, the Executive Director of Human Resources, and the Chief Financial Officer be authorized to sign contracts, agreements and purchase orders in conducting District business... **and** that the Board President and Treasurer be authorized to sign promissory notes... **and** that the Dexter Community Schools rent a safety deposit box at Chelsea State Bank and move that the Superintendent and Chief Financial Officer have access to the safety deposit box... **and** that the Dexter Community Schools set the yearly fee charged to individuals who request notice of Board meetings at \$50... **and** that Chief Financial Officer be designated to assume specified responsibilities of the Treasurer and that the Director of Office Management and Communications be designated to assume specified responsibilities of the Secretary... **and** that the Electronic Transfer Officer (ETO) for Dexter Community Schools be the Chief Financial Officer and that the ETO may enter into an Automated Clearing House (ACH) arrangement for the district...**and** that the firms of Miller, Canfield, Paddock & Stone, PLC, Thrun Law Firm, PC, and Lusk & Albertson, PLC be named as the legal firms of record for the Dexter Community School District...**and** that the Chief

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION
MEETING MINUTES – JULY 16, 2018**

Financial Officer be designated the investment officer for Dexter Community Schools...**and** that the Sun Times News and the Dexter Community School District newsletter be designated as the legal publications of record for the Dexter Community School District.

2. Board Memberships – MASB & MASB Legal Trust Fund. The Board renewed its membership in the Michigan Association of School Boards (MASB) at an annual cost of \$6,013 and the Michigan Association of School Boards Legal Trust Fund at an annual cost of \$0 (fee waived).
3. MHSAA Resolution. The Board renewed the Dexter Community Schools membership in the Michigan High School Athletic Association and agreed to participate according to its rules and regulations.

I. ACTION ITEMS

1. 2018-19 School Loan Application. Julie Schumaker made a motion that the Board of Education authorize the attached resolution to reflect the anticipated activity with the School Loan Revolving Fund. Daryl Kipke supported the motion. **Motion Carried (unanimous)**.
2. Bid Package 22 – DHS Faucets and Water Cooler Replacements. Ron Darr noted that he would abstain due to a familial conflict of interest. Barbara Read made a motion that the Board of Education award the contract for Bid Package 22 DHS Faucets and Water Cooler Replacements to Boone & Darr, Inc. and assign the contract to Granger for management. Rob Mitzel supported the motion. **Motion Carried (6-0, 1 abstention)**.

J. DISCUSSION ITEMS – none

K. PUBLIC PARTICIPATION – none

L. BOND UPDATE

1. Greg Brand answered questions regarding the Granger Bond Reports.

M. BOARD COMMENTS – none

N. INFORMATION ITEMS

1. May Bond Report
2. June Bond Report

O. CLOSED SESSION – none

At approximately 5:47pm, Dick Lundy made a motion to adjourn the meeting. Ron Darr supported the motion. **Motion Carried (unanimous)**.

MINUTES/hlv

Robert Mitzel, Secretary,
Board of Education

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION
WORKSHOP MINUTES – JULY 16, 2018**

A. ROLL CALL

Members Present: Ron Darr, Daryl Kipke, Dick Lundy, Rob Mitzel, Barbara Read, Julie Schumaker, Michael Wendorf

Members Absent: none

Administrative & Supervisory Staff: Chris Timmis

DEA: none

DESPA: none

Guests: none

The workshop was called to order at approximately 6:36 pm by Board President Michael Wendorf.

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

C. ACTION ITEMS – none

D. DISCUSSION ITEMS – BOARD WORKSHOP

1. The Board discussed three-year goals for the District and for the Superintendent.
2. The Board discussed board meeting norms.
3. The Board tabled the discussion of the building naming process until the next workshop.
4. The Board decided to hold the next board workshop immediately following the meeting on August 6th; the regular meeting will start at 6pm instead of 7pm in order to accommodate the workshop.
5. The Board discussed negotiations.

At approximately 9:27pm, Rob Mitzel made a motion to adjourn the meeting. Barbara Read supported the motion. **Motion Carried (unanimous).**

MINUTES/hlv

Robert Mitzel, Secretary,
Board of Education



Mill Creek Middle School
7305 Dexter Ann Arbor Rd
Dexter, Michigan 48130
734-424-4150
734-424-4159 fax

Jami Bronson
Principal
bronsonj@dexterschools.org

Brett Pedersen
Assistant Principal
pedersenb@dexterschools.org

To: Dexter Board of Education
From: Jami Bronson
Subject: Special Education Recommendation
Date: August 1, 2018

As a result of our most recent interview process we would like to recommend Laura Krinock for our Mill Creek Special Education position. Laura's ability to work with students, staff, and parents comes highly praised along with her patience and ability to build relationships with all students.

Laura has spent the last four years as a Special Education teacher for 4th-8th grade at Honey Creek Community School. Prior to teaching in special education, she had a career in environmental education, working at various environmental non-profits in Washington, DC; New York City, and Salina, Kansas. We are pleased to recommend her for our position.

Interview committee: Julia Arbour, Jami Bronson, Katie Heikkila, Anne Nakon, Brett Pedersen, and Karen Touchstone.

Laura H. Krinock

(contact info redacted)

CERTIFICATION

Michigan Secondary Education Teacher Certification

English Language Arts (BA)

Endorsement: Cognitive Impairment (SA) K-12

EDUCATION

SEM-T Master of Arts in Special Education Program (Attended 2010-2014)

Eastern Michigan University, Ypsilanti, MI

Master of Arts degree in Environmental Conservation Education, 2002

New York University, New York, NY

Bachelor of Arts in Anthropology, 1997

Michigan State University, East Lansing, MI

EDUCATIONAL EXPERIENCE

Honey Creek Community School, Ann Arbor, MI

September 2014-Present

Special Education Teacher, Later Elementary and Middle School

- Create, plan and implement math, writing and reading lessons for small groups and different skill levels, including students with OHI; SLD; and EI special education eligibilities.
- Provide both push-in and pull-out service to students to work on and assess IEP goals and progress
- Model and collaborate weekly with general education teachers about lesson modifications, adaptations and accommodations for students based on their individual needs and learning styles
- Assess students using running records, the Woodcock-Johnson Test for Academic Achievement IV; Kaufman Test of Educational Achievement; Towl Test of Written Language and The Comprehensive Test of Phonological Processing
- Develop, write, and lead REED, MET, and IEP meetings with parents and Special Education team members
- Collect data, develop and implement individual behavior plans in coordination with Special Education team members and general education teachers
- Coordinate and teach Extended School Year lessons in Math and Reading for 2nd and 3rd grade students

High Point School, Ann Arbor, MI

June-August 2014

Extended School Year Teacher, Self-Contained Moderate Elementary CI Classroom

- Responsible for continuation and implementation of IEP goals and objectives for ten students
- Developed and implemented lesson plans to fit each student's individual needs

Ypsilanti Community Middle School, Ypsilanti, MI

January – March 2014

Student Teacher, Self-Contained Mild CI Classroom

- Responsible for designing and implementing various lessons in cross-categorical classroom
- Assisted with student IEP writing and implementation
- Attended all IEP meetings
- Assistant coach for Special Olympics Basketball team

Honey Creek Community School, Ann Arbor, MI

September-December 2013

Student Teacher, Middle School ELA Class

- Created and taught 6 week long Historical Fiction unit to 80 students

- Designed and taught weekly Environmental Education class to home-room class
- Responsible for weekly team building activity hour for home-room class
- Attended all weekly staff meetings and served on the Academic Service-Learning committee
- Met with Special Education teacher and middle school team twice weekly

RELATED EDUCATION WORK EXPERIENCE

Honey Creek Community School, Ann Arbor, MI
Instructional Aide, Middle School

March-June 2014

- Provide individualized instruction to students in need throughout three classes: ELA, Social Studies, and Science
- Ensure necessary accommodations and IEP goals are met for individual students
- Meet and work with Special Education team weekly
- Assist teachers as needed throughout class time
- Responsible for instruction of weekly Academic Service Learning experience

After-Care Supervisor

March 2014-April 2014 *and* September-December 2013

- Responsible for the supervision of 16+ children, ages K-8 during after-school hours
- Create activities including art projects and physical activity
- Assist Director with necessary child-care licensing paperwork

Bank Street School for Children, New York, NY

September 2003-June 2004

- Created and taught environmental education after-school program for 15 children, 2nd and 3rd grade

The Jane Goodall Institute—Roots & Shoots Program, New York, NY
Program Coordinator

May 2001-October 2002

- Implemented *Lessons for Hope* curriculum in two foster care residential agencies. Duties included working with teachers and students on a weekly basis. Assisted with writing and researching *Lessons for Hope* curriculum. Research topics included geography, gorilla and chimpanzee behavior, and related conservation and humanitarian issues
- Researched and coordinated internships and mentoring opportunities for students involved in curriculum in three areas of interests: animals, the environment, and human community
- Communicated with and maintained Roots & Shoots membership in the New York City area, including lectures and presentations at elementary and high schools regarding the institute and related environmental issues

The Jane Goodall Institute—Roots & Shoots Program, Silver Spring, MD
Special Projects Coordinator and Community Outreach Intern

August-December 1999

- Communicated with and assisted teachers from around the country to help them implement service learning projects in their classroom that show care and concern for people, animals, and the environment
- Assisted in organizing and presenting at four-day college summit and lecturing elementary students at various area schools on the institute
- Coordinated and recruited volunteers for national and Tanzania office; responsible for membership coordination and correspondence

ADDITIONAL PROFESSIONAL EXPERIENCE

Population Studies Center, University of Michigan, Ann Arbor, MI
Administrative Assistant Intermediate

June 2008-August 2013

- Provide complex and full range administrative services to the daily Center operations, including financial accounting and budgetary reconciliation
- Provide HR administration, including new hire processing, visa documentation for international visitors, time reporting for temporary employees, and supervision of work study students
- Coordinate meeting and conference logistics, both individually and collectively as a team
- Provide executive administrative support to the director and center administrator, including scheduling, managing correspondence, and managing projects as assigned

Ross School of Business, University of Michigan, Ann Arbor, MI
Program Assistant

October 2007-June 2008

- Prepared, planned, and executed educational programs for executive participants
- Partnered with faculty and vendors to ensure seamless program execution
- Liaised with faculty and participants, problem-solved, and managed events on site throughout each program

The Land Institute, Salina, Kansas
Special Projects Coordinator

February 2007-June 2007

- Edited, researched, and wrote in assistance to the President with a manuscript for general public
- Coordinated public rally and march urging congress to act on global climate change. Responsible for publicity, arranging speakers, details, and activities for over 100 participants
- Assisted with general office and greenhouse duties as needed

Center for Humans and Nature, New York, NY
Project Coordinator

January 2003-November 2006

- Advanced collaborative capacity building activities, through dialogue with the wider public and other grassroots organizations concerned with the regional interactions of humans and nature
- Responsible for providing research and research support for Senior Research Scholars and Center's on-going projects and programs
- Worked with President on fund-raising research and grant writing, and associated correspondence
- Managed and maintained daily operations of the office including website development, databases, and meeting planning

PROFESSIONAL MEMBERSHIPS

Council for Exceptional Children, *September 2011-Present*

National Council of Teachers of English, *September 2012-Present*



DEXTER HIGH SCHOOL
2200 N. PARKER RD.
Dexter, MI 48130
(734) 424-4240
email: moranw@dexterschools.org
email: wallsk@dexterschools.org
email: koenigk@dexterschools.org

William Moran
Principal
Karen Walls
Assistant Principal
Ken Koenig
Assistant Principal

August 1, 2018

Dear Mr. Wendorf:

Ms. Erica Morell was interviewed by a committee of staff from Dexter High School for a counseling position. By unanimous consent the committee chose Ms. Morell as the new counselor at DHS. Her references have been checked and support their decision. Ms. Morell has been contacted and looks forward to being a part of Dexter High School.

Professionally yours,

William C. Moran

William C. Moran
Principal
Dexter High School

ERICA MORELL

(contact info redacted)

EXPERIENCE

Co-Department Chair of Counseling and School Counselor at John Glenn High School

Westland, MI

Aug. 2013-Present

- Built the master schedule according to student course request paying close attention to hourly seat counts, contract seat numbers and course conflicts.
- Created graduation plans and scheduled students in appropriate courses to meet graduation requirements.
- Purchased and loaded MiVHS courses according to 21f standards.
- Reconciled students on BAA site, organized, and executed spring State testing for 1,800 students.
- Provided staff training for spring state testing.
- Supervised and trained two M-CAN/Americorp College Advisor.
- Increased college and FAFSA applications among first generation, minority and low income students.
- Secured a renewable \$5,000 grant through M-CAN for counseling department to assist in building the college going culture and increase college attendance from John Glenn High School.
- Facilitated a girls group targeting at risk females with Hiegra to decrease suspensions amongst African American females.
- Identified at risk students to provide targeted academic and social interventions to increase graduation rates and decrease suspensions.
- Provided crisis counseling for students and staff.
- Planned and presented a Senior Financial Aid night for parents and students.
- Presented an eighth grade parent night for incoming Freshman.
- Supported the advanced placement teachers in promoting their curriculum at Advanced Placement night.

Education 2020 Lab Facilitator/ Credit Recovery

Oct. 2012-Feb. 2013

Northville, MI

- Edited and designed English courses for students in the credit recovery lab ensuring that each course met HISE and MMC standards.
- Researched transcripts to enroll at risk students in appropriate courses to meet Michigan graduation requirements.
- Used positive behavior strategies such as behavior charts to help students to choose more on task behaviors than off task behaviors which helped facilitate students' achievement in their make up courses.
- Augmented e2020 instruction for students in Algebra, Geometry, Biology, Chemistry and English to ensure successful completion of courses.
- Compile and communicate grades and progress reports for students, counselors and parents to help students progress through courses in a timely manner.
- Counseled students on a daily basis regarding personal and academic issues interfering with students' course work.

Intern Counselor at Northville High School

Northville, MI

Aug. 2010 - Jan. 2011

- Conducted senior interviews to discuss post-secondary plans, college admissions, financial aid programs, scholarship opportunities and adjust senior schedules to meet graduation requirements.
- Set up student accounts through Career Cruising and taught Career Cruising lessons for students to update their Educational Development Plans according to State requirements.
- Assisted with set up and implementation of Educational Development Plans of the at risk students to help ensure graduation requirements would be met.
- Met with college admissions counselors to gain a deeper understanding of admission requirements and high school scheduling to meet requirements.
- Worked with the counseling staff to present information regarding the demands of Junior year to parents of incoming Juniors.
- Compiled and presented data to the counseling department and administration from the Senior Class Survey and Junior Parent survey to assess the effectiveness of the counseling department in the services they deliver.
- Lead the Newcomers group to acclimate new students to the social climate, academic rigor, and faculty of Northville High School.
- Counseled students on an individual basis with emotional problems, including suicidal ideations, or educational related problems, such as structuring study times to maximize results .

EDUCATION

Master of Arts in Counseling
Spring Arbor University *Sept. 2007 - May 2011*
Lansing, MI

Bachelor of Arts in Psychology
University Of Michigan *Sept. 1996- Dec. 2000*
Ann Arbor, MI

MEMBERSHIPS/ CERTIFICATIONS

- American School Counselors Association
- American Counselor Association
- Certified in K-12 Counseling
- M-CAN certified College Advisor

SKILLS

- Experience with the Michigan Merit Curriculum.
- Working knowledge of counseling theories and techniques.
- Knowledge of admissions criteria for the State's colleges and universities.
- Ability to develop guidance curriculum for middle school and high school students.

Anna Romano
(contact info redacted)

July 23, 2018

The Board of Education
Dexter Community Schools
7714 Ann Arbor Street
Dexter, MI 48130

To Whom It May Concern,

I am writing this letter to officially notify you that I am resigning from my current position as school social worker at Bates Elementary School. My last day was June 15, 2018. I have already informed Anne Nakon, Director of Special Education and Ryan Bruder, Bates Principal, of my decision. I have decided to accept a school social work position with Crestwood Schools in Dearborn Heights. After careful consideration of the offer, I found it to be both a challenging and exciting opportunity.

This has not been an easy decision to make. Over the past fifteen years, I have made numerous personal connections, helped many students and families, and worked alongside an extremely dedicated and talented teaching staff. I am appreciative to you for providing me the opportunity to work and grow, both personally and professionally while employed with Dexter Community Schools.

I would like to do what is feasible and appropriate to ensure that the transition of responsibilities and duties is a smooth and successful process. Please let me know how I can be helpful.

Thank you again for the experiences you have given me and I wish Dexter Community Schools the very best.

Sincerely and respectfully,
Anna Romano



Board Monthly Financial Report

Fiscal Year to Date 06/30/18

Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Account Type Revenue							
Function Code R100 - Local Sources - 100							
	5,125,513.00	264,329.41	5,047,724.03	.00	77,788.97	98	5,157,300.61
Function Code R100 - Local Sources - 100 Totals	\$5,125,513.00	\$264,329.41	\$5,047,724.03	\$0.00	\$77,788.97	98 %	\$5,157,300.61
Function Code R200 - Non-Education Sources - 200							
	5,254.00	5,307.12	12,807.12	.00	(7,553.12)	244	5,242.00
Function Code R200 - Non-Education Sources - 200 Totals	\$5,254.00	\$5,307.12	\$12,807.12	\$0.00	(\$7,553.12)	244 %	\$5,242.00
Function Code R300 - State Sources - 300							
	29,472,561.00	8,084,754.64	30,025,018.72	.00	(552,457.72)	102	28,505,545.47
Function Code R300 - State Sources - 300 Totals	\$29,472,561.00	\$8,084,754.64	\$30,025,018.72	\$0.00	(\$552,457.72)	102 %	\$28,505,545.47
Function Code R400 - Federal Sources - 400							
	1,310,766.00	487,025.65	937,415.00	.00	373,351.00	72	867,483.89
Function Code R400 - Federal Sources - 400 Totals	\$1,310,766.00	\$487,025.65	\$937,415.00	\$0.00	\$373,351.00	72 %	\$867,483.89
Function Code R500 - ISD / Other Sources - 500							
	4,485,678.00	963,677.44	4,509,847.48	.00	(24,169.48)	101	4,321,828.82
Function Code R500 - ISD / Other Sources - 500 Totals	\$4,485,678.00	\$963,677.44	\$4,509,847.48	\$0.00	(\$24,169.48)	101 %	\$4,321,828.82
Function Code R600 - In from other Funds - 600							
	218,592.00	(7,396.69)	183,271.32	.00	35,320.68	84	178,153.90
Function Code R600 - In from other Funds - 600 Totals	\$218,592.00	(\$7,396.69)	\$183,271.32	\$0.00	\$35,320.68	84 %	\$178,153.90
Account Type Revenue Totals	\$40,618,364.00	\$9,797,697.57	\$40,716,083.67	\$0.00	(\$97,719.67)	100 %	\$39,035,554.69
Account Type Expense							
Function Code 100 - Instruction							
Sub Function Code 110 - Basic Functions - 110	20,455,468.00	4,133,398.14	19,935,094.33	.00	520,373.67	97	19,171,657.14
Sub Function Code 120 - Added Needs - 120	4,240,136.00	964,964.30	4,174,417.72	.00	65,718.28	98	3,882,907.35
Function Code 100 - Instruction Totals	\$24,695,604.00	\$5,098,362.44	\$24,109,512.05	\$0.00	\$586,091.95	98 %	\$23,054,564.49
Function Code 200 - Supporting Services							
Sub Function Code 210 - Support Services-Pupil - 210	4,457,814.00	811,388.85	4,280,084.68	.00	177,729.32	96	3,920,850.61
Sub Function Code 220 - Support Services-Instructional - 220	2,115,211.00	283,952.38	2,112,270.03	.00	2,940.97	100	2,007,699.03
Sub Function Code 230 - Support Services-Administration - 230	852,643.00	83,650.11	755,868.85	.00	96,774.15	89	632,186.80
Sub Function Code 240 - Support Services-School Admin - 240	2,325,274.00	251,529.36	2,299,936.83	.00	25,337.17	99	2,234,983.46
Sub Function Code 250 - Support Services-Business - 250	690,210.00	70,419.00	635,687.64	.00	54,522.36	92	605,446.57
Sub Function Code 260 - Operations and Maintenance - 260	3,652,043.00	465,711.27	3,426,943.35	.00	225,099.65	94	3,511,323.50
Sub Function Code 270 - Pupil Transportation - 270	1,613,829.00	163,388.85	1,486,321.76	.00	127,507.24	92	1,513,225.83
Sub Function Code 280 - Support Services-Central - 280	289,745.00	31,076.15	286,200.32	.00	3,544.68	99	275,148.49
Function Code 200 - Supporting Services Totals	\$15,996,769.00	\$2,161,115.97	\$15,283,313.46	\$0.00	\$713,455.54	96 %	\$14,700,864.29
Function Code 300 - Community Services							
Sub Function Code 320 - Community Recreation - 320	304,196.00	38,053.88	289,501.77	.00	14,694.23	95	315,651.16
Sub Function Code 330 - Community Activities - 330	.00	.00	.00	.00	.00	+++	2,048.55
Sub Function Code 350 - Care of Children - 350	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 370 - Non Public School Pupils - 370	10,261.00	10,012.00	10,012.00	.00	249.00	98	.00
Sub Function Code 390 - Other Community Services - 390	.00	1,955.00	1,955.00	.00	(1,955.00)	+++	.00
Function Code 300 - Community Services Totals	\$314,457.00	\$50,020.88	\$301,468.77	\$0.00	\$12,988.23	96 %	\$317,699.71
Function Code 400 - Government Agencies & Prior Period							
Sub Function Code 400 - Other Government Agencies - 400	.00	20,945.70	20,945.70	.00	(20,945.70)	+++	99,204.71
Function Code 400 - Government Agencies & Prior Period Totals	\$0.00	\$20,945.70	\$20,945.70	\$0.00	(\$20,945.70)	+++	\$99,204.71
Function Code 500-600 - Other Financing Uses							
Sub Function Code 600 - Fund Modifications - 600	547,271.00	87,915.06	537,915.06	.00	9,355.94	98	486,774.45



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Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Function Code 500-600 - Other Financing Uses Totals	\$547,271.00	\$87,915.06	\$537,915.06	\$0.00	\$9,355.94	98 %	\$486,774.45
Account Type Expense Totals	\$41,554,101.00	\$7,418,360.05	\$40,253,155.04	\$0.00	\$1,300,945.96	97 %	\$38,659,107.65
Fund(COA) 11 - General Fund Totals	(\$935,737.00)	\$2,379,337.52	\$462,928.63	\$0.00	(\$1,398,665.63)	-49 %	\$376,447.04



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Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Function Code 23 - Community Service Fund							
Account Type Revenue							
Function Code R100 - Local Sources - 100							
	2,014,800.00	62,476.73	1,941,118.05	.00	73,681.95	96	1,989,484.16
Function Code R100 - Local Sources - 100 Totals	\$2,014,800.00	\$62,476.73	\$1,941,118.05	\$0.00	\$73,681.95	96 %	\$1,989,484.16
Function Code R300 - State Sources - 300							
	47,068.00	20,501.47	43,697.50	.00	3,370.50	93	26,841.25
Function Code R300 - State Sources - 300 Totals	\$47,068.00	\$20,501.47	\$43,697.50	\$0.00	\$3,370.50	93 %	\$26,841.25
Function Code R400 - Federal Sources - 400							
	125,000.00	.00	102,361.90	.00	22,638.10	82	136,130.71
Function Code R400 - Federal Sources - 400 Totals	\$125,000.00	\$0.00	\$102,361.90	\$0.00	\$22,638.10	82 %	\$136,130.71
Function Code R500 - ISD / Other Sources - 500							
	.00	.00	.00	.00	.00	+++	.00
Function Code R500 - ISD / Other Sources - 500 Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Function Code R600 - In from other Funds - 600							
	545,426.00	87,915.06	537,915.06	.00	7,510.94	99	486,774.45
Function Code R600 - In from other Funds - 600 Totals	\$545,426.00	\$87,915.06	\$537,915.06	\$0.00	\$7,510.94	99 %	\$486,774.45
Account Type Revenue Totals	\$2,732,294.00	\$170,893.26	\$2,625,092.51	\$0.00	\$107,201.49	96 %	\$2,639,230.57
Account Type Expense							
Function Code 100 - Instruction							
Sub Function Code 110 - Basic Functions - 110	183,590.00	19,449.86	183,089.33	.00	500.67	100	152,902.11
Function Code 100 - Instruction Totals	\$183,590.00	\$19,449.86	\$183,089.33	\$0.00	\$500.67	100 %	\$152,902.11
Function Code 200 - Supporting Services							
Sub Function Code 220 - Support Services-Instructional - 220	7,075.00	(1,286.40)	3,823.75	.00	3,251.25	54	.00
Sub Function Code 250 - Support Services-Business - 250	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 260 - Operations and Maintenance - 260	66,850.00	11,086.46	63,614.62	.00	3,235.38	95	74,567.20
Sub Function Code 270 - Pupil Transportation - 270	134,000.00	23,473.95	108,981.56	.00	25,018.44	81	88,471.54
Sub Function Code 290 - Support Services-Other - 290	678,276.00	77,154.73	658,611.21	.00	19,664.79	97	712,041.97
Function Code 200 - Supporting Services Totals	\$866,201.00	\$110,428.74	\$835,031.14	\$0.00	\$51,169.86	94 %	\$875,080.71
Function Code 300 - Community Services							
Sub Function Code 310 - Community Services Direction - 310	302,808.00	27,687.97	287,139.67	.00	15,668.33	95	266,585.41
Sub Function Code 320 - Community Recreation - 320	381,702.00	33,355.16	390,196.15	.00	(8,494.15)	102	369,131.15
Sub Function Code 350 - Care of Children - 350	768,459.00	80,789.35	744,812.10	.00	23,646.90	97	819,106.14
Sub Function Code 390 - Other Community Services - 390	125,000.00	(3,758.85)	102,361.90	.00	22,638.10	82	136,130.71
Function Code 300 - Community Services Totals	\$1,577,969.00	\$138,073.63	\$1,524,509.82	\$0.00	\$53,459.18	97 %	\$1,590,953.41
Function Code 500-600 - Other Financing Uses							
Sub Function Code 600 - Fund Modifications - 600	84,524.00	8,465.59	82,462.22	.00	2,061.78	98	82,731.34
Function Code 500-600 - Other Financing Uses Totals	\$84,524.00	\$8,465.59	\$82,462.22	\$0.00	\$2,061.78	98 %	\$82,731.34
Account Type Expense Totals	\$2,732,284.00	\$276,417.82	\$2,625,092.51	\$0.00	\$107,191.49	96 %	\$2,701,667.57
Function Code 23 - Community Service Fund Totals	\$10.00	(\$105,524.56)	\$0.00	\$0.00	\$10.00	0 %	(\$62,437.00)

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Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
FUND 004: 25 - School Lunch Fund							
Account Type Revenue							
Function Code R100 - Local Sources - 100							
	1,034,958.00	55,393.82	1,026,506.69	.00	8,451.31	99	1,048,981.05
Function Code R100 - Local Sources - 100 Totals	\$1,034,958.00	\$55,393.82	\$1,026,506.69	\$0.00	\$8,451.31	99 %	\$1,048,981.05
Function Code R300 - State Sources - 300							
	58,200.00	21,232.36	71,420.40	.00	(13,220.40)	123	59,490.84
Function Code R300 - State Sources - 300 Totals	\$58,200.00	\$21,232.36	\$71,420.40	\$0.00	(\$13,220.40)	123 %	\$59,490.84
Function Code R400 - Federal Sources - 400							
	272,655.00	127,645.65	301,651.43	.00	(28,996.43)	111	280,471.11
Function Code R400 - Federal Sources - 400 Totals	\$272,655.00	\$127,645.65	\$301,651.43	\$0.00	(\$28,996.43)	111 %	\$280,471.11
Function Code R500 - ISD / Other Sources - 500							
	109,000.00	30,246.70	115,643.93	.00	(6,643.93)	106	109,462.31
Function Code R500 - ISD / Other Sources - 500 Totals	\$109,000.00	\$30,246.70	\$115,643.93	\$0.00	(\$6,643.93)	106 %	\$109,462.31
Account Type Revenue Totals	\$1,474,813.00	\$234,518.53	\$1,515,222.45	\$0.00	(\$40,409.45)	103 %	\$1,498,405.31
Account Type Expense							
Function Code 200 - Supporting Services							
Sub Function Code 210 - Support Services-Pupil - 210	.00	36,404.49	36,404.49	.00	(36,404.49)	+++	35,649.47
Sub Function Code 260 - Operations and Maintenance - 260	2,415.00	293.00	2,485.50	.00	(70.50)	103	2,278.61
Sub Function Code 290 - Support Services-Other - 290	1,338,271.00	205,332.12	1,369,650.38	.00	(31,379.38)	102	1,308,441.69
Function Code 200 - Supporting Services Totals	\$1,340,686.00	\$242,029.61	\$1,408,540.37	\$0.00	(\$67,854.37)	105 %	\$1,346,369.77
Function Code 500-600 - Other Financing Uses							
Sub Function Code 600 - Fund Modifications - 600	134,068.00	(15,862.28)	100,809.10	.00	33,258.90	75	95,422.56
Function Code 500-600 - Other Financing Uses Totals	\$134,068.00	(\$15,862.28)	\$100,809.10	\$0.00	\$33,258.90	75 %	\$95,422.56
Account Type Expense Totals	\$1,474,754.00	\$226,167.33	\$1,509,349.47	\$0.00	(\$34,595.47)	102 %	\$1,441,792.33
FUND 004: 25 - School Lunch Fund Totals	\$59.00	\$8,351.20	\$5,872.98	\$0.00	(\$5,813.98)	9,954 %	\$56,612.98



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Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Function Code: 30 - Debt Retirement Fund							
Account Type: Revenue							
Function Code: R100 - Local Sources - 100							
	10,779,319.00	310,255.30	33,431,391.00	.00	(22,652,072.00)	310	10,521,222.12
Function Code: R100 - Local Sources - 100 Totals	\$10,779,319.00	\$310,255.30	\$33,431,391.00	\$0.00	(\$22,652,072.00)	310 %	\$10,521,222.12
Function Code: R300 - State Sources - 300							
	.00	.00	192,448.11	.00	(192,448.11)	+++	164,479.71
Function Code: R300 - State Sources - 300 Totals	\$0.00	\$0.00	\$192,448.11	\$0.00	(\$192,448.11)	+++	\$164,479.71
Function Code: R500 - ISD / Other Sources - 500							
	377,488.00	.00	.00	.00	377,488.00	0	1,110,170.00
Function Code: R500 - ISD / Other Sources - 500 Totals	\$377,488.00	\$0.00	\$0.00	\$0.00	\$377,488.00	0 %	\$1,110,170.00
Function Code: R600 - In from other Funds - 600							
	.00	.00	.00	.00	.00	+++	.00
Function Code: R600 - In from other Funds - 600 Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Account Type: Revenue Totals	\$11,156,807.00	\$310,255.30	\$33,623,839.11	\$0.00	(\$22,467,032.11)	301 %	\$11,795,871.83
Account Type: Expense							
Function Code: 200 - Supporting Services							
Sub Function Code: 250 - Support Services-Business - 250	51,000.00	717.76	18,260.58	.00	32,739.42	36	15,186.32
Function Code: 200 - Supporting Services Totals	\$51,000.00	\$717.76	\$18,260.58	\$0.00	\$32,739.42	36 %	\$15,186.32
Function Code: 500-600 - Other Financing Uses							
Sub Function Code: 500 - Debt Service - 500	11,105,807.00	(1,422.40)	33,187,237.41	.00	(22,081,430.41)	299	10,760,943.76
Function Code: 500-600 - Other Financing Uses Totals	\$11,105,807.00	(\$1,422.40)	\$33,187,237.41	\$0.00	(\$22,081,430.41)	299 %	\$10,760,943.76
Account Type: Expense Totals	\$11,156,807.00	(\$704.64)	\$33,205,497.99	\$0.00	(\$22,048,690.99)	298 %	\$10,776,130.08
Function Code: 30 - Debt Retirement Fund Totals	\$0.00	\$310,959.94	\$418,341.12	\$0.00	(\$418,341.12)	+++	\$1,019,741.75



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Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Fund(OOA) 47 - 2017 Capital Projects Fund							
Account Type Revenue							
Function Code R100 - Local Sources - 100							
	54,087,190.00	209,247.13	54,500,821.43	.00	(413,631.43)	101	.00
Function Code R100 - Local Sources - 100 Totals	\$54,087,190.00	\$209,247.13	\$54,500,821.43	\$0.00	(\$413,631.43)	101 %	\$0.00
Account Type Revenue Totals							
	\$54,087,190.00	\$209,247.13	\$54,500,821.43	\$0.00	(\$413,631.43)	101 %	\$0.00
Account Type Expense							
Function Code 200 - Supporting Services							
Sub Function Code 230 - Support Services-Administration - 230	19,078.00	.00	19,077.60	.00	.40	100	.00
Sub Function Code 250 - Support Services-Business - 250	225,607.00	1,750.30	200,602.98	.00	25,004.02	89	.00
Sub Function Code 260 - Operations and Maintenance - 260	11,106.00	.00	9,765.00	.00	1,341.00	88	.00
Sub Function Code 270 - Pupil Transportation - 270	1,650,000.00	.00	.00	.00	1,650,000.00	0	.00
Sub Function Code 280 - Support Services-Central - 280	2,935,124.00	.00	610,555.00	.00	2,324,569.00	21	.00
Function Code 200 - Supporting Services Totals	\$4,840,915.00	\$1,750.30	\$840,000.58	\$0.00	\$4,000,914.42	17 %	\$0.00
Function Code 400 - Government Agencies & Prior Period							
Sub Function Code 400 - Other Government Agencies - 400	46,411,274.00	3,662,420.03	8,770,822.87	.00	37,640,451.13	19	.00
Function Code 400 - Government Agencies & Prior Period Totals	\$46,411,274.00	\$3,662,420.03	\$8,770,822.87	\$0.00	\$37,640,451.13	19 %	\$0.00
Function Code 500-600 - Other Financing Uses							
Sub Function Code 500 - Debt Service - 500	.00	.00	.00	.00	.00	+++	.00
Function Code 500-600 - Other Financing Uses Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Account Type Expense Totals							
	\$51,252,189.00	\$3,664,170.33	\$9,610,823.45	\$0.00	\$41,641,365.55	19 %	\$0.00
Fund(OOA) 47 - 2017 Capital Projects Fund Totals	\$2,835,001.00	(\$3,454,923.20)	\$44,889,997.98	\$0.00	(\$42,054,996.98)	1,583 %	\$0.00



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Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Fund/COA: 48 - 2008 Capital Projects Fund							
Account Type Revenue							
Function Code R100 - Local Sources - 100							
	2,463,606.00	1,878.28	136,617.55	.00	2,326,988.45	6	13,917.39
Function Code R100 - Local Sources - 100 Totals	\$2,463,606.00	\$1,878.28	\$136,617.55	\$0.00	\$2,326,988.45	6 %	\$13,917.39
Function Code R500 - ISD / Other Sources - 500							
	47,890,000.00	.00	.00	.00	47,890,000.00	0	.00
Function Code R500 - ISD / Other Sources - 500 Totals	\$47,890,000.00	\$0.00	\$0.00	\$0.00	\$47,890,000.00	0 %	\$0.00
Account Type Revenue Totals	\$50,353,606.00	\$1,878.28	\$136,617.55	\$0.00	\$50,216,988.45	0 %	\$13,917.39
Account Type Expense							
Function Code 200 - Supporting Services							
Sub Function Code 250 - Support Services-Business - 250	441,844.00	.00	.00	.00	441,844.00	0	.00
Sub Function Code 260 - Operations and Maintenance - 260	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 270 - Pupil Transportation - 270	6,162,000.00	.00	366,610.00	.00	5,795,390.00	6	.00
Sub Function Code 280 - Support Services-Central - 280	10,219,490.00	15,225.61	529,026.41	.00	9,690,463.59	5	692,098.05
Function Code 200 - Supporting Services Totals	\$16,823,334.00	\$15,225.61	\$895,636.41	\$0.00	\$15,927,697.59	5 %	\$692,098.05
Function Code 400 - Government Agencies & Prior Period							
Sub Function Code 400 - Other Government Agencies - 400	33,254,447.00	601,500.00	787,906.14	.00	32,466,540.86	2	325,201.10
Function Code 400 - Government Agencies & Prior Period Totals	\$33,254,447.00	\$601,500.00	\$787,906.14	\$0.00	\$32,466,540.86	2 %	\$325,201.10
Function Code 500-600 - Other Financing Uses							
Sub Function Code 500 - Debt Service - 500	275,825.00	.00	.00	.00	275,825.00	0	.00
Function Code 500-600 - Other Financing Uses Totals	\$275,825.00	\$0.00	\$0.00	\$0.00	\$275,825.00	0 %	\$0.00
Account Type Expense Totals	\$50,353,606.00	\$616,725.61	\$1,683,542.55	\$0.00	\$48,670,063.45	3 %	\$1,017,299.15
Fund/COA 48 - 2008 Capital Projects Fund Totals	\$0.00	(\$614,847.33)	(\$1,546,925.00)	\$0.00	\$1,546,925.00	+++	(\$1,003,381.76)
Grants Totals	\$1,899,333.00	(\$1,476,646.43)	\$44,230,215.71	\$0.00	(\$42,330,882.71)	2,329 %	\$386,983.01

Schools of Choice For 2018-2019

Purpose: To approve schools of choice slots for the Dexter International Academy Off Campus Cyber Program for 2018-2019.

Explanation: According to Section 105 and 105c of the Michigan School Code, the Board of Education can open slots for out-of-district students to attend Dexter Community Schools. For several years, the Board offered limited schools of choice slots with many of the applications from current students who are in transition for housing.

DCS currently accepts schools of choice students for Kindergarten through 11th grade with limitations only for IB Programme students at DHS.

Since Section 105 and 105c of the Michigan School Code allow for districts to offer schools of choice slots for programs, DCS can open space in the Dexter International Academy Off Campus Program. This will allow us to serve homeschool and other families for the benefit of DCS students.

Recommendation: It is the recommendation of the Superintendent that the Dexter Community Schools Board of Education offer a minimum of 1 slot for K-12 in the Dexter International Academy Off Campus Program for the 2018-2019 school year.

REVISED BYLAW 0100 - SPECIAL UPDATE – APRIL 2018 - SOCIAL MEDIA

DEFINITIONS

Whenever the following items are used in these () bylaws and policies () bylaws, policies and administrative guidelines, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Services

Apps and services are software (i.e., computer programs) that support the interaction of wireless communication devices (as defined in Bylaw 0100, above) over a network, or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from and among and between, staff, students, and parents, Board members and/or other stakeholders and members of the community.

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Classified or Support Employee

An employee who provides support to the District's program and whose position does not require a professional certificate.

District

The School District.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond.

Procedural due process may require right to counsel and/or confrontation or cross examination of witnesses, depending upon the situation.

Full Board

Authorized number of voting members entitled to govern the District.

Information Resources

The Board defines Information Resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body.

Parent

The natural or adoptive parents or individuals with a valid power of attorney for the care and custody of the student for purposes other than educational placement. Parent also refers to any individual appointed by the State or court as a legal guardian or custodian for the student. Both parents will have equal access to records and rights regarding the student's education absent a court order restricting such rights.

Personal Communication Devices

Personal communication devices (“PCDs”) include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, ~~(-) telephone paging devices (e.g., beepers or pagers), (x)~~ and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board of Education.
(See Bylaw 0170)

Principal

The educational leader and head administrator of one (1) or more District schools or programs, as designated by the Board of Education. The Principal is responsible for the supervision of the school or program consistent with Board policy and directives of the Superintendent and may delegate responsibility to subordinates as appropriate.

Professional Staff Member

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the State.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

Secretary

The chief clerk of the Board of Education. (See Bylaw 0170)

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

Should

This word is used when an action by the Board or its designee is desired, suggested, or encouraged, but not required.

Social Media

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

The chief executive officer of the School District. Responsible to supervise all programs and staff of the District and to implement Board policy and follow Board directives. Consistent with Board

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policies and directives, the Superintendent may delegate responsibility to subordinates as appropriate.

Technology Resources

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The chief financial officer of the District. (See Bylaw 0170)

Vice-President

The Vice-President of the Board of Education. (See Bylaw 0170)

Voting

A vote at a meeting of the Board of Education. The law requires that Board members must be physically present in order to have their vote officially recorded in the Board minutes.

Citations to Michigan Compiled Laws (M.C.L.) are shown as M.C.L. followed by the Section Number (e.g., M.C.L. 380.1438). Citations to the Michigan Administrative Code are prefaced A.C. Rule (e.g., A.C. Rule R380.221). Citations to the Federal Register are noted as FR, to the Code of Federal Regulations as C.F.R., and to the United States Code as U.S.C.

REVISED POLICY - VOL. 31, NO. 1

PROBATIONARY TEACHERS

The Board of Education recognizes its obligation to employ only those professional staff members best trained and equipped to meet the educational needs of the students of this District. The Board shall discharge that obligation by retaining in service only those probationary teachers who meet those standards.

Teachers, new to the District, who have not previously acquired tenure in the State of Michigan, will be in a probationary status for the first five (5) years of employment before becoming eligible for tenure in the District, except as provided below. A teacher must receive ratings of Effective or Highly Effective on the last three (3) annual performance evaluations to achieve tenure.

Probationary teachers who are rated highly effective on the annual performance evaluation in years 2, 3 and 4 achieve tenure after four (4) years. Any teacher having tenure in the district as of July 19, 2011, will not be required to serve additional probation.

Teachers, new to the District, who have previously acquired tenure in any other Michigan school district, shall be required to serve two (2) years of probation before becoming eligible for tenure in the District but may, at the Board's option, be placed immediately on continuing tenure.

The Superintendent shall ensure that all probationary teachers are provided an Individualized Development Plan, evaluated in a timely manner by appropriate administrators, notified of areas of which performance is not meeting expectations, and are provided assistance in improving their performance.

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The Board shall annually review the performance of all probationary teachers by a date adequate to ensure timely compliance with all statutory, contractual, and other applicable timelines. The Superintendent shall provide to the Board a written recommendation with regard to each such teacher specifically noting the extent to which the probationary teacher's performance is meeting District expectations. On the basis of its review, the Board may, in its discretion, (1) non-renew employment based on unsatisfactory performance; or (2) continue the probationary period of employment if not otherwise eligible for tenure (not to exceed the statutory probation periods). The Board's review of such recommendation shall comport with all applicable statutory, contractual, or other legal requirements.

The Superintendent shall ensure that appropriate notices of the Board's actions are timely sent and delivered to all affected probationary teachers. The Superintendent shall further ensure that appropriate guidelines are drafted implementing the requirements of the Teacher Tenure Act.

A teacher who is in a probationary period may be dismissed from his/her employment by the Board at anytime.

M.C.L. 38.81 et seq.

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NEW POLICY - VOL. 31, NO. 2 [OPTIONAL]

OPIOID ANTAGONISTS

The Board has determined that it is in the best interests of its students and employees to have opioid antagonists available to be administered, if necessary, by appropriately trained personnel.¹ Therefore, the Board adopts this policy to govern the handling and administration of opioid antagonists consistent with the following processes, procedures and limitations.

Beginning with the 2017/2018 school year, the District shall have at least two employees who have been trained in the appropriate use and administration of an opioid antagonist. The training shall be done in a manner that has been approved by a licensed registered professional nurse. Only a nurse employed or contracted by the District or an appropriately trained school employee may possess and administer an opioid antagonist.

Trained personnel in the District shall possess at least one package of an opioid antagonist. The opioid antagonist may be administered by a school nurse or a trained school employee to a student or other individual on school grounds who is believed to be having an opioid-related overdose. An opioid-related overdose is a condition, including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death, that results from the consumption or use of an opioid or another substance with which an opioid was combined or that an individual who has received training approved by a licensed professional nurse in the administration of an opioid antagonist would believe to be an opioid-related overdose that requires medical assistance.

Any school personnel who have reason to believe that a student is having an opioid-related overdose must call 911.

¹ An opioid antagonist is naloxone hydrochloride or any other similarly acting and equally safe drug approved by the U.S. Food and Drug Administration for the treatment of drug overdose.

Any person who administers an opioid antagonist to a student shall promptly notify

- (x) the student's parent/guardian.
- () _____, who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.

The person who notifies the student's parent/guardian must encourage the parent or guardian to seek treatment for the student from a substance use disorder services program.

It shall be the responsibility of the School Resource Officer (SRO) to be sure that the supply of opioid antagonists is maintained at the appropriate level and they have not expired. The District Nurse shall also be responsible for coordinating the training of District employees to administer the opioid antagonists and to maintain the list of employees authorized to administer the antagonists.

The District's training regarding, administration of, and the maintenance and storage of opioid antagonists shall be consistent with PO 5330, AG 5330 and the Michigan Department of Education's medication administration guidelines, as amended.

At least annually, the Superintendent will report all instances in which an opioid antagonist was administered to a student using the school's stock of opioid antagonists to the Michigan Department of Education, using the form and in the manner required by the MDE.

M.C.L. 380.1179b

REVISED POLICY - VOL. 31, NO. 2

WELLNESS

As required by law, the Board of Education establishes the following wellness policy for the Dexter Community School District.

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

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

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

- A. With regard to nutrition education, the District shall:
 - (X) Nutrition education shall include enjoyable, developmentally appropriate and culturally relevant participatory activities, such as contests, promotions, taste testing, and others.
 - (X) Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria.
 - (X) The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime.
 - (X) Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.
- B. With regard to physical activity, the District shall:
 - 1. Physical Education
 - (X) A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the State.
 - (X) The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
 - (X) The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.

- (X) Planned instruction in physical education shall require students to be engaged in moderate to vigorous physical activity for at least fifty percent (50%) of scheduled class time.
- (X) Properly certificated, highly qualified teachers shall provide all instruction in physical education.
- (X) Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
- (X) Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.

2. Physical Activity

- (X) Physical activity () **shall (X) should** not be employed as a form of discipline or punishment.
- (X) All after-school programs shall provide developmentally appropriate physical activity for the students who participate.

C. With regard to other school-based activities the District shall:

- (X) Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day following posted times and usage policies.
- (X) Schools in our system shall utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

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

Additionally, the District shall:

- (X) create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods that comply with the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards:
 - (X) a variety of fresh produce to include those prepared without added fats, sugars, refined sugars, and sodium
 - (X) a variety of vegetables daily to include specific subgroups as defined by dark green, red/orange, legumes, and starchy
 - (X) The school will offer at least two different milk choices.
 - (X) meals designed to meet specific calorie ranges for age/grade groups

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- (X) eliminate trans-fat from school meals
- (X) require students to select a fruit or vegetable as part of a complete reimbursable meal
- (X) provide opportunities for students to develop the knowledge and skills for consuming healthful foods
- (X) The District nutrition department will partner with Farm to School efforts in order to provide the healthy foods identified above.

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

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.
- C. The sale to students of foods and beverages that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited.
- D. All food items and beverages available for sale to students for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) between midnight and thirty (30) minutes after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, including, but not limited to,

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competitive foods that are available to students a la carte or as entrees in the dining area (except entree items that were offered on the National School Lunch Program (NSLP) or School Breakfast Program (SBP) menu on the day of and the day after they are offered on the NSLP or SBP menu), as well as food items and beverages from vending machines, from school stores, or as fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs.

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

- F. All food and beverages that are provided, other than through sale, on the school campus during the school day (which may include classroom snacks, for classroom parties, and at holiday celebrations) shall comply with the
 - food and beverage standards approved by the Superintendent.

[It is recommended that one (1) or more of the following be selected:

- (X) The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- (X) The food service program shall be administered by a qualified nutrition professional.
- (X) Continuing professional development shall be provided for all staff of the food service program.

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

The Superintendent shall appoint a District wellness committee that includes the opportunity for parents, students, representatives of the school food authority, educational staff (including health and physical education teachers), mental health and social services staff, school health professionals, members of the public and school administrators to participate in development, implementation, evaluation and periodic update of the wellness policy. The Wellness Committee shall be an ad hoc committee with members recruited and chosen annually.

The Wellness Committee shall be responsible for:

- B. review of the District's wellness policy;
- C. presentation of the wellness policy to the school board for approval;

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

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

The Superintendent is also responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall:

- (X) distribute information at the beginning of the school year to families of school children;
- (X) include information in the student handbook;

and post the policy on the District's website, including the Wellness Committee's assessment of the implementation of the policy.

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

- (X) on the School District's web site.

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

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Dexter Community Schools
Board of Education
Executive Summary and Recommendation

Purpose: To suspend the current definition of voting included in Board Bylaws.

Explanation: The current board bylaws include an inaccurate legal reference for the definition of "voting." NEOLA plans to release an updated, accurate definition in September. The recommendation is to suspend the definition until the policy update.

The Vice-President of the Board of Education. (See Bylaw 0170)

Voting

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Recommendation: It is the recommendation of the Superintendent that the DCS Board suspend the definition of voting included in the bylaws until a new definition is adopted.

**Dexter Community Schools
Finance Committee
Meeting Minutes
July 25, 2018**

Board Members

Present –Dick Lundy, Julie Schumaker

Staff Committee Members

Present –John Heuser, Sharon Raschke, Chris Timmis

Others Present – Kim Lindsay (Rehmann)

Other Community Present – None

Meeting convened at 9:15am.

Audience Participation

None.

Approval of Minutes

A motion was made by Dick Lundy and supported by John Heuser to approve the finance committee meeting minutes of May 17, 2018. Approved.

Discussion Items

1. 17-18 Pre-Audit with Auditor

SAS 114 standards require auditors to meet with individuals involved with financial matters of the district prior to planning the audit. Kim Lindsay, the auditor from Rehmann, was present to discuss how the 17-18 audit will be approached, including required accounting standards.

The committee had an opportunity to ask questions and share concerns that should be reviewed as part of this year's audit.

2. Next Meeting

The next meeting will be held at 4:30 pm on August 27. The primary purpose will be to set the Fund Balance designations for the 2017-18 fiscal year. The final audit will be presented to the Finance Committee on September 24 at 4:30pm and to the Board of Education that evening.

Meeting adjourned at 10:05am.