

# **BOARD PACKET**

**July 25, 2016**



*Our Vision:*

*Champion Learning –  
Develop, Educate, and Inspire!*

**BOARD MEETING AGENDA**

- A. ROLL CALL - PLANNED ABSENCES – none**
- B. MEETING & CLOSED MINUTES – 6/20/2016**
- C. APPROVAL OF AGENDA**
- D. SCHOOL PRESENTATIONS: NONE**
- E. SUPERINTENDENT UPDATE**
  - 1. Basecamp Update
  - 2. CPA Lights 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 – Resignations
  - 2. Personnel – New Hires
  - 3. 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, Designate Electronic Transfer Officer, Designate Board – Legal Counsel, Designate Investment Officer, Designate Publications of Record
  - 4. Board Memberships - MASB & MASB Legal Trust Fund
- I. ACTION ITEMS**
  - 1. Board Member Resignation
  - 2. Approve Student Growth and Achievement Goals for 2016-18
  - 3. School Loan Application 2016-17
  - 4. Board Meeting Calendar 2016-17
  - 5. Authorize Letter of Agreement for Balance Impairment Study
- J. DISCUSSION ITEMS**
  - 1. Open Board Seat Appointment Process
  - 2. Alternative Education Program
  - 3. Dexter International Academy Pilot Program
  - 4. E4DS Donation Discussion
- K. PUBLIC PARTICIPATION:** *See Policy 0167.3*
- L. BOARD COMMENTS**
- M. INFORMATION ITEMS**
  - 1. Personnel Committee Minutes (6/20/2016)
  - 2. Michigan Education Finance Study Result
  - 3. MASB Article – Eight Traits of Effective School Boards
  - 4. MSBO Certifications – Donna Wahr and Lisa Jones
- N. CLOSED SESSION - Negotiations**

**CALENDAR**

- \*Monday, August 22 – 7:00pm**  
Board Meeting (Copeland)
- \*Monday, September 5 – Labor Day**
- \*Tuesday, September 6 – First Day of School (half day)**
- \*Monday, September 12 – 7:00pm**  
Board Meeting (Creekside)
- \*Monday, September 26 – 7:00pm**  
Board Meeting (Copeland)

**BOARD NOTES  
BUSINESS MEETING  
JULY 25, 2016**

**A. ROLL CALL**

1. Administer oath of office to new student representative – Hope Vestergaard

**B. MEETING MINUTES (6/20/16), CLOSED MINUTES (6/20/16)**

**C. APPROVAL OF AGENDA**

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:**

1. Basecamp Update
2. CPA Lights 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 – Resignations. Your packet contains letters of resignation from Technology Coordinator Brandon Case, Wylie Elementary Teacher Nicole Miller, and Dexter High School Teacher Chantal Cunningham.

- \* An appropriate motion might be, “I move that the Board of Education acknowledge the resignations of Brandon Case effective July 1, 2016 and Nicole Miller and Chantal Cunningham effective for the 2016-17 school year.”

2. Personnel – New Hires. Your packet contains letters of recommendation for hire from principals Ryan Bruder, Craig McCalla, Katie See, and Superintendent Chris Timmis for open positions at Bates, Cornerstone, and Wylie, as well as the open Special Education Director position.

- \* An appropriate motion might be, “I move that William Ivan (Fourth grade teacher – Wylie), Ryan Maki (Physical Education teacher – Wylie), and Stacey Keeler (Kindergarten teacher – Bates) be offered probationary teaching contracts

for the 2016-17 school year, and Anne Nakon be offered a probationary administrative contract for 2016-17. ”

3. 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. Your packet includes a memo from Chief Financial Officer Sharon Raschke summarizing various business matters that require official action from the Board of Education each year.

\* An appropriate motion might be, "I move that the school district's depositories of record be Chelsea State Bank, Flagstar Bank, TCF Bank, PNC Bank, and Michigan Liquid Asset Fund Plus (MILAF+) and in addition, investments be made with institutions in accordance with Board policy and State law... **and** I move 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** I move 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** I move 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** I move 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** I move 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** I move that the Board President and Treasurer be authorized to sign promissory notes... **and** I move 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** I move that the Dexter Community Schools set the yearly fee charged to individuals who request notice of Board meetings at \$50... **and** I move 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** I move 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** I move that the firms of Miller, Canfield, Paddock & Stone, PLC, Lusk & Albertson, PLD, and Thrun Law Firm PC be named as the legal firms of record for the Dexter Community School District...**and** I move that the Chief Financial Officer be designated the investment officer for Dexter Community Schools...**and** I move 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."

4. Board Memberships – MASB & MASB Legal Trust Fund. Each year the Board determines which professional organizations it wishes to join. We have historically always been a part of the Michigan Association of School Boards (MASB) and have been affiliated with the Michigan Association of School Boards Legal Trust Fund.

\* An appropriate motion might be, "I move that the Board of Education approve and/or renew its membership in the Michigan Association of School Boards (MASB) at an annual cost of \$5,766 and the Michigan Association of School Boards Legal Trust Fund at an annual cost of \$292."

#### **I. ACTION ITEMS:**

1. Board Member Resignation. Your packet contains a resignation from Board member Bonnie Everdeen effective July 20, 2016.

\* An appropriate motion might be, "I move that the Board of Education acknowledge the resignation of Board member Bonnie Everdeen effective July 20, 2016."

2. Approve Student Growth and Achievement Goals for 2016-18. Your packet contains an Executive Summary from Superintendent Chris Timmis outlining the Personnel Committee's recommendations to update long-term student growth and achievement goals.

\* An appropriate motion might be, "I move that the Board of Education approve the attached Student Growth and Achievement Goals for 2016-18."

3. 2016-17 School Loan Application. Your packet contains a resolution and a memorandum from Sharon Raschke explaining the School Loan Revolving Fund Annual Loan Activity Application for 2016-17.

\* An appropriate motion might be, "I move that the Board of Education authorize the attached resolution to reflect the anticipated activity with the School Loan Revolving Fund."

4. Board Meeting Calendar. Your packet contains a proposed calendar of meeting dates for the 2016-17 school year along with the 2016-17 school calendar for your reference.

\* An appropriate motion might be, "I move that the proposed Board of Education meeting schedule be approved as presented/amended."

5. Authorize Letter of Agreement for Balance Impairment Study. Your packet includes a memorandum from the Superintendent regarding a request that DHS

Athletes and families participate in a clinical trial entitled, "Detecting Balance Impairment After Concussion."

- \* An appropriate motion might be, "I move that the Board of Education authorize the Superintendent to sign the Letter of Agreement regarding participation in a clinical trial entitled 'Detecting Balance Impairment After Concussion.'"

**J. DISCUSSION ITEMS:**

1. Open Board Seat Appointment Process. Your packet includes an executive summary from the Superintendent to inform a discussion of the process the Board will use to fill the vacancy created by Bonnie Everdeen's resignation. Bylaws 0142.5 (Vacancies) 0131.1 (bylaws and Policies) are included for reference.
2. Alternative Education Program. Your packet contains an executive summary from the Superintendent outlining his plans to establish an alternative education program to raise the district's graduation rate for students who may be unable or unwilling to participate in the District's established program. This item is presented this evening for discussion only.
3. Dexter International Academy Pilot Program. Your packet contains an executive summary from the Superintendent regarding a virtual school pilot program to provide online courses for students from preschool through high school. This item is presented this evening for discussion only.
4. E4DS Donation Discussion. E4DS kicked off a short-deadline fundraising campaign to raise funds to provide six full-time enrichment coordinators. In the event that partial funds are raised, the Board needs to discuss how to best utilize those funds for their intended purpose.

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

**L. BOARD COMMENTS**

**M. INFORMATION ITEMS:**

1. Personnel Committee Minutes
2. Michigan Education Finance Study Result
3. MASB Article – Eight Traits of Effective School Boards
4. MSBO Certifications

**N. CLOSED SESSION: Negotiations**

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION**  
**MEETING MINUTES – June 20, 2016**

**A. ROLL CALL**

**Members Present:** Ron Darr, Bonnie Everdeen, Dick Lundy, Julie Schumaker, Michael Wendorf, Student Representative Rylee Kim

**Members Absent:** Daryl Kipke, Barbara Read

**Administrative & Supervisory Staff:** Sean Burton, Kit Moran, Sharon Raschke, Barb Santo, Mollie Sharrar, Chris Timmis, Hope Vestergaard

**D.E.A.:** Jessica Baese, Joe Romeo

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

**Transportation:** none

**Press:** Sean Dalton, We Love Dexter, Kyle Bucholz, Sun Times

**Guests:** Kyle Bucholtz, Amy Olmstead, Tracy Stahl

The meeting was called to order at approximately 7:03pm by Board President Michael Wendorf.

**B. MEETING MINUTES**

The Board reviewed meeting minutes from 6/6/2016.

A motion was made by Julie Schumaker and seconded by Bonnie Everdeen to approve the meeting minutes and closed minutes of 6/6/2016. **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.

Three changes were requested: add a new consent item (new hire), add an action item (Delayed Implementation of Uniform Procurement Policy), and add a second closed session following the first to vote on the DEA contract before moving back into closed session for the Superintendent's Quarterly Evaluation.

A motion was made by Dick Lundy and seconded by Ron Darr to approve the agenda as amended. **Motion Carried (unanimous).**

**D. SCHOOL PRESENTATIONS**

1. 2016-17 Budget Hearing.

Board president Michael Wendorf opened the floor to any community members wishing to speak. No audience members requested to speak.

2. Assessment Literacy.

Teachers Amy Olmstead and Tracy Stahl discussed their experiences and conclusions using the Assessment Literacy approach to teaching and grading student work. (This presentation will be posted on the district website under Board>Board Presentations).

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION**  
**MEETING MINUTES – June 20, 2016**

**E. SUPERINTENDENT UPDATE**

1. Superintendent Chris Timmis updated the Board on several items:
  - The State sent an updated letter saying that the previous letter regarding lack of timely IEPs was an error and the district is in compliance.
  - New teacher interviews are ongoing for several buildings
2. Michael Wendorf updated the board on the latest Brian Tungl hearing:
  - The District was notified Friday, June 17<sup>th</sup> that Tungl filed an appeal of his sentence and was requesting house arrest with an electronic tether. Mr. Wendorf and Julie Schumaker were the only district representatives who were able to attend on short notice.
  - The defense claimed medical suffering and stated Tungl needs physical therapy to prevent lifelong disability following a hip replacement surgery.
  - The house arrest was granted.

**F. STUDENT REPRESENTATIVES UPDATE**

Rylee Kim noted that the Color Guard is doing a bottle drive to raise money for new uniforms.

**G. PUBLIC PARTICIPATION – none**

**H. CONSENT ITEMS**

**1. Personnel - Retirement**

The Board received a retirement letter from Cornerstone School Psychologist Jo Ellin Gutterman and acknowledged her retirement.

**2. Personnel – New Hire**

The Board reviewed a recommendation for hire from Mill Creek Principal Jami Bronson for the open Mill Creek Special Education teacher position and offered Anna Vess a probationary teaching contract for the 2016-17 school year.

**3. May Budget Report**

The Board received the May Budget Report from Sharon Raschke.

Julie Schumaker made a single motion to approve all consent items and Ron Darr supported the motion. **Motion Carried (unanimous).**

**I. ACTION ITEMS**

**1. 2016-17 Budget**

The Board reviewed the 2016-17 budget from CFO Sharon Raschke.

A motion was made by Julie Schumaker and seconded by Ron Darr that the 2016-17 proposed budget be adopted. **Motion Carried (unanimous).**

**2. 2015-16 Budget Amendment**

Board members reviewed an updated 2015-16 budget revision from Sharon Raschke (it was updated after the board packet was published on 6/17). Board members had the opportunity to ask Buildings and Grounds Director Sean Burton questions about additional maintenance and repair costs. Dick Lundy stated his support for the work that B&G has been doing to bring everything up to standard establish preventative maintenance routines.

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION  
MEETING MINUTES – JUNE 20, 2016**

A motion was made by Dick Lundy and seconded by Julie Schumaker that the 2015-16 Budget Amendment be approved. **Motion Carried (unanimous).**

**3. 2016-17 Tax Levies**

Board members reviewed a memorandum from Sharon Raschke regarding the 2016-17 tax levies that the Board of Education needs to authorize for the 2016-17 fiscal year.

A motion was made by Dick Lundy and seconded by Ron Darr that Board of Education authorize tax levies for school operating expenses at 18 mills on non-homestead property in December, 2016 and a debt levy of 8.5 mills on all property in December, 2016. **Motion Carried (unanimous).**

**4. 2015-16 Superintendent Performance-based Pay Approval**

The Board reviewed a recommendation from the Personnel Committee for Performance-Based Pay for the 2015-16 School Year for Superintendent Chris Timmis. This recommendation is consistent with current Michigan law requiring a significant portion of a teacher or administrator's salary to be based on performance.

A motion was made by Dick Lundy and seconded by Bonnie Everdeen that the Dexter Board of Education approve the recommendation from the Board Personnel Committee for Performance-Based Pay for the 2015-16 school year. **Motion Carried (unanimous).**

**5. Superintendent Contract Approval**

The Board reviewed a draft contract for Superintendent Chris Timmis to renew his contract beginning July 1, 2016 through June 30, 2021.

A motion was made by Dick Lundy and seconded by Bonnie Everdeen that the Board of Education approve the contract between the Board of Education of Dexter Community Schools and Christopher Timmis beginning July 1, 2016 through June 30, 2021. **Motion Carried (unanimous).**

**6. Administrative Salary Approval**

The Board reviewed a memo from Superintendent Chris Timmis recommending approval for the attached salary and level placements for DAA staff.

A motion was made by Dick Lundy and seconded by Ron Darr that the Board of Education approve the recommended DAA salary and level placements. **Motion Carried (unanimous).**

**7. Schedule Business Meeting**

Ron Darr made a motion and Dick Lundy seconded the motion that a business meeting of the Dexter Board of Education be held on July 25, 2016, beginning at 7:00pm in the Copeland Boardroom. **Motion Carried (unanimous).**

**8. Shield Road Bridge**

The Board reviewed a memorandum from the Superintendent regarding road commission work on the Shield Road bridge. The County requires permission from the District to do associated grading and tree removal on District property.

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION  
MEETING MINUTES – JUNE 20, 2016**

Julie Schumaker made a motion that the Board authorize the attached Consent to Grade and Agreement for Tree Removal from the Washtenaw County Road Commission. Bonnie Everdeen seconded the motion. **Motion Carried (unanimous).**

**9. Chromebooks Proposal**

The Board reviewed a memorandum from Executive Director of Curriculum Mollie Sharrar explaining a technology purchase for grades 5 through 8. This item was previously discussed at the June 6, 2016 Board meeting.

Dick Lundy moved that the Board of Education approve the technology purchases as described in the attached memorandum. Julie Schumaker seconded. **Motion Carried (unanimous).**

**10. Delayed Implementation of Uniform Procurement Policy**

CFO Sharon Raschke reminded the Board of a discussion item from the June 6, 2016 meeting regarding updated U.S. Department of Education OMB Education Department General Administrative Regulations. This item was presented for action.

Dick Lundy made a motion that the Board delay implementation of Guidance 2CFR 200.317-.326 to July, 2017. Julie Schumaker seconded the motion. **Motion Carried (unanimous).**

**J. DISCUSSION ITEMS**

**1. Baker/Shield/Dan Hoey Option Study.**

The Board reviewed and discussed an executive Summary from Superintendent Chris Timmis regarding the recommendation for two roundabouts to be installed at the Baker/Shield/Dan Hoey intersections.

**2. Financial Summary Report & Narrative.**

The Board reviewed the Financial Summary Report along with the Financial Narrative from Sharon Raschke.

**K. PUBLIC PARTICIPATION – none**

**L. BOARD COMMENTS**

1. Julie Schumaker noted the Girls High School Soccer team beat Gull Lake at regional competition and lost at the state semi-finals.
2. Michael Wendorf noted the coincidence of the summer solstice and a full moon.

**M. INFORMATION ITEMS**

1. Finance Committee Minutes (6/6/2016)
2. SSWC News
3. New Student Representative

A motion was made by Dick Lundy and seconded by Ron Darr that the Board of Education move into executive session at approximately 8:55pm for the purpose of discussing negotiations. **Majority Vote. Motion Carried (unanimous).**

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION  
MEETING MINUTES – JUNE 20, 2016**

**N. CLOSED SESSION**

The Board of Education discussed contract negotiations.

A motion was made by Dick Lundy and seconded by Julie Schumaker that the Board return to open session at approximately 9:09pm. **Motion Carried (unanimous).**

Dick Lundy made a motion to ratify the tentative contract agreement with the Dexter Educational Association as presented effective July 1, 2016 through June 30, 2019. **Motion Carried (opposed: Julie Schumaker).**

A motion was made by Dick Lundy and seconded by Ron Darr that the Board move into executive session at approximately 9:16 for the purpose of discussing the Superintendent's Quarterly Evaluation. **Motion Carried (unanimous).**

**O. CLOSED SESSION**

The Board of Education discussed the Superintendent's Quarterly Evaluation and contract negotiations.

A motion was made by Dick Lundy and seconded by Julie Schumaker to return to open session at approximately 9:37pm. **Motion Carried (unanimous).**

A motion was made by Dick Lundy and seconded by Ron Darr to adjourn the meeting at approximately 9:38pm. **Motion Carried (unanimous).**

MINUTES/hlv

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Bonnie Everdeen, Secretary  
Board of Education



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## Fwd: Letter of Resignation

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Chris Timmis <timmisc@dexterschools.org>

Sat, Jun 25, 2016 at 8:34 PM

To: Hope Vestergaard <vestergaardh@dexterschools.org>, Sharon Raschke <raschkes@dexterschools.org>, Barb Santo <santob@dexterschools.org>, Brian Higgins <higginsb@dexterschools.org>

Christopher Timmis, Ed.D.  
Superintendent  
Dexter Community Schools  
7714 Ann Arbor Street  
Dexter, MI 48130  
(O) 734-424-4101

----- Forwarded message -----

From: **Rick Munir** <munirr@dexterschools.org>  
Date: Fri, Jun 24, 2016 at 1:42 PM  
Subject: Fwd: Letter of Resignation  
To: Chris Timmis <timmisc@dexterschools.org>

FYI

----- Forwarded message -----

From: **Brandon Case** <caseb@dexterschools.org>  
Date: Mon, Jun 20, 2016 at 2:00 PM  
Subject: Letter of Resignation  
To: Rick Munir <munirr@dexterschools.org>

Rick,

It is with mixed emotions that I must inform you of my resignation from my position at Dexter Community Schools. My last day will be July 1st, 2016.

I have accepted an offer from The College of Literature, Science, and the Arts Information Technology at the University of Michigan and am scheduled to begin the following Monday. As I mentioned last week, the offer was contingent on a background check. I was just informed has completed and I have passed.

On one hand I am very excited for the opportunities that lie ahead, but on the other I will sincerely miss the experience of working at DCS. My time here working with you and the rest of the team has been phenomenal, and I could not have asked to work with a better group. As we discussed, I am available to call or email if you need any assistance with the work that I commonly do past July 1st. Please know that I have documented many of my processes and will double check to make sure that I have covered as much as I can.

I apologize for the awkward timing, but I just received confirmation of my background check passing. An email is a poor medium through which to express emotion and I would have much preferred to deliver this in person. Enjoy your time in California and I will see you next week.

Regards,

--  
Brandon Case  
Dexter Community Schools  
Technology Systems Coordinator

June 29, 2016


Dexter Community Schools  
7714 Ann Arbor St.  
Dexter, MI 48130

Dear Mr. Higgins,

Please accept this letter as formal notification of my resignation from Dexter Community Schools. As of June 29, 2016, I will not be returning for the 2016-2017 school year at Wylie Elementary School as a teacher consultant/resource room teacher.

Thank you for the opportunity to work at Dexter Community Schools. It has been a pleasure to work with the students, parents, faculty and special education teams at Wylie Elementary and Bates Elementary.

Best regards,

  
Nicole Miller

Chantel Cunningham  
(contact info redacted)

July 21, 2016

Barb Santo, HR Director  
Human Resources  
7714 Ann Arbor Street  
Dexter, MI 48130

Dear Ms. Santo:

Please accept this as my official resignation from Dexter Community Schools as a Teacher Consultant at Dexter High School as of August 1, 2016. Thank you for the opportunity to work in Dexter Community Schools.

I plan to return all Dexter Community Schools property to Human Resources on Thursday, July 28, 2016.

Thank you,

Chantel Cunningham



Wylie Elementary School  
3060 Kensington, Dexter, Michigan 48130  
Katie See, Principal  
734-424-4140  
seek@dexterschools.org

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To: Dexter Board of Education  
From: Katie See  
Subject: 4<sup>th</sup> Grade Teacher Recommendation  
Date: July 18, 2016

As a result of our most recent interview process, we would like to recommend William Ivan for the fourth grade teaching position at Wylie. Bill received his Bachelor of Arts from Indiana University. Bill participated in the Teach for American program and attended Marian University where he received his Masters of Arts in Teaching. Bill has been a third grade classroom teacher and a 6<sup>th</sup> and 7<sup>th</sup> grade humanities teacher in Indiana. Bill comes highly recommended by his principal and the instructional coach in his previous school district.

Our interview committee was comprised of: Laura Armbruster, Sarah Russell, Susan Karsch, Krista Early, Karen Eby, Jessica Leonard and Wylie third grade students. We highly recommend Bill and feel confident that he will make a difference in the lives of Dexter students for years to come.

Thank you,

Katie See  
Principal

# William Joseph Ivan

(contact info redacted)

## Education

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### Marian University

Indianapolis, IN

#### *Masters of Arts Teaching, 2016*

8/2014-5/2016

- Current GPA: 3.50/4.00; Participated in 2014 Neuroscience Conference.
- Additional 8-10 hours a week time commitment on top of full time teaching.

### Indiana University

Bloomington, IN

#### *Bachelor of Arts, 2014, Major: Political Science; Minors: SPEA Management, English*

8/2010-5/2014

- GPA: 3.581/4.00; Major GPA 3.454/4.00
- Varsity Football: Offensive Lineman; Lettered 3 times, 3-time Academic All Big Ten, 2012 Big Ten Distinguished Scholar, received 2013 Ted Whereatt "Senior Academic Excellence" Award.
- Skills Gained: Time commitment and management, humility, teamwork and collaboration, ability to receive and apply constructive criticism, and loyalty.

## Work Experience

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### Vision Academy @ Riverside:

Indianapolis, IN

#### *3<sup>rd</sup> Grade Classroom Teacher/ 6<sup>th</sup> and 7<sup>th</sup> Grade Humanities Teacher*

5/2014-Present

- Lead 3<sup>rd</sup> grade classroom in 2014-2015; unit/lesson planned five subjects creating curriculum.
- Developed 6<sup>th</sup> and 7<sup>th</sup> grade Humanities curriculum by combining ELA and Social Studies standards to create humanities units and lessons based off young adult novels.
- Participated in weekly professional development via the TAP evaluation and improvement system, which focused on developing instruction.
- Achieved 70% IREAD pass and 44% ISTEP reading pass with 3<sup>rd</sup> graders in a community that averages 50% IREAD and 25% ISTEP reading pass grades.
- Coached both boys basketball, and boys and girls Track and Field; won 2015 elementary boys track and field conference championship.

### Teach for America:

Indianapolis, IN

#### *2014 Indianapolis Corp Member*

6/2014-5/2016

- Selected from a projected pool of 47,000 applicants to join national corps of teachers who commit two years to teach in low-income public schools.
- Participate in intensive training program to develop the skills and knowledge needed to achieve significant gains in student achievement; teach summer school program under the supervision of a faculty of experienced teachers.
- Engage in a full schedule of professional development, including: seminars, workshops, individual and group reflections, readings, and "learning teams" specific to teaching license area.
- Simultaneously pursue Master of Arts in Teaching from Marian University in Indianapolis.

## Volunteer Experience

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### Monroe County Indiana Habitat for Humanity:

Bloomington, IN

#### *Crew Leader*

6/2013-Present

- Building homes for qualifying families on weekends. Began volunteering in summer 2013 and continued throughout the school year. Managed crews of anywhere from four to eight people on construction tasks such as sheeting, shingling, and framing.
- Habitat for Humanity offered an excellent opportunity to participate in an activity that I enjoy. It allowed me to develop my skills and knowledge in home construction, learn some workforce management skills, learn time management by balancing school, football, and volunteering, and introduced me to working with low-income communities. It also helped fulfill a sense of duty to serve my community.

## Skills/Interests

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**Skills:** MS Word, MS Excel, MS PowerPoint; Indian Teaching Licenses: K-6 all subjects, 6-12 ELA; CPR/AED certified, Suicide prevention trained; home construction.

**Interests:** Bicycling, backpacking/hiking, sailing, cross-country skiing, spending time with family, politics and social issues.



Wylie Elementary School  
3060 Kensington, Dexter, Michigan 48130  
Katie See, Principal  
734-424-4140  
[seek@dexterschools.org](mailto:seek@dexterschools.org)

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To: Dexter Board of Education  
From: Katie See  
Subject: PE Teacher Recommendation  
Date: July 18, 2016

As a result of our most recent interview process, we would like to recommend Ryan Maki for the PE teacher position at Wylie. Ryan graduated with his Bachelor of Science from Central Michigan University. Ryan completed a long-term substitute job at Mill Creek. He has also been a para-educator at Mill Creek. Ryan has been coaching basketball and track and field at Mill Creek. He is loved by Dexter students and parents. Ryan is highly recommended by Jami Bronson and Brett Pederson.

Our interview committee was comprised of: Laura Armbruster, Roxanne Kohler, Fred Ligrow, Marsha Myerhoff, Ann Pregont, Joel Anderson and Wylie third grade students. We highly recommend Ryan and feel confident that he will be an integral member of our staff working to educate Dexter students for years to come.

Thank you,

Katie See  
Principal

# Ryan Maki

(contact info redacted)

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<b>EDUCATION</b>	Central Michigan University, Mount Pleasant, Michigan <i>Bachelor of Science in Education, Secondary Emphasis</i> , December 2013 Major: Physical Education K-12; Minor: School Health Education
<b>CERTIFICATION</b>	Michigan Secondary Teaching Certificate, February 2014 Physical Education (MB), K-12 School Health Education (MA), 6-12 <i>Emergency Care &amp; Safety Institute First Aid, CPR Certified</i> , June 2015 <i>Certified in HIV/AIDS Education</i> , Central Michigan University, January 2013
<b>TEACHING EXPERIENCE</b>	Community Living Network, Ypsilanti, Michigan <i>Therapeutic Aide</i> , June 2015 – Present <ul style="list-style-type: none"><li>Worked one-on-one with an autistic student.</li></ul> Mill Creek Middle School, Dexter, Michigan <i>Para-Educator</i> , August 2014 – Present <ul style="list-style-type: none"><li>Supplied support for an autistic student throughout the school day.</li></ul> Mill Creek Middle School, Dexter, Michigan <i>Long-Term Substitute</i> , January 2014 – June 2014 <ul style="list-style-type: none"><li>7<sup>th</sup> Grade Physical Education</li><li>8<sup>th</sup> Grade Life Skills</li></ul> Dakota High School, Macomb, Michigan <i>Student Teaching Experience</i> , September – December 2013 <ul style="list-style-type: none"><li>Physical Education 1 and 2 for Grades 10-12</li><li>9<sup>th</sup> Grade Health</li></ul> Central Michigan University, Mount Pleasant, Michigan <i>Adaptive Physical Education</i> , Fall 2012 <ul style="list-style-type: none"><li>Created and implemented lesson plans geared for students with special needs.</li></ul> Central Michigan University, Mount Pleasant, Michigan <i>Evaluation in Physical Education and Sport</i> , Spring 2012 <ul style="list-style-type: none"><li>Created and implemented various assessment strategies for P.E.</li></ul>
<b>PROFESSIONAL DEVELOPMENT</b>	<i>Learn Today Teach Tomorrow Conference</i> , Spring 2013 <i>Anti-Bullying Seminar</i> , Central Michigan University, Fall 2013 <i>Thinking on your Feet – P.E., Health, Literacy by Jean Blaydes</i> , Spring 2012
<b>COACHING</b>	Mill Creek Middle School, Dexter, Michigan <ul style="list-style-type: none"><li><i>Head Boys Track and Field Coach</i>, 2016</li><li>7<sup>th</sup> Grade Girls Basketball Coach, 2016</li><li>7<sup>th</sup> Grade Boys Basketball Coach, 2014 and 2015</li><li><i>Assistant Track and Field Coach</i>, 2014 and 2015</li></ul> Dakota High School, Macomb, Michigan <ul style="list-style-type: none"><li><i>Assistant Freshmen Football Coach</i>, 2013</li></ul>
<b>VOLUNTEER</b>	Dakota High School, Macomb, Michigan <i>Volunteer Teacher during Challenge Day</i> , Fall 2013 <ul style="list-style-type: none"><li>Assisted in Challenge Day at the High School.</li></ul> Central Michigan University, Mount Pleasant, Michigan <i>Senior Leader - CMU Field Day for Students with Special Needs</i> , April 2012 and 2013 <ul style="list-style-type: none"><li>Organized and worked Field Day Events that were geared towards students with special needs.</li></ul> Central Michigan University, Mount Pleasant, Michigan <i>Fitnessgram</i> , 2011-2012 <ul style="list-style-type: none"><li>Assessed students at local schools using the Fitnessgram.</li></ul>



Bates Elementary School  
2704 Baker Road  
Dexter, MI 48130  
Ryan Bruder, Principal  
734-424-4130  
[bruderr@dexterschools.org](mailto:bruderr@dexterschools.org)

---

To: Dexter Board of Education  
From: Ryan Bruder  
Subject: Kindergarten Teacher Recommendation  
Date: July 20, 2016

As a result of our most recent interview process, we would like to recommend Mrs. Stacey Keeler for the kindergarten position at Bates Elementary School. Stacey was previously a teacher in the Northville Public Schools and served as a Curriculum and Instruction Specialist for Global Educational Excellence. Stacey is a graduate of Saginaw Valley State University and has her Master of Arts in Literacy Education from Madonna University.

Stacey is passionate about early childhood education and literacy instruction. Stacey comes highly recommended and will be an exceptional addition to Bates Elementary School and the Dexter Community Schools.

Our interview committee was comprised of: Laura Ayers, Stacy Cook, Cheryl Martin, Kelli Nowaczck, Laurie Sarver, Jessica Savoni, and myself.

Thank you,

Ryan Bruder  
Principal

# Stacey Keeler

(contact info redacted)

## EDUCATION:

Saginaw Valley State University, University Center, MI

Bachelor of Arts in Elementary Education May 1999

Minors: Math, Science, and Early Childhood

Overall GPA: 4.0 Summa Cum Laude

Endorsements: ZA K-3, EX 6-8, DX 6-8, K-5 All Subjects, K-8 Self Contained

Madonna University, Livonia, MI

Master of Arts in Literacy Education, June 2004

Endorsements: BR, K-12 Literacy Specialist

## EXPERIENCE:

**Substitute Teacher**, Dexter Community Schools

February 2016 to June 2016

**Long Term Substitute (Intervention Teacher)**, Dexter Community Schools

November 2015 to February 2016

- Planned and taught lessons that met each student's targeted goal
- Used progress monitoring to inform instruction
- Communicated with classroom teachers to coordinate efforts for optimal progress for the students

**Long Term Substitute (Kindergarten Teacher)**, Dexter Community Schools

September 2015 to November 2015

- Built a classroom community with twenty-five students
- Provided meaningful and relevant learning opportunities
- Attended to the social, behavioral, and academic needs of each student
- Used formative assessment data to inform instruction
- Developed a strong rapport with students, families and colleagues
- Communicated with families through newsletters, phone calls, emails, and parent teacher conferences

Stacey Keeler (continued)

**Curriculum and Instruction Specialist, Global Educational Excellence**

January 2011 to August 2015

- Developed a Common Literacy Framework
- Aligned district K-5 ELA Curriculum to the Common Core State Standards
- Coached teachers on curriculum implementation and best practice
- Developed and implemented an instructional coaching program
- Updated and refined curriculum maps
- Created lessons and resources for staff
- Lead professional development opportunities for teachers

**Teacher, Northville Public Schools**

August 1999 to June 2007

- Taught 2nd and 3rd Grade (seven years) and 7th Grade Math (one year)
- Served on committees: ELA, Differentiation, School Improvement, Instructional Support Team
- Provided professional development for colleagues
- Planned and taught lessons according to district standards and student needs

**Private Tutor**

June 2001 to June 2006

- Assessed students' needs and developed individualized tutoring plans
- Worked with twelve different students ranging in age from K-5th grade
- Communicated with teachers to ensure consistency

**PROFESSIONAL TRAINING HIGHLIGHTS:**

- Rubicon Atlas Curriculum Mapping
- Cognitive Coaching
- Love and Logic
- NWEA
- Lucy Calkins Writing Workshop
- Certified EBLI trainer and coach
- Common Core State Standards
- Michigan Testing Conference
- Wayne RESA Writing with the Experts Series
- Wayne RESA Reading in the Content Areas Series
- Wayne RESA Common Assessments: Design and Development

---

## **Anne R. Nakon**

(contact info redacted)

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### **HIGHLIGHTS OF QUALIFICATIONS**

- Seven years of administrative experience with proven results
- Knowledge of and demonstrated effective use of the teacher evaluation process
- Strong background in Special Education Law and best practices
- Facilitator for the Washtenaw/Livingston County Adaptive Leadership Network
- Facilitator for the WISD Curriculum and Instruction Committee

### **EDUCATION AND CREDENTIALS**

Sp. E., Special Education Administration and Supervision – **Eastern Michigan University**; Ypsilanti, MI 2016  
MDE Special Education Supervisor/Director Approval  
MDE K-12 Principal Approval  
M.S.W., Interpersonal Practice – **University of Michigan**; Ann Arbor, MI; 1995  
B.A., Psychology – **University of California**, San Diego; San Diego, CA; 1994  
Michigan Special Education Administration- Temporary Approval  
Licensed Clinical Social Worker in the State of Michigan  
State of Michigan School Social Work Certificate

### **PROFESSIONAL EXPERIENCE**

**Principal/Special Education Supervisor    Washtenaw Intermediate School District    8/2013 – Current**

- Building Director/Principal of High Point School, a center based program in Washtenaw County supporting students with complex disabilities including Severe Cognitive Impairments and Severe Multiple Impairments ages 3 – 26.
- Supervise the Washtenaw Intermediate School District K – 12 Local Based Classrooms supporting students with severe cognitive impairments ages 6 – 18.
- Provide leadership, supervision and support to 63 staff including teachers, teaching assistants, school nurses, as well as all support/itinerant staff.
- Effectively complete teacher and staff evaluations.
- Assist in the leadership district-wide Curriculum and Instruction committee.
- Lead School Improvement planning and process for High Point School and WISD Local Based Classrooms.
- Assist in the facilitation of the Washtenaw/Livingston Adaptive Leadership Network.
- Instruction Consultation Team coach.
- Oversee the facility needs and operations of the High Point School Building.
- Manage program budgets.

**Principal/Special Education Supervisor    Lenawee Intermediate School District    8/10 – 7/13**

- Principal for the Laura Haviland Program, a center based program for students with Emotional Impairments grades K – 12.
- Program Supervisor for the LISD operated program for students with Severe Cognitive Impairments and Severe Physical Impairments ages 15 – 26.

- Special Education Supervisor assigned to Adrian Public Schools.
- Complete annual evaluations for 41 professional staff.
- Lead School Improvement for 3 LISD operated school programs.
- Design and assure program compliance for special education programming within the LISD and in Adrian Public Schools.
- Provide curriculum support and alignment.
- Design professional development for local district and LISD staff.
- Maintain program budgets.

**Program Principal**

**Lenawee Intermediate School District**

**1/08 – current**

- Provide direction and supervision of the school programs at Maurice Spear Campus.
- Supervise and evaluate 7 teaching staff.
- Coordinate program development and curricular programming at Maurice Spear Campus.
- Maintain Title 1, Part D grant and school budget.
- Coordinate and plan procedures for administration of statewide assessments (MEAP, ACT, MME).
- Plan and coordinate professional development for staff.
- Lead School Improvement and treatment team meetings.
- Complete required state reports.
- Coordinate special education programming and Individual Education Plan meetings.

**ASD Consultant**

**Lenawee Intermediate School District**

**6/06 – 8/2010**

- Lead and support school based teams in designing education plans designed to increase student's opportunities in the least restrictive environment with access and participation in the grade level general education curriculum.
- Guide and support teams in development of supports for students with ASD (visual supports, functional communication systems, peer supports, educational accommodations or modifications, positive behavior supports).
- Assist teams in development of IEP's and MET eligibility determination.
- Assist teams in functional assessments, data analysis and progress monitoring.
- Provide county-wide trainings educating on best practices supporting students with ASD.

**Behavior Consultant**

**Lenawee Intermediate School District**

**9/04 – 6/06**

- Lead school based teams in the functional assessment process and development of positive behavior support plans for students.
- Perform data analysis on students and generate graphs and reports for teams.
- Conduct systematic observations of students utilizing methods of scatter plot, ABC, and time-sampled interval recording.
- Complete interviews with staff, parents and students for the purpose of functional assessment and positive behavior support plan development.
- Facilitate team meetings around targeted students.
- Assist teams in the development of intervention materials including point sheets, classroom level system charts, visual supports and other teaching materials.
- Assist teachers and other team members with implementing intervention strategies.
- Provide trainings in the area of Positive Behavior Support.
- Coordinate and facilitate building level Positive Behavior Support teams.

**School Social Worker****Lenawee Intermediate School District****9/96 – 6/08**

- Perform comprehensive evaluations with written reports on students grades K-12 to determine special education eligibility in the areas of Emotional Impairment, Otherwise Health Impaired- Attention Deficit (Hyperactivity) Disorder and Autism Spectrum Disorder.
- Provide individual, group, and classroom services to improve personal, behavioral, social, or emotional difficulties related to students' educational and social progress.
- Facilitate Circle of Friends Groups.
- Participate in MET and IEPT meetings.
- Participate in Manifestation Determination Review meetings.
- Provide referral services as necessary to outside agencies such as CMH, FIA, Protective Services, Juvenile Court, or alternative counseling agencies.
- Serve as a liaison between home and school, as well as community agencies and school, as appropriate.

**Psychiatric Social Worker (Contingent)****William Beaumont Hospital****12/96 – 8/03*****Student Social Work Intern******12/94 – 12/95***

- Conduct thorough intake interviews and psychosocial evaluations for the inpatient and outpatient psychiatric hospital programs.
- Develop diagnostic profiles and treatment plans to address patients' individual therapeutic needs.
- Facilitate small therapy groups for individuals with eating disorders, and general psychiatric patients.
- Participate in interdisciplinary team treatment meetings.
- Provide comprehensive discharge planning, identifying placement resources for hospitalized patients.

**Outpatient Therapist****Orchard Hills Psychiatric Center- Westland****12/95- 6/98**

- Provided outpatient assessments, individual care planning, and treatment to children, adolescents, adults, couples, and families.
- Involved in administrative duties of marketing, community outreach, utilization review, quality assurance, and membership on the executive board.

**Honors and Awards**

2003 – Lenawee Intermediate School District Itinerant of the Year

2005 – Lenawee Intermediate School District Team of the Year

2010 – Lenawee Intermediate School District Innovations in Partnerships Award

2012 – Lenawee Intermediate School District Innovation of the Year Award

2013 – Lenawee Intermediate School District Innovations in Partnership Award

**Professional Organization Affiliations**

ASDC

Michigan Association of Supervisors of Special Education (MAASE)

Michigan Association of School Social Workers

## Dexter Community Schools

To: Dexter Community Schools  
Board of Education

From: Christopher Timmis,  
Superintendent

CC:

Date: July 25, 2016

Re: Recommendation to Hire

It is my recommendation to hire Anne Nakon as the DCS Special Education Director. Anne Nakon was the selection of the committees and will be a tremendous addition to DCS.

Anne Nakon currently serves as the Principal and Special Education Supervisor at High Point School and the WISD. She was previously a Special Education Supervisor and Program Principal for Lenawee ISD. Her extensive experience in P-12 special education along with her work as an ASD Consultant, Behavior Consultant and School Social Worker will be extremely beneficial to DCS and our kids.

Anne holds an Education Specialist Degree from Eastern Michigan University, an M.S.W. from the University of Michigan, and a B.A. from the University of California. Anne lives in the Dexter Community School District, is a DCS Parent, and serves on the EFD Board.

Anne will be placed on Level F of the DAA Bargaining Agreement and will start on Monday, August 15<sup>th</sup>.

TO: Board of Education  
FROM: Sharon Raschke, CFO  
DATE: July 1, 2016  
RE: **Business Meeting 2016-17**

**I. Motions referenced in Board Policy #0154**

Board policy #0154 requires that at the business meeting, the Board of Education shall designate persons authorized to act on its behalf in several areas. Each item included contains recommendations for appropriate responsible designees. These recommendations are in line with the operational design of the district. I will assure that the signatures are on record at the appropriate institutions.

**Policy # 0154, A. Depositories for school funds (M.C.L.A. 380.1221)**

- Chelsea State Bank
- Flagstar Bank
- Michigan Liquid Asset Fund Plus (MILAF+)
- PNC Bank
- TCF Bank

I recommend that these institutions be the depositories of record for the Dexter Community School District. In addition, investments will be made with institutions in accordance with Board policy and state law.

**Policy # 0154, B. Persons authorized to sign checks, contracts, agreements, and purchase orders**

**1. Checks for Accounts Payable account funded by:**

- General Fund
- Debt Retirement Fund
- Capital Projects (Checking for bond money)
- Community Services
- Food & Nutrition

I recommend the signatories for the Accounts Payable account be any two of the Board President, Board Treasurer, Superintendent and/or the Chief Financial Officer. These signatures may be printed by stamp, machine or hand signed.

## **2. Checks for Internal (Agency) account**

I recommend the signatories for the Internal Agency account be any two of the Board President, Board Treasurer, Superintendent and/or the Chief Financial Officer. These signatures may be printed by stamp, machine or hand signed.

## **3. Checks for Payroll account**

I recommend the signatories for the Payroll account be any two of the Board President, Board Treasurer, Superintendent and/or the Chief Financial Officer. These signatures may be printed by stamp, machine or hand signed.

## **4. Wires and Transfers**

I recommend that any two of the Board President, Board Treasurer, Superintendent and/or the Chief Financial Officer be authorized to transfer or wire district funds between district bank accounts and between banks for legal obligations and investments.

## **5. Contracts, agreements, and purchase orders**

### **a. Contracts, agreements, and purchase orders**

I recommend 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.

### **b. Promissory notes**

I recommend that the Board President and Treasurer be authorized to sign promissory notes.

## **Policy # 0154, D. Persons authorized to use the safe deposit box**

I recommend that the Dexter Community School District rent a safety deposit box at Chelsea State Bank. I also recommend that the Superintendent and the Chief Financial Officer have access to the safety deposit box.

## **Policy # 0154, E. Fee charged to individuals who request notice of Board meetings (M.C.L.A. 15.266)**

Upon the written request of an individual, organization, firm, or corporation, and upon the requesting party's payment of a yearly fee of not more than the reasonable estimated cost for printing and postage of such notices, a public body shall send to the requesting party by first class mail a copy of any notice required to be posted pursuant to sections 5(2) to (5).

The Board of Education is required to establish this fee annually. Notices for regular board meetings, special board meetings, all committee meetings, and any changes to meetings are required to be posted.

I recommend that the Dexter Community School District set the yearly fee charged to individuals who request notice of Board meetings at \$50.

**Policy # 0154, F. Designate an administrator/director to assume specified responsibilities of the Treasurer and/or of the Secretary**

I recommend that the Chief Financial Officer be designated to assume specified responsibilities of the Treasurer.

I recommend that the Director of Office Management and Communications be designated to assume specified responsibilities of the Secretary.

**Policy # 0154, G. Designate the Electronic Transfer Officer (ETO) (Policy 6144)**

I recommend that the Electronic Transfer Officer (ETO) for the Dexter Community School District be the Chief Financial Officer. The ETO may enter into an Automated Clearing House (ACH) arrangement for the district.

**II. Designation of Law Firms**

Board policy #0172 requires that at the business meeting, that the Board of Education shall designate a law firm or firms to represent the School District or Board in actions brought for or against the School District and to render other legal service for the welfare of the School District.

We have used the firm of Miller, Canfield, Paddock & Stone, PLC and for general school law, bonding issues, and property matters. In addition, we use Thrun Law Firm, PC for general school law and special education matters. We also use Lusk & Albertson, PLC for general school law.

I recommend 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.

**III. Designation of Investment Officer**

Board policy #6144 requires that the Board of Education establish an Investment Officer to oversee the day-to-day management of School District investments.

I recommend that the Chief Financial Officer be designated the investment officer for the Dexter Community School District.

**IV. Designation of Publication of Record**

Various policies and state law require the district designate a newspaper of general circulation to publish its legal notices.

I recommend that The Sun Times News and the Dexter Community School District newsletter be designated as the legal publications of record.

TO: Board of Education  
FROM: Sharon Raschke, CFO  
DATE: July 25, 2016  
RE: **District Memberships 2016-17**

Dexter Community Schools maintains memberships to provide particular services. I recommend that the following memberships be approved and/or renewed:

**Michigan Association of School Boards:** The organization provides in-services and information to assist school board members and school board activities.

**Annual cost: \$5,766**

**Michigan School Board Legal Trust Fund:** This fund is set aside to assist and protect legal actions or activities affecting school districts.

**Annual cost: \$292**



Hope Vestergaard <vestergaardh@dexterschools.org>

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## Fwd: Resignation

---

Chris Timmis <timmisc@dexterschools.org>

Wed, Jul 20, 2016 at 6:09 PM

Sent from my iPhone

Begin forwarded message:

**From:** "everdeen@juno.com" <everdeen@juno.com>  
**Date:** July 20, 2016 at 6:05:17 PM EDT  
**To:** michaelwendorf@comcast.net, timmisc@dexterschools.org  
**Subject:** Resignation

Please accept my resignation from the Dexter Board of Education, effective July 20, 2016. Increased work and personal commitments have decreased the amount of time I can dedicate to Board duties.

I have been proud to be a member of the Board and look forward to seeing more great things come about in the district.

Thank you!

Bonnie Everdeen

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**Dexter Community Schools  
Board of Education  
Executive Summary and Recommendation**

- Purpose:** To approve Student Growth and Achievement Goals for 2016-2018.
- Explanation:** The Personnel Committee has been working over several months to update long-term student growth and achievement goals for 2016-2018. Attached is the final recommendation for goals. A few numbers are still being analyzed to include accurate data for 2015-2016 since the school year just finished.
- Recommendation:** It is the recommendation of the Personnel Committee for the Dexter Community Schools Board of Education to approve the attached Student Growth and Achievement Goals for 2016-2018.

**Student Growth and Achievement Goals**  
**2016-2017 and 2017-18**  
**7/20/16**

1. **For the Class of 2018, the 4-year graduation rate will meet or exceed 94%.** The percentage of students on track to graduate within 4 years will be measured annually for each subsequent cohort.

**4-Year Graduation Rate**

Class of	2013	2014	2015	2016	2017	2018
# of students in class	290	272	303			
# of students not graduating within 4 years	24	20	29			
4-yr graduation rate (%)	91.72	92.65	90.43			
# of Dropouts						
# of Special Education Students "Off-Track"						
# of FRL Students "Off-Track"						

2. **By June 2018, grades K-8 will exhibit an upward trend in average Achievement Status Percentiles and Conditional Growth Percentiles in Reading and Mathematics as measured by the NWEA Student Growth Summary Report.** Data will be reported Fall-to-Fall.

**NWEA Reading Student Growth Summary Report Percentiles Aggregated by District**

Grade	Fall 2014 - Fall 2015		Fall 2015 - Fall 2016		Fall 2016 - Fall 2017		Fall 2017
	Achievement Status Percentile (Fall 2014)	Conditional Growth Percentile	Achievement Status Percentile (Fall 2015)	Conditional Growth Percentile	Achievement Status Percentile (Fall 2016)	Conditional Growth Percentile	Achievement Status Percentile (Fall 2017)
K	NA	NA	94				
1	NA	NA	90				
2	NA	NA	96				
3	NA	NA	91				
4	92	37	92				
5	90	13	85				
6	80	88	88				
7	85	40	86				
8	91	46	90				
Average	88	45	90				

**NWEA Math Student Growth Summary Report Percentiles Aggregated by District**

Grade	Fall 2014 - Fall 2015		Fall 2015 - Fall 2016		Fall 2016 - Fall 2017		Fall 2017
	Achievement Status Percentile (Fall 2014)	Conditional Growth Percentile	Achievement Status Percentile (Fall 2015)	Conditional Growth Percentile	Achievement Status Percentile (Fall 2016)	Conditional Growth Percentile	Achievement Status Percentile (Fall 2017)
K	NA	NA	94				
1	NA	NA	90				
2	NA	NA	96				
3	NA	NA	91				
4	92	55	92				
5	88	67	85				
6	91	35	88				
7	79	84	86				
8	89	55	90				
Average	88	59	90				

3. By June 2018, the number of individual students and the number of total enrollments in AP, IB, or dual enrollment courses will be maintained at similarly high levels compared to enrollment in 2014-15.

**Number of Students Taking AP, IB, or Dual Enrollment Courses (15-16 does not include ECA)**

Year	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
# AP students	248	263	272			
# IB students	66	113	157			
# dual enrollment students	18	24	23	62		
<b>TOTAL</b>	332	400	452			
# of non-duplicate students	n/a	n/a	n/a	n/a		

**Enrollments in AP, IB, and Dual Enrollment Courses**

Year	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
# AP & IB course seats	544	750	861			
# dual enrollment seats	46	69	51	133		
<b>TOTAL</b>	590	819	912			

4. By June 2018, all buildings will have personalized learning opportunities available to students.

**Personalized Learning Options**

	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
<b>K-2</b>			
<b>3-4</b>			
<b>5-6</b>			
<b>7-8</b>			
<b>9-12</b>			

5. By June 2018, all buildings will have an RTI/MTSS system to identify meaningful negative changes in students with regard to academics, behavior and social/emotional changes.

TO: Board of Education  
FROM: Sharon Raschke, CFO  
DATE: July 25, 2016  
RE: School Loan Revolving Fund-Annual Loan Activity Application 2016-17

Debt service payments on the 1998 Debt, 2008 Building and Site and Refunding Debt, and 2012 Building and Site and Refunding Debt are due each November 1 (interest payments) and May 1 (principal and interest payment). The revenue used to pay the debt service payments are collected by levying 8.5000 mills on all properties in the Dexter Community School District.

The Annual Loan/Repayment Activity Application is required to be filed at this time. Because we are winter collection only we will not begin collecting taxes until December and will need to borrow in November. The loan worksheet projects that we will need to borrow \$1,172,438 in November 2016. We borrowed \$4,854,940 in 2015-16.

P.A. 437 of 2012 requires that we provide an annual millage study. Jesse Nelson, our financial advisor at Umbaugh & Associates, has prepared the information. It is attached for your reference.

The current projection shows that borrowing will be required through November 2016, repayment will begin by May 2017, and the final payoff will be in 2024-25.

I recommend that you authorize the attached resolution to reflect the anticipated activity with the School Loan Revolving Fund.

School Bond Qualification and Loan Program  
 School Loan Revolving Fund  
 Bureau of Bond Finance  
 Michigan Department of Treasury  
 430 W. Allegan  
 Lansing, MI 48922

**ANNUAL LOAN/REPAYMENT ACTIVITY APPLICATION**  
 For Participation in the School Bond Qualification and Loan Program

Legal Name of School District Dexter Community School District	District Code No. 81-050	County Washtenaw County
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**CERTIFICATE**

I, the undersigned, Secretary of the Board of Education, do certify hereby that the following constitutes a true and complete copy of a resolution adopted by the Board of Education of this School District, at a [regular or special] meeting held on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with Act 267 of the Public Acts of 1976 (Open Meetings Act).

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
 (Type or Print Name of Secretary)

\_\_\_\_\_  
 (Signature of Secretary)

\_\_\_\_\_  
 (Type or Print Name of Treasurer, Board of Education)

\_\_\_\_\_  
 (Signature of Superintendent of Schools)

**RESOLUTION**

A meeting was called to order by \_\_\_\_\_, President.

Present: Members \_\_\_\_\_

Absent: Members \_\_\_\_\_

The following preamble and resolution were offered by Member \_\_\_\_\_

and supported by Member \_\_\_\_\_

WHEREAS:

1. Act 92 of the Public Acts of Michigan, 2005, enacted pursuant to Article IX, Section 16, of the Michigan Constitution of 1963, provides the procedure, terms and conditions for obtaining a loan from the Michigan School Loan Revolving Fund.
2. Pursuant to Executive Order No. 1993-19, the state activities related to bond qualification and state borrowing functions for the provision of loans by the State of Michigan to school districts were transferred from the Department of Education to the Department of Treasury. The State Treasurer is responsible for prescribing the forms and procedures regarding the application for loan from the School Loan Revolving Fund.

3. This district has taken all necessary actions to comply with all legal and procedural requirements for borrowing from the School Loan Revolving Fund.

NOW, THEREFORE, LET IT BE RESOLVED THAT:

1. The district approves the estimated amount to be borrowed from or repaid to the School Bond Qualification and Loan Program and certifies the amount of qualified debt millage to be levied in accordance with the following:

Qualified bond debt millage (Tax Year 2016)	8.50	
Combined beginning balance owed to the SBLF and/or SLRF 06/30/2016		\$ 23,465,930.57
Estimated amount to borrow from or repay to the SBLF and/or SLRF		(\$ 823,135.00)
Estimated accrued interest		\$ 1,132,139.78
Estimated combined ending balance owed the SBLF and/or SLRF 06/30/2017		\$23,774,935.35

2. The district agrees to levy the debt millage tax as indicated above in the current tax year and to levy the debt millage tax required by law on the taxable valuation of the district for each subsequent year until all loans are repaid in full to the State of Michigan.

3. The district agrees to take actions and to refrain from taking any actions as necessary to maintain the tax exempt status of tax exempt bonds or notes issued by the State or the Michigan Finance Authority for the purpose of financing loans to school districts.

4. The district agrees to file a draw request with the State Treasurer not less than 30 days prior to the time when disbursement proceeds will be necessary in order to pay maturing principal or interest or both and to provide any other pertinent facts which may be required to be included in the request.

5. The (title of authorized officer) Chief Financial Officer is authorized and directed to file with the Department of Treasury the Annual Loan/Repayment Activity Application and any draw request documents necessary for borrowing from the SLRF.

6. In the event that the district fails to perform any actions as identified in this application or required by law, the district will submit to the State Treasurer a board approved resolution which indicates the actions taken and procedures implemented to assure future compliance.

7. The district board members have read this application, approved all statements and representations contained herein as true to the best knowledge and belief of said board, and authorized the Secretary of the Board of Education to sign this application and submit same to the State Treasurer for his review and approval.

Ayes: Members

Nayes: Members





**H.J. Umbaugh & Associates**  
Certified Public Accountants, LLP  
2150 Association Drive  
Suite 100  
Okemos, MI 48864  
Phone: 517-321-0110  
Fax: 517-321-8866

June 21, 2016

Sharon Raschke, Chief Financial Officer  
Dexter Community Schools  
7714 Ann Arbor Street  
Dexter, MI 48130

Re: Required P.A. 437 of 2012 Annual Millage Study – Taxable Value Year 2016

Dear Sharon:

The attached schedules (listed below) present unaudited and limited information for the purpose of complying with Public Act 437 of 2012 by the appropriate officers, officials and advisors of Dexter Community Schools. The use of these schedules should be restricted to this purpose.

Page(s)

- 2 Taxable Value History and Growth Assumptions
- 3 Required 2016 Estimated Millage Study

We would appreciate your questions or comments on this information and would provide additional information upon request.

Sincerely,

UMBAUGH

Jesse R. Nelson, CPA

**DEXTER COMMUNITY SCHOOLS  
COUNTIES OF WASHTENAW AND LIVINGSTON, STATE OF MICHIGAN**

**TAXABLE VALUE HISTORY AND GROWTH ASSUMPTIONS**

<u>Year</u>	<u>Taxable Value</u>	<u>Personal Property Tax Loss</u>	<u>Total Value</u>	
2016	1,225,539,135	17,981,794	1,243,520,929	3.48%
2015	1,201,675,830			3.41%
2014	1,162,043,625			3.56%
2013	1,122,070,648			2.66%
2012	1,092,947,510			0.44%
2011	1,088,178,418			-0.96%
2010	1,098,712,770			-3.55%
2009	1,139,135,553			-2.02%
2008	1,162,638,417			0.35%
2007	1,158,568,465			6.86%
2006	1,084,241,113			8.55%
2005	998,796,168			8.88%
2004	917,321,279			2.84%
2003	891,964,244			9.72%
2002	812,957,756			9.57%
2001	741,927,161			11.67%
2000	664,396,898			9.21%
1999	608,354,564			11.36%
1998	546,316,895			12.30%
1997	486,482,809			7.73%
1996	451,575,549			
<b>5 Year Average</b>				<u><u>1.82%</u></u>
<b>20 Year Average</b>				<u><u>5.40%</u></u>

(Subject to the attached letter dated June 21, 2016)





Hope Vestergaard <vestergaardh@dexterschools.org>

---

## Fwd: Resignation

---

Chris Timmis <timmisc@dexterschools.org>

Wed, Jul 20, 2016 at 6:09 PM

Sent from my iPhone

Begin forwarded message:

**From:** "everdeen@juno.com" <everdeen@juno.com>  
**Date:** July 20, 2016 at 6:05:17 PM EDT  
**To:** michaelwendorf@comcast.net, timmisc@dexterschools.org  
**Subject:** Resignation

Please accept my resignation from the Dexter Board of Education, effective July 20, 2016. Increased work and personal commitments have decreased the amount of time I can dedicate to Board duties.

I have been proud to be a member of the Board and look forward to seeing more great things come about in the district.

Thank you!

Bonnie Everdeen

---

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**Dexter Community Schools  
Board of Education  
Executive Summary and Recommendation**

- Purpose:** To approve Student Growth and Achievement Goals for 2016-2018.
- Explanation:** The Personnel Committee has been working over several months to update long-term student growth and achievement goals for 2016-2018. Attached is the final recommendation for goals. A few numbers are still being analyzed to include accurate data for 2015-2016 since the school year just finished.
- Recommendation:** It is the recommendation of the Personnel Committee for the Dexter Community Schools Board of Education to approve the attached Student Growth and Achievement Goals for 2016-2018.

**Student Growth and Achievement Goals**  
**2016-2017 and 2017-18**  
**7/20/16**

1. **For the Class of 2018, the 4-year graduation rate will meet or exceed 94%.** The percentage of students on track to graduate within 4 years will be measured annually for each subsequent cohort.

**4-Year Graduation Rate**

Class of	2013	2014	2015	2016	2017	2018
# of students in class	290	272	303			
# of students not graduating within 4 years	24	20	29			
4-yr graduation rate (%)	91.72	92.65	90.43			
# of Dropouts						
# of Special Education Students "Off-Track"						
# of FRL Students "Off-Track"						

2. **By June 2018, grades K-8 will exhibit an upward trend in average Achievement Status Percentiles and Conditional Growth Percentiles in Reading and Mathematics as measured by the NWEA Student Growth Summary Report.** Data will be reported Fall-to-Fall.

**NWEA Reading Student Growth Summary Report Percentiles Aggregated by District**

Grade	Fall 2014 - Fall 2015		Fall 2015 - Fall 2016		Fall 2016 - Fall 2017		Fall 2017
	Achievement Status Percentile (Fall 2014)	Conditional Growth Percentile	Achievement Status Percentile (Fall 2015)	Conditional Growth Percentile	Achievement Status Percentile (Fall 2016)	Conditional Growth Percentile	Achievement Status Percentile (Fall 2017)
K	NA	NA	94				
1	NA	NA	90				
2	NA	NA	96				
3	NA	NA	91				
4	92	37	92				
5	90	13	85				
6	80	88	88				
7	85	40	86				
8	91	46	90				
Average	88	45	90				

**NWEA Math Student Growth Summary Report Percentiles Aggregated by District**

Grade	Fall 2014 - Fall 2015		Fall 2015 - Fall 2016		Fall 2016 - Fall 2017		Fall 2017
	Achievement Status Percentile (Fall 2014)	Conditional Growth Percentile	Achievement Status Percentile (Fall 2015)	Conditional Growth Percentile	Achievement Status Percentile (Fall 2016)	Conditional Growth Percentile	Achievement Status Percentile (Fall 2017)
K	NA	NA	94				
1	NA	NA	90				
2	NA	NA	96				
3	NA	NA	91				
4	92	55	92				
5	88	67	85				
6	91	35	88				
7	79	84	86				
8	89	55	90				
Average	88	59	90				

3. By June 2018, the number of individual students and the number of total enrollments in AP, IB, or dual enrollment courses will be maintained at similarly high levels compared to enrollment in 2014-15.

**Number of Students Taking AP, IB, or Dual Enrollment Courses (15-16 does not include ECA)**

Year	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
# AP students	248	263	272			
# IB students	66	113	157			
# dual enrollment students	18	24	23	62		
<b>TOTAL</b>	332	400	452			
# of non-duplicate students	n/a	n/a	n/a	n/a		

**Enrollments in AP, IB, and Dual Enrollment Courses**

Year	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
# AP & IB course seats	544	750	861			
# dual enrollment seats	46	69	51	133		
<b>TOTAL</b>	590	819	912			

4. By June 2018, all buildings will have personalized learning opportunities available to students.

**Personalized Learning Options**

	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
<b>K-2</b>			
<b>3-4</b>			
<b>5-6</b>			
<b>7-8</b>			
<b>9-12</b>			

5. By June 2018, all buildings will have an RTI/MTSS system to identify meaningful negative changes in students with regard to academics, behavior and social/emotional changes.



DEXTER COMMUNITY SCHOOL  
BOARD OF EDUCATION  
MEETING SCHEDULE  
2016-17

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*Upon request to the Superintendent, the District shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting.*

All meetings are held at the **Creekside Media Center** at 7:00 PM unless otherwise noted.

<u>DAY</u>	<u>DATE</u>	<u>HOLIDAYS / NO SCHOOL DAYS</u>
Monday	July 25*	Business Meeting
Monday	August 22*	
Monday	September 12	Labor Day = Sept. 5
Monday	September 26	
Monday	October 10	
Monday	October 24	
Monday	November 14	Thanksgiving = Nov. 24 & 25
Monday	December 12	Winter Break = Dec. 23 - Jan. 6
Monday	January 9, 2017	Organizational Meeting
Monday	January 23	MLK = Jan. 16
Monday	February 13	President's Day = Feb. 20
Monday	February 27	
Monday	March 13	
Monday	March 27	
Monday	April 17	Spring Break = April 3 - 7
Monday	May 8	Memorial Day = May 29
Monday	May 22	
Monday	June 5	
Monday	June 19*	

\* These meetings will be held in the Copeland Boardroom, 7714 Ann Arbor St.

**Note:** Board of Education workshop(s) may be set during the year and will be posted prior to meetings.

July 2016				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Regular	_____
Sched A	_____
Sched B	_____
Sched C	_____
Sched D	_____
Other	_____
Total	<u>0</u>

August 2016				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Regular	_____
Sched A	<u>1</u>
Sched B	_____
Sched C	<u>1</u>
Sched D	_____
Other	_____
Total	<u>2</u>

September 2016				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Regular	<u>18</u>
Sched A	_____
Sched B	<u>1</u>
Sched C	<u>1</u>
Sched D	_____
Other	_____
Total	<u>20</u>

October 2016				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Regular	<u>20</u>
Sched A	_____
Sched B	<u>1</u>
Sched C	_____
Sched D	_____
Other	_____
Total	<u>21</u>

November 2016				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Regular	<u>16</u>
Sched A	_____
Sched B	<u>3</u>
Sched C	<u>1</u>
Sched D	_____
Other	_____
Total	<u>20</u>

December 2016				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Regular	<u>16</u>
Sched A	_____
Sched B	_____
Sched C	_____
Sched D	_____
Other	_____
Total	<u>16</u>

January 2017				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Regular	<u>14</u>
Sched A	<u>0</u>
Sched B	<u>2</u>
Sched C	_____
Sched D	_____
Other	_____
Total	<u>16</u>

February 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

Regular	<u>18</u>
Sched A	_____
Sched B	<u>1</u>
Sched C	_____
Sched D	_____
Other	_____
Total	<u>19</u>

March 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Regular	<u>22</u>
Sched A	_____
Sched B	<u>1</u>
Sched C	_____
Sched D	_____
Other	_____
Total	<u>23</u>

April 2017				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Regular	<u>14</u>
Sched A	_____
Sched B	_____
Sched C	_____
Sched D	_____
Other	_____
Total	<u>14</u>

May 2017				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Regular	<u>21</u>
Sched A	_____
Sched B	<u>1</u>
Sched C	_____
Sched D	_____
Other	_____
Total	<u>22</u>

June 2017				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Regular	<u>10</u>
Sched A	<u>0</u>
Sched B	<u>2</u>
Sched C	_____
Sched D	_____
Other	_____
Total	<u>12</u>

Color Key (Identify "Other Schedules" entered in blank boxes)	
_____	No Instruction*
*##	Count Days/Day of Instr
_____	Regular Day Schedule
_____	Other Schedule A: Teacher Day No Students
_____	Other Schedule B: Half Days AM with students
_____	Other Schedule C: PDD Whole Day
_____	Other Schedule D: PDD Half Day
_____	Other Schedule Beyond A, B, C, & D (e.g., MME Days)

Do not change these 3 colors - Other Schedule colors may be modified.

District Operates On (check one):

\_\_\_\_\_ District Wide Calendar     Individual Bldg Calendars

**Directions:**

1. Use Other Schedules A-D to identify any days building does not follow Regular Day Schedule (e.g., half-day, late start day, etc.).
2. Fill-in calendar using color key. Manually total monthly days of each schedule and enter in column on right.
3. Monthly totals and summary will automatically total.
4. Enter detail for each schedule and the total number of days for each schedule on Tab 2 - Hours of Instruction.
5. Approved year-round programs - remove pre-filled yellow.

**Note: Partial days counted as full-day, enter 1**

**Summary-Total Scheduled Days**

Regular Daily Schedule	<u>169</u>
Other Schedule A	<u>1</u>
Other Schedule B	<u>12</u>
Other Schedule C	<u>3</u>
Other Schedule D	<u>0</u>
Other Schedule Variations	<u>0</u>
<b>Total Scheduled Days</b>	<b><u>185</u></b>

**Transfer days totals to Sheet 2**

**Dexter Community Schools  
Board of Education  
Executive Summary and Recommendation**

- Purpose:** To authorize the Superintendent to sign the Letter Agreement regarding participation in a clinical trial entitled "Detecting balance impairment after concussion."
- Explanation:** Dexter High School was approached by Dr. Sean Rose from the Sports Neurology Clinic regarding research and support opportunity that will benefit our student athletes. Through the MORE Foundation, DHS athletes and families would be provided education regarding concussions along with an opportunity to participate in the research. Our legal counsel has reviewed the attached agreement and is comfortable with the terms of the agreement. There is no cost to DHS or our families. The intent is to begin this work in time for baseline data collection and education prior to the start of fall sports in early August. Chelsea and Brighton are also participating in similar work.
- Recommendation:** It is the recommendation of the Superintendent for the Dexter Community Schools Board of Education authorize the Superintendent to sign the Letter of Agreement regarding participation in a clinical trial entitled "Detecting balance impairment after concussion."

July 9, 2016

Delivered via Email (timmisc@dexterschools.org)

**Dexter High School**  
**2200 North Parker Road**  
**Dexter, MI 48130**  
**Attn: Chris Timmis**

*Re: Letter Agreement regarding participation in a clinical trial entitled "Detecting balance impairment after concussion"*

Dear Mr. Timmis:

As you are aware, student athletes (each, a "Student") participating in certain Dexter High School (the "School") athletic programs (collectively, the "School Athletic Programs") are being asked to participate in a clinical trial entitled "*Detecting balance impairment after concussion*" (the "Study"). The Study is being funded by and administered by the Musculoskeletal-Orthopedic Research and Education Foundation, an Arizona non-profit corporation d/b/a The More Foundation (the "MORE Foundation"). The purpose of this study is to establish a sensitive and low-cost assessment of balance in concussed athletes.

The following terms and conditions (this "Agreement") set forth our mutual understanding regarding the Study:

1. Conduct of Study. The parties acknowledge and agree that the Study will be conducted in accordance with the Study protocol approved by the Institutional Review Board ("IRB"), as may be amended from time to time. The MORE Foundation hereby acknowledges and agrees that the School is not engaged in the conduct of the Study, but the School acknowledges that certain Study-related activities will occur at the School.
2. Agreement to Participate. Subject to the terms set forth in this Agreement, the School hereby agrees to permit the Students and its coaches and relevant staff to participate in the Study.
3. Term; Termination. The term of this Agreement will commence on the date on which the Study is approved by the IRB and will continue until the completion or termination of the Study, unless sooner terminated in accordance with this Agreement. At any time prior to the completion of the Study, the School or the MORE Foundation may terminate this Agreement, for any or no reason, upon 30 days' written notice to the other party.
4. Acknowledgements by School. The School hereby acknowledges and agrees that:

Michigan law, without giving effect to choice of law principles. This Agreement may not be amended in any manner whatsoever, unless such amendment is in writing and is executed by the parties. This Agreement may be executed in more than one counterpart, each of which will be deemed an original, but all of which, when taken together, will constitute one and the same instrument. This Agreement constitutes the parties' entire agreement with respect to the subject matter hereof. There are no restrictions, promises, representations, warranties, covenants, or understandings other than those expressly set forth herein. This Agreement supersedes all prior agreements or understandings between the parties, and may not be modified or amended in any manner other than as set forth herein. If any provision in this Agreement is determined to be invalid or unenforceable by a court or arbitrator of competent jurisdiction, the parties desire and agree that the remaining provisions of the Agreement will nevertheless continue to be valid and enforceable. Each of the parties has been represented by or has had the opportunity to be represented by legal counsel of its own choice. This Agreement has been negotiated among the parties and if there is any ambiguity, no presumption construing the Agreement against a party will be imposed because this Agreement was prepared by counsel for any particular party.

Please confirm the School's acceptance of the foregoing terms and conditions by having an authorized representative of the School sign where indicated below and by returning an executed copy to me at [marc.jacofsky@thecoreinstitute.com](mailto:marc.jacofsky@thecoreinstitute.com). If you have any questions in regard to this letter agreement, please don't hesitate to contact me.

We thank you for your participation in the Study and look forward to working with you this season.

Sincerely,

The MORE Foundation

Marc Jacofsky, Ph.D.  
Executive Director, Research and Education

Chris Timmis

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**Dexter Community Schools  
Board of Education  
Executive Summary and Recommendation**

**Purpose:** To discuss a process for filling the recent Board Vacancy created by the resignation of Trustee Bonnie Everdeen.

**Explanation:** Trustee Bonnie Everdeen resigned her position from the Board of Education effective July 20, 2016. The Board of Education has up to 30 days to fill the vacancy. The appointment will run through December 31, 2018.

**Current Board Bylaws State:**

0142.5

**Vacancies**

The office of a Board member shall become vacant immediately upon the occurrence of any one (1) of the following events:

- A. the death of the incumbent, or the incumbent's being adjudicated insane or being found to be mentally incompetent by the proper court
- B. the incumbent's resignation
- C. the incumbent's removal from office
- D. the incumbent's conviction of a felony
- E. the incumbent's election or appointment being declared void by a competent tribunal
- F. the incumbent's neglect or failure to file the acceptance of office, to take the oath of office, or to give or renew an official bond required by law
- G. the failure of the District to elect a successor at the annual school meeting or election
- H. the incumbent's ceasing to possess the legal qualifications for holding office
- I. the incumbent's residence being removed from the School District

If less than a majority of the offices of the District becomes vacant, the remaining members of the Board shall fill the vacancy immediately.

If the vacancy is not filled within thirty (30) days after it occurs, the Board of the Intermediate School District shall fill the vacancy by appointment.

A person elected or appointed to fill a vacancy on the Board shall file an acceptance of office and shall hold office until the next regular school election.

M.C.L. 168.310, 168.311

**Dexter Community Schools  
Board of Education  
Executive Summary and Recommendation**

**Filling a Board Vacancy**

If the majority of the Board is still seated, the vacancy shall be filled by the Board using the following procedure:

- A. The Board shall seek qualified and interested candidates from the community through the news media, word of mouth, and contacts with appropriate organizations.
- B. All applicants are to submit a notice of their interest, in writing, to the Board President.
- C. The Board shall interview all interested candidates to ascertain their qualifications.
- D. Appointment by the Board to fill a vacancy shall be by majority vote of the full Board.

Revised 3/7/05

Revised 6/3/05

Revised 8/26/13

Often during this process, the question arises regarding ability to change and/or deviate from the established bylaws and policies. According to the board bylaws:

0131.1

**Bylaws and Policies**

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board and the District.

Those bylaws and policies which are not dictated by the statutes or rules of the State Board of Education or ordered by the Superintendent of Public Instruction or a court of competent authority may be adopted, amended, suspended and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting.

Bylaws and policies shall be adopted, amended, repealed, or suspended by a majority vote of the Board.

Periodically, it may be deemed necessary to make technical corrections to policies that have already been adopted through normal procedures. These technical corrections may include statutory references, scrivener's errors, renumbering that does not change the order of the sections or subsections, grammatical corrections or additions including punctuation or typographical errors, as well as alterations and omissions not affecting the construction or meaning of any sections, subsections, chapters, titles, or policies as a whole. Technical corrections may also include the updating of the named individuals in these policies where the originally named individual no longer works for the District or no longer works in the applicable position. Should the Board choose to make such technical corrections, it may be accomplished by resolution without going through the normal policy adoption procedures.

**Dexter Community Schools  
Board of Education  
Executive Summary and Recommendation**

The Board may adopt, amend, suspend or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be printed in the Board policy manual. Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

M.C.L.A. 380.1201 et seq

Revised 6/9/14

**Recommendation:** It is the recommendation of the Superintendent that the Board of Education discuss their process to fill the current opening and appoint a new member to the Board of Education.

**Dexter Community Schools  
Board of Education  
Executive Summary and Recommendation**

**Purpose:** To approve the creation of an alternative education program at Dexter Community Schools.

**Explanation:** Board Policy 2451 states, "The Board of Education recognizes that the regular high school program may not be appropriate for all students. There are those who need an education but are unable or unwilling to participate properly in the District's established program. The Board may provide an alternative high school education program for all students who, in the opinion of the Superintendent, will benefit from this special program. Young people, grades 6-12 and not currently enrolled in the District, may also attend upon meeting enrollment conditions prescribed by the Superintendent."

The district's current four-year graduation rate is below our expectation and we have a need to serve a group of students in a different format. Starting in the Fall of 2016, we plan to begin an alternative education program for approximately 20 initial students. The program would be housed at Copeland. One teacher would be solely assigned to the program along with some itinerant staff, as needed. The High School Administration would assign an administrator for oversight of the program along with on-site assistance from the staff at Copeland. An initial group of students has been identified. Once a teacher is selected, a team of educators will meet with each individual student and design a program to help the student graduate on-time. Updates on the program will be provided to the Board of Education as the year progresses.

**Recommendation:** It is the recommendation of the Superintendent for the Dexter Community Schools Board of Education to approve the establishment of an alternative education program for the 2016-2017 school year.

**Dexter Community Schools  
Board of Education  
Executive Summary and Recommendation**

**Purpose:** To approve the creation of the Dexter International Academy as a Pilot Program to begin in the Fall of 2016.

**Explanation:** Currently, DCS is approved by the Michigan Department of Education to offer programming for Michigan resident students under a K-5 and a 6-12 seat-time waiver. The seat-time waivers allow DCS to provide a totally online program for students and collect state foundation allowance.

Through partnerships, we have an opportunity to offer the same option to students anywhere in the world for tuition. This already occurs with summer courses and credit-recovery courses where we charge tuition and provide DCS credit. The Dexter International Academy would be a virtual school offering online courses for students from preschool through high school. Students would earn a course completion certificate for any course in P-8 and a course grade for high school courses.

Cost for the program will not negatively impact the district. Once established, regular updates will be provided to the finance committee (and the entire Board) regarding the status of the program with respect to revenue and expenditures.

Detailed updates will be provided to the Board in November, February and June of this school year while details become finalized.

**Recommendation:** It is the recommendation of the Superintendent for the Dexter Community Schools Board of Education to approve the establishment of the Dexter International Academy as a Pilot Program for the 2016-2017 school year.

**Dexter Community Schools  
Board of Education  
Executive Summary and Recommendation**

- Purpose:** To discuss options for use of donated dollars from E4DS.
- Explanation:** E4DS kicked off a fundraising campaign with the goal of funding six (6) full-time enrichment coordinators to provide increased opportunities to our students in each building. Their fundraising target was \$400,000 and the timeline was short. In the case where partial funds are raised, we need to discuss how to best utilize these funds for their intended purpose.
- Recommendation:** It is the recommendation of the Superintendent that the Board of Education discuss options for use of E4DS donations.

**Dexter Board of Education  
Personnel Committee  
Minutes**

**Date:** June 20, 2016  
**Location:** Creekside Media Center  
**Time:** 6:00-6:50 pm  
**Attendees:** Julie Schumaker (chair), Michael Wendorf, Supt. Chris Timmis  
**Absent:** Dick Lundy

**Discussion Items**

**1. Student Achievement and Growth Goals for 2016-17 and 2017-18.**

The committee discuss two-year student achievement and growth goals. Proposed goals to be achieved by June 2018 include:

- 1) 4-year graduation rate will meet or exceed 94%;
  - 2) K-8 students will exhibit an upward trend in average reading and math scores on the NWEA;
  - 3) HS student enrollment in AP, IB and dual enrollment courses will be maintained at similarly high levels compared to 2014-15; and
  - 4) All buildings will have personalized learning opportunities available to students.
- These goals will be recommended to the Board for approval.



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

BRIAN J. WHISTON  
STATE SUPERINTENDENT

July 6, 2016

Dr. Chris Timmis  
Dexter Community School District  
7714 Ann Arbor Street  
Dexter, Michigan 48130

Dear Superintendent Timmis:

I want to extend my congratulations to you and your education community for excelling and being recognized as a Notably Successful school district in the recently-released *Michigan Education Finance Study* by Augenblick, Palaich and Associates.

Your district is among 58 out of all the local school districts in Michigan to meet the report's highest measure of districts that reached the Above Average Academic Performance standard and one additional performance standard (High Absolute Performance, Growth, or Special Population). Your district was held as the high water mark in helping determine the financial resources needed to help students be academically successful.

The achievements of your school district is a testament to the focus, hard work and commitment of your team, school board, teachers, students, parents, and community to sustain a rigorous, high-quality learning environment.

Keep up the great work!

Respectfully,

A handwritten signature in black ink that reads "Brian J. Whiston".

Brian J. Whiston  
State Superintendent

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## Eight Traits of Effective School Boards

What makes an effective school board – one that positively impacts student achievement? From a research perspective, it's a complex question. It involves evaluating virtually all functions of a board, from internal governance and policy formulation to communication with teachers, building administrators, and the public.

But the research that exists is clear: boards in high-achieving districts exhibit habits and characteristics that are markedly different from boards in low-achieving districts. So what do these boards do? Here are eight characteristics:

- 1. Effective school boards commit to a vision of high expectations for student achievement and quality instruction and define clear goals toward that vision.** Effective boards make sure these goals remain the district's top priorities and that nothing else detracts from them. In contrast, low-achieving boards "were only vaguely aware of school improvement initiatives" (Lighthouse I). "There was little evidence of a pervasive focus on school renewal at any level when it was not present at the board level," researchers said. (Lighthouse I)
- 2. Effective school boards have strong shared beliefs and values about what is possible for students and their ability to learn, and of the system and its ability to teach all children at high levels.** In high-achieving districts, poverty, lack of parental involvement and other factors were described as challenges to be overcome, not as excuses. Board members expected to see improvements in student achievement quickly as a result of initiatives. In low-achieving districts, board members frequently referred to external pressures as the main reasons for lack of student success. (Lighthouse I)
- 3. Effective school boards are accountability driven, spending less time on operational issues and more time focused on policies to improve student achievement.** In interviews with hundreds of board members and staff across districts, researchers Goodman, Fulbright, and Zimmerman found that high-performing boards focused on establishing a vision supported by policies that targeted student achievement. Poor governance was characterized by factors such as micro-management by the board.
- 4. Effective school boards have a collaborative relationship with staff and the community and establish a strong communications structure to inform and engage both internal and external stakeholders in setting and achieving district goals.** In high-achieving districts, school board members could provide specific examples of how they connected and listened to the community, and school board members received information from many different sources, including the superintendent, curriculum director, principals and teachers. Findings and research were shared among all board members. (Lighthouse I; Waters and Marzano) By comparison, school boards in low-achieving districts were likely to cite communication and outreach barriers. Staff members from low-achieving districts often said they didn't know the board members at all.
- 5. Effective school boards are data savvy: they embrace and monitor data, even when the information is negative, and use it to drive continuous improvement.** The Lighthouse I study showed that board members in high-achieving districts identified specific student needs through data, and justified decisions based on that data. Board members regularly sought such data and were not shy about discussing it, even if it was negative. By comparison, board members in low-achieving districts tended to greet data with a "blaming" perspective, describing teachers, students and families as major causes for low performance. In these districts, board members frequently discussed their decisions through

anecdotes and personal experiences rather than by citing data. They left it to the superintendent to interpret the data and recommend solutions.

**6. Effective school boards align and sustain resources, such as professional development, to meet district goals. According to researchers LaRocque and Coleman, effective boards saw a responsibility to maintain high standards even in the midst of budget challenges.** "To this end, the successful boards supported extensive professional development programs for administrators and teachers, even during times of [fiscal] restraint." In low-achieving districts, however, board members said teachers made their own decisions on staff development based on perceived needs in the classroom or for certification.

**7. Effective school boards lead as a united team with the superintendent, each from their respective roles, with strong collaboration and mutual trust.** In successful districts, boards defined an initial vision for the district and sought a superintendent who matched this vision. In contrast, in stagnant districts, boards were slow to define a vision and often recruited a superintendent with his or her own ideas and platform, leading the board and superintendent to not be in alignment. (MDRC/Council of Great City Schools)

**8. Effective school boards take part in team development and training, sometimes with their superintendents, to build shared knowledge, values and commitments for their improvement efforts.** High-achieving districts had formal, deliberate training for new board members. They also often gathered to discuss specific topics. Low-achieving districts had board members who said they did not learn together except when the superintendent or other staff members made presentations of data. (Lighthouse I; LFA; LaRocque and Coleman)

Though the research on school board effectiveness is in the beginning stages, the studies included in this report make it clear that school boards in high-achieving districts have attitudes, knowledge and approaches that separate them from their counterparts in lower-achieving districts. In this era of fiscal constraints and a national environment focused on accountability, boards in high-performing districts can provide an important blueprint for success. In the process, they can offer a road map for school districts nationwide.

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*This summary is based on a report written for the Center for Public Education by Chuck Dervarics and Eileen O'Brien. O'Brien is an independent education researcher and consultant in Alexandria, Virginia. Much of her work has focused on access to quality education for disadvantaged and minority populations. O'Brien has a Master of Public Administration from George Washington University and a Bachelor degree in psychology from Loyola University, Chicago. Chuck Dervarics is an education writer and former editor of Report on Preschool Programs, a national independent newsletter on pre-k, Head Start, and child care policy. As a writer and researcher, he has contributed to case studies and research projects of the Southern Education Foundation, the American Council on Education, and the Massachusetts Board of Higher Education, often focusing on issues facing disadvantaged populations. Dervarics has a Bachelors degree from George Washington University.*





June 1, 2016

Mr. Christopher Timmis  
Superintendent  
Dexter Community Schools  
7714 Ann Arbor St  
Dexter, MI 48130-1322

Dear Mr. Timmis,

On behalf of Michigan School Business Officials it is my pleasure to inform you that Donna Wahr has met the requirements for certification under the MSBO Voluntary Certification Program and has earned the Business Office Manager certification. This award reflects a high degree of academic and professional preparation established by the MSBO Board of Directors through our Professional Development Committee.

Ms. Wahr was given the certificate and pin at the 78<sup>th</sup> Annual MSBO Conference & Exhibit Show held this past April. To view a complete listing of certification achievers, please visit our website at [www.msbo.org](http://www.msbo.org).

I hope that you will join us in celebrating Ms. Wahr's accomplishment. You may wish to inform your district's board of education and or the local media. It is an opportunity to highlight your staff's accomplishments and shed a positive light on your school district.

If you have any questions or want additional information, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "David Martell". The signature is written in a cursive style with a large, prominent 'D'.

David Martell  
Executive Director

DM/cbb

cc: Donna Wahr



June 1, 2016

Mr. Christopher Timmis  
Superintendent  
Dexter Community Schools  
7714 Ann Arbor St.  
Dexter, MI 48130-1322

Dear Mr. Timmis,

On behalf of Michigan School Business Officials it is my pleasure to inform you that Lisa Frye-Jones has met the requirements for certification under the MSBO Voluntary Certification Program and has earned the School Payroll Specialist certification. This award reflects a high degree of academic and professional preparation established by the MSBO Board of Directors through our Professional Development Committee.

Ms. Frye-Jones was given the certificate and pin at the 78<sup>th</sup> Annual MSBO Conference & Exhibit Show held this past April. To view a complete listing of certification achievers, please visit our website at [www.msbo.org](http://www.msbo.org).

I hope that you will join us in celebrating Ms. Frye-Jones's accomplishment. You may wish to inform your district's board of education and or the local media. It is an opportunity to highlight your staff's accomplishments and shed a positive light on your school district.

If you have any questions or want additional information, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "David Martell". The signature is written in a cursive style with a large initial 'D'.

David Martell  
Executive Director

DM/cbb

cc: Lisa Frye-Jones