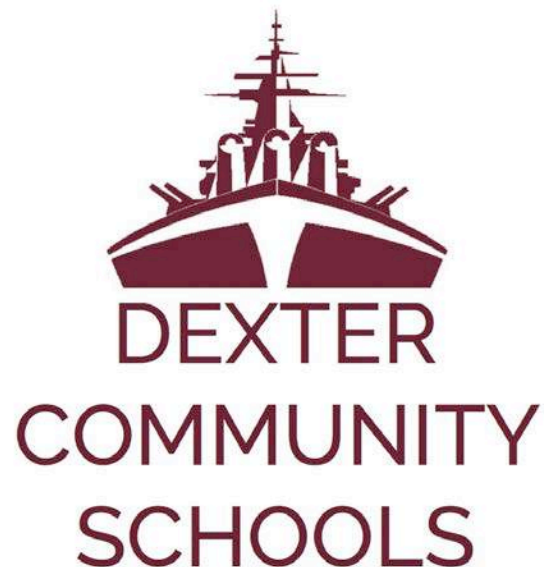


# **BOARD PACKET**

**July 24, 2017**



*Our Vision:  
Champion Learning –  
Develop, Educate, and Inspire!*

**BOARD MEETING AGENDA**

- A. ROLL CALL**
  - 1. Administer Oath of Office to student representative Hollie Pastorino
- B. MEETING MINUTES: 6/30/2017**
- C. APPROVAL OF AGENDA**
- D. SCHOOL PRESENTATIONS - none**
- E. SUPERINTENDENT UPDATE**
- F. STUDENT REPRESENTATIVES UPDATE**
- G. PUBLIC PARTICIPATION:** *Persons who wish to address the Board may complete a Public Comment Card to be presented to the Board president at the beginning of the meeting. Each speaker is allotted a maximum of 5 minutes unless otherwise notified. Each speaker will be asked to announce his/her name and indicate if he/she represents any organization or agency. No person may speak more than once on the same subject during a single meeting. For further details see our policy on Public Participation at Board Meetings.*
- H. CONSENT ITEMS**
  - 1. Personnel – New Hires
  - 2. Personnel – Request for Leave
  - 3. Personnel – Resignation
  - 4. Personnel – Retirement
  - 5. May 2017 Budget Report
  - 6. 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
  - 7. Board Memberships - MASB & MASB Legal Trust Fund
  - 8. MHSAA Membership Resolution
- I. ACTION ITEMS:**
  - 1. School Loan Application 2017-18
  - 2. Policy – Second Reading
- J. DISCUSSION ITEMS**
  - 1. Move August 7<sup>th</sup> meeting to August 9<sup>th</sup>
- K. PUBLIC PARTICIPATION:** *See Policy 0167.3*
- L. BOARD COMMENTS**
- M. INFORMATION ITEMS**
  - 1. Nice Job Notes – June 2017
  - 2. MSBO Certification – Sandra Darr
  - 3. Facility Committee Minutes (Draft) – 6/22/2017
- N. CLOSED SESSION - none**

**CALENDAR**

- \*Monday, July 31 – 9am**  
Finance Committee (Copeland)
- \*Monday, July 31 – 7pm**  
Community Bond Forum  
Creekside Cafeteria
- \*Monday, August 7 – 7pm**  
Board Meeting (Copeland)
- \*Monday, August 21 – 7pm**  
Board Meeting (Copeland)
- \*Monday, September 4 – Labor Day**
- \*Tuesday, September 5 – First Day of School (half day)**
- \*Monday, September 11 – 7:00pm**  
Board Meeting (Creekside)
- \*Monday, September 25 – 7:00pm**  
Board Meeting (Creekside)

**BOARD NOTES  
BUSINESS MEETING  
JULY 24, 2017**

**A. ROLL CALL**

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

**B. MEETING MINUTES (6/30/17)**

**C. APPROVAL OF AGENDA**

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

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

**D. SCHOOL PRESENTATIONS: NONE**

**E. SUPERINTENDENT UPDATE**

**F. STUDENT REPRESENTATIVES UPDATE**

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

**H. CONSENT ITEMS**

1. Personnel – New Hires. Your packet contains resumes and recommendations from principals Tammy Reich and Kit Moran and from Executive Director of Human Resources Barb Santo, for open positions at Creekside Intermediate, Dexter High School and a district position.

\* An appropriate motion might be, “I move that Michelle Powers (Special Education teacher – Creekside), Ruth Hamilton (teacher title – DHS), Robert Schwartz (teacher title – DHS), and Brandy Jacobs (counselor – district position) be offered probationary teaching contracts for the 2017-18 school year.”

2. Personnel – Request for Leave. Your packet contains a request for a one-year leave of absence from Dexter High School Special Education teacher Lisa Caves, effective for the 2017-18 school year.

\* An appropriate motion might be, “I move that the Board of Education grant/not grant a maternity leave of absence to Dexter High School teacher Lisa Caves for the 2017-18 school year.”

**BOARD NOTES**  
**BUSINESS MEETING**  
**JULY 24, 2017**

3. Personnel – Resignation. Your packet contains a letter of resignation from recent hire Tiffany Barber.
  - \* An appropriate motion might be, “I move that the Board of Education acknowledge the resignation of Tiffany Barber effective immediately.
  
3. Personnel – Retirement. Your packet contains a notification of retirement from Dexter High School teacher Judy Woodard.
  - \* An appropriate motion might be, “I move that the Board of Education acknowledge the retirement of Judy Woodard.
  
4. May 2017 Budget Report. Your packet contains budget information for the month of May.
  - \* An appropriate motion might be, “I move that the Board of Education receive the May 2017 budget report.”
  
5. 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, Michigan Liquid Asset Fund Plus (MILAF+), PNC Bank, and TCF Bank, and in addition, investments be made with institutions in accordance with Board policy and State law... **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

**BOARD NOTES**  
**BUSINESS MEETING**  
**JULY 24, 2017**

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, Thrun Law Firm, PC, and Lusk & Albertson, PLC 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."

6. 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 \$5,946 and the Michigan Association of School Boards Legal Trust Fund at an annual cost of \$292."

7. MHSAA Resolution. Each year the Board of Education must take official action to join the Michigan High School Athletic Association (MHSAA). This allows our athletic teams to compete at the district regional and state level for MHSAA-sponsored state championships.

\* An appropriate motion might be, "I move that the Dexter Community Schools join the Michigan High School Athletic Association and agree to participate according to its rules and regulations."

**I. ACTION ITEMS**

1. 20167-18 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 2017-18.

\* 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."

**BOARD NOTES  
BUSINESS MEETING  
JULY 24, 2017**

2. Policy – Second Reading. At the June 19, 2017 meeting, the Board reviewed and approved for first reading draft policy 5630.01 (Student Seclusion and Restraint). This policy is in response to a State of Michigan law change and must be implemented by August 1, 2017. This policy is ready for second reading and final approval this evening.

\* An appropriate motion might be, " I move that draft policy 5630.01 (Student Seclusion and Restraint) be approved for second reading and final approval as presented/amended."

**J. DISCUSSION ITEMS**

1. Move August 7<sup>th</sup> meeting to August 9<sup>th</sup>

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

**L. BOARD COMMENTS**

**M. INFORMATION ITEMS**

1. Nice Job Notes – June 2017
2. MSBO Certification – Sandra Darr
3. Facility Committee Minutes (Draft) – 6/22/2017

**N. CLOSED SESSION**

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION  
SPECIAL MEETING MINUTES – JUNE 30, 2017**

**A. ROLL CALL**

**Members Present:** Ron Darr, Daryl Kipke, Dick Lundy, Rob Mitzel (by phone), Barbara Read, Julie Schumaker, Michael Wendorf

**Members Absent:** none

**Administrative & Supervisory Staff:** Chris Timmis, Hope Vestergaard

**D.E.A.:** none

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

**Transportation:** none

**Press:** none

**Guests:** none

The meeting was called to order at approximately 8:00am by Board President Michael Wendorf.

**B. MEETING MINUTES – 6/19/2017**

Dick Lundy made a motion to approve the meeting minutes from 6/19/2017. Ron Darr supported the motion. **Motion Carried (unanimous).**

**C. APPROVAL OF AGENDA**

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

Dick Lundy made a motion to approve the agenda as presented. Daryl Kipke supported the motion. **Motion Carried (unanimous).**

**D. SCHOOL PRESENTATIONS – none**

**E. SUPERINTENDENT UPDATE**

Superintendent Chris Timmis updated the Board on the architect interviews. The committee interviewed KingScott, IDS and TMP and recommended TMP. TMP was also the lowest bidder.

**F. STUDENT REPRESENTATIVES UPDATE – none**

**G. PUBLIC PARTICIPATION – none**

**H. CONSENT ITEMS – none**

**I. ACTION ITEMS**

1. Authorize the Superintendent to Enter Negotiations with TMP for Bond Architect.

The Board reviewed a resolution approving TMP as the architect of record for all or a portion of the Bond Proposal and authorizing and directing the Superintendent to negotiate and execute an agreement for professional architectural services with TMP for the implementation of all or a portion of the Bond Proposal. Julie Schumaker made a motion that the Board of Education adopt the Resolution Authorizing Agreement with Architect. Dick Lundy supported the motion. **Motion Carried (unanimous).**

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION  
SPECIAL MEETING MINUTES – JUNE 30, 2017**

2. Approve Restroom Renovation for Creekside Intermediate School.  
The Board reviewed a memo from Granger Construction outlining bids received for an urgent need to convert part of an available class space into a restroom designed to serve children with special needs, as well as a recommendation to award the contract to Spieker Company.

Dick Lundy made a motion that the Board of Education award the restroom renovation contract to Spieker Company of Toledo, Ohio in the amount of \$83,000 and assign it to Granger for management as outlined in the attached recommendation letter dated June 29, 2017. Ron Darr supported the motion.  
**Motion Carried (unanimous).**

**J. DISCUSSION ITEMS – none**

**K. PUBLIC PARTICIPATION – none**

**L. BOARD COMMENTS**

1. Daryl Kipke noted that the high school restrooms need maintenance.

**M. INFORMATION ITEMS – none**

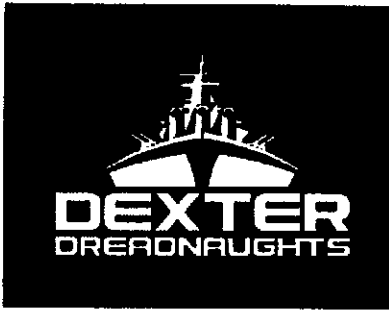
**N. CLOSED SESSION – none**

Daryl Kipke made a motion to adjourn the meeting at approximately 8:17am.  
Dick Lundy supported the motion. **Motion Carried (unanimous).**

MINUTES/hlv

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Ron Darr, Secretary  
Board of Education



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

**William Moran**  
Principal  
**Karen Walls**  
Assistant Principal  
**Ken Koenig**  
Assistant Principal

July 19, 2017

Dear Mr. Wendorf:

A committee of staff from Dexter High School interviewed several candidates for the 1.00 science position. By unanimous consent the committee chose Ms. Ruth Hamilton as the new science teacher. I have checked her references and support their decision. Ms. Hamilton has been contacted and looks forward to being a part of Dexter High School.

Professionally yours,

A handwritten signature in black ink, consisting of a stylized initial 'W' followed by a long horizontal line that ends in an arrowhead pointing to the right.

William C. Moran  
Principal  
Dexter High School

# Ruth Hamilton

Dexter, Michigan \*

*"Students don't care how much you know until they know how much you care."*

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## PROFESSIONAL CERTIFICATION

### Michigan Professional Secondary Certification

*Highly Qualified Status Grades 6-12, Endorsements in General Science (DX), Biology (DA)*

### UK Department for Education Teacher Certification

*Secondary Science Grades 6-12, Endorsements in General Science, Biology*

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## EDUCATION

### Post Graduate Certificate in Education – University of London, UK, 1994

*Secondary Sciences: Specializing in Biology & Chemistry*

### Bachelor of Science with Honors – University of Westminster, UK, 1992

*Majoring in Life Sciences, Minor in Biotechnology*

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## PROFESSIONAL TEACHING EXPERIENCE

### Science & STEM Teacher (Sep 2016 – present)

*Achieve Charter Academy, 3250 Denton Rd, Canton, MI*

#### Responsibilities:

- Teach all aspects of 7<sup>th</sup> & 8<sup>th</sup> Grade science, adhering closely to the Michigan state standards.
- Coordinate and teach STEM elective class, using NGSS standards to drive instruction.
- Write detailed 5E lesson plans, workshop plans, unit plans, all specifically tailored to my students' needs.
- Create formative and summative assessments, lab activities, and other original teaching materials.
- Member of the Science Committee. Contribute to the weekly grade level newsletters.

#### Methodology:

- Employ a variety of teaching techniques to deliver engaging lessons which challenge and promote critical thinking.
- Use data from summative and formative assessments to implement small group workshops to address individual student learning needs, and to influence modifications to lesson plans where needed.
- Promote scientific thinking using student led inquiry based investigations, emphasizing CER strategies.
- Expose students to a variety of reading materials related to the scientific concepts being studied, using engaging reading techniques.

### Substitute Teacher (Jan 2016 - Jun 2016)

*PESG, Washtenaw County, MI*

- Developed excellent working relationships within all assigned schools, receiving multiple repeat requests to substitute for specific teachers.
- Seamlessly integrated into a 5<sup>th</sup> Grade classroom for long term substitute assignment; implemented own lesson plans to meet individual students' needs whilst adhering closely to the school's 5<sup>th</sup> Grade curriculum.
- Maintained continuity in both student learning and the learning environment by efficiently executing lesson plans left by teachers of all grades and subject areas. Utilized time in the classroom to actively advance the curriculum and engage students.

### Science & Lead Teacher, Science Curriculum Coordinator (Aug 2000 – Jun 2005)

*Detroit Edison Public School Academy, 1903 Wilkins St, Detroit, MI*

#### Responsibilities:

- Led a multi-disciplined teaching team, focused on analyzing student achievement within student cohort, to modify and enhance instruction.

- Delivered differentiated lessons to address all modalities of learner in all disciplines of the science curriculum at the middle school level.
- Created differentiated inquiry based schemes of work in biology, chemistry, and physical sciences.
- Effectively managed science department equipment and resources.
- Mentored new and established teachers within both the science department and middle school.

#### **Methodology & Achievements:**

- Effectively used constructivist instructional model, using challenging hands-on minds-on investigations and activities, engendering critical thinking skills.
- Applied many assessment techniques, formative and summative, using data to inform and modify instruction.
- Embedded critical MEAP skills throughout lesson plans.
- Integrated cross curricular themes into experiential based learning.
- Encouraged a culture of reflection and literacy with the use of interactive science journals.
- Created a structured classroom environment where each student felt valued and safe, promoting a culture of open discussion and inquiry.
- Raised 8<sup>th</sup> Grade MEAP scores by **143%** within a two-year period.

#### **High School Science Teacher** (Sep 1994 – Jun 1998)

*Chorlton High School, Nell Lane, Manchester, United Kingdom*

#### **Responsibilities:**

- Taught grades 6-12 all aspects of science, focusing heavily on GCSE level (high school diploma equivalent).
- Specialized in biology and chemistry with more advanced students.
- Devised, supervised, and facilitated practical revision and study classes. Developed and wrote highly differentiated units of work and study materials aligned to the National Curriculum.

#### **Methodology & Achievements:**

- Implemented diverse teaching techniques to deliver a highly differentiated, multifaceted science curriculum.
- Achieved a 96% pass rate on the national GCSE double science exam for 3 consecutive years, with an average pass rate of 72% for A-C grades.
- Mentored an ELL student to achieve the school's highest score in the national GCSE Modular Science exam.
- Co-Chaired the Differentiation Committee, Co-Founded the Chemistry Club, Chaired the Science Bowl, Directed annual school science show. Established, coordinated, and assessed the Duke of Edinburgh Outdoor & Service Award program within the school.

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## **PROFESSIONAL BUSINESS EXPERIENCE**

#### **Independent Specialty Toy Sales & Marketing Manager** (Jan 2013 – Dec 2015)

*Intalex USA LLC, East Dundee, IL*

- Grew sales annually, attaining 100% of 2015 performance goals, growing active account base by 88%, increasing sales by 96%. Established business strategies that maximized sales, and grew brand awareness.
- Managed all independent specialty sales, building rapport with key buyers and supporting their various account needs. Trained over 50 sales reps across the country, developing key sales materials.

#### **Founder & CEO** (Jul 2005 – Dec 2012)

*Pritty Imports LLC, Dexter, MI*

- Sourced and imported unique children's products, handling all logistics, marketing, US centric labeling, safety testing. Conducted all facets of day-to-day business, including accounts, customer service, shipping, and sales.
- Set quarterly budgets, and developed a yearly business plan to focus on key objectives for each year.

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## **PERSONAL INTERESTS**

Love the outdoors: camping, hiking, biking, skiing, and whitewater rafting. Voracious reader. Enjoy travel, domestic and international affairs, cooking, and indoor climbing. Active in the community as a Girl Scout leader, and a team manager, special events coordinator, marketing committee member, and referee for a local youth soccer club.

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# DEXTER COMMUNITY SCHOOLS

Barb Santo, Executive Director of Human Resources

7714 Ann Arbor Street, Dexter, Michigan 48130

(734) 424-4100 ext.1031 fax (734) 424-4108

santob@dexterschools.org

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July 20, 2017

Dear Dr. Timmis and School Board,

Dexter Community Schools would like to recommend Brandy Jacobs for the open district counselor position. A committee of administrative and counseling staff recommends Brandy. Brandy comes to us with a wealth of experience as both a teacher and guidance counselor.

Brandy previously worked as a guidance counselor at Onsted Community Schools. She is a graduate of Sienna Heights University, earning both her Bachelor of Arts in Elementary/Middle School Education and her Master of Arts in School Counseling.

Brandy comes highly recommended and will be an exceptional addition to Dexter Community Schools.

Sincerely,

Barb Santo  
Executive Director of Human Resources

# BRANDY LEIGH JACOBS

(*contact info redacted*)

## OBJECTIVE

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To obtain a position as a school counselor in a collaborative environment that allows me to utilize my ability to build relationships with students in order to provide direction for academic, social, and emotional well-being.

## PROFESSIONAL CERTIFICATION

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State of Michigan Certification: School Counseling K-12 (NT).

State of Michigan Certification: Mathematics (EX) and Language Arts (BX) 6-8,  
Elementary Education K-5 all subjects (K-8 all subjects self-contained)

## EDUCATION

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2002 - 2007                      Siena Heights University                      Adrian, Michigan  
*Master of Arts in School Counseling*

- Specialization: Guidance and School Counseling
- Internship with Carrie Pennington, Onsted Middle School Counselor

1995 – 1998                      Siena Heights University                      Adrian, Michigan  
*Bachelor of Arts in Elementary/Middle School Education*

- Specialization: Mathematics Education

## COUNSELING EXPERIENCE

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2015 – Present                      Onsted Community Schools                      Onsted, Michigan  
*Currently a High School Guidance Counselor*

- Responsible for students A-K
- WIDA Coordinator/Proctor
- Special Education Supervisor/Coordinator
- SAT Co-Coordinator/SSD Coordinator
- AP Coordinator/Proctor
- Michigan College Access Network (MCAN/LCAN)
  - College Application Week
  - Scholarship Applications
  - National Signing Day
  - Awards Night
- Scheduling Team
  - Organize and create a class schedule matrix
- Graduation Coordinator

# BRANDY LEIGH JACOBS

## TEACHING EXPERIENCE

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2000 – 2015                      Onsted Community Schools                      Onsted, Michigan  
*Taught seventh grade mathematics and Teen Leadership*  
■ Onsted Middle School

1998 – 2000                      Jackson Public Schools                      Jackson, Michigan  
*Taught middle school mathematics and English*  
■ Amy Firth Alternative Middle School

## PROFESSIONAL EXPERIENCE

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2011 – 2015                      *Onsted Education Association Union Vice-President*  
■ Responsibilities include coordinating communication across the district involving facilitating meetings, and understanding legal aspects involved with the school district.

2007 – 2015                      *School Improvement Team*  
■ Engaged in collaboration to improve all aspects of school environment. This encompassed students, staff, and community.

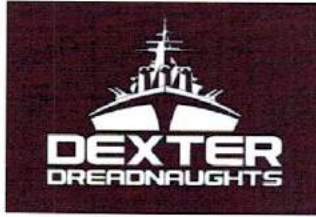
2002 – 2015                      *Math Curriculum Committee*  
■ Responsible to assist K-12 teachers in regards to math curriculum, planning, and expectations at the state level.

2002-2006                      *Grade Level Team Leader*  
■ Responsible to communicate and collaborate with the seventh grade teachers concerning students, curriculum, data, and planning for the grade level.

## PROFESSIONAL TRAINING

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- *Michigan School Counselor Association (MSCA) Conference 2016*
- *MCAN annual trainings/webinars*
- *Teen Leadership Course*
- *Capturing Kids Hearts*
- *Patricia Davenport School Improvement*



## Creekside Intermediate School

2615 Baker Road, Dexter, Michigan 48130

Tammy Reich, Principal

(734) 424-4160 (734) 424-4169 Fax

[reicht@dexterschools.org](mailto:reicht@dexterschools.org)

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June 23, 2017

Dear Dr. Timmis and School Board:

Creekside Intermediate School would like to recommend Michelle Powers for the open special education position at Creekside. The interview team conducted interviews with many highly qualified candidates. Michelle clearly stood out among the candidates. She comes to us with ten years of experience from a neighboring school district.

Michelle has experience with special education students that have various disabilities and has worked with a population similar to the one she will be working with at Creekside.

We are very excited to have Michelle join the Creekside Crew!

Sincerely,

Tammy Reich

Principal, Creekside Intermediate School

2615 Baker Road, Dexter, Michigan 48130

Tammy Reich, Principal

(734) 424-4160 (734) 424-4169 Fax

[reicht@dexterschools.org](mailto:reicht@dexterschools.org)

**Michelle Powers**

**M**  
**P**

## Objective

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Well-rounded and compassionate Special Education Teacher adept at incorporating each student's unique needs and creating effective lesson plans to accommodate those needs. I have extensive experience working with students who have multiple impairments, including those of a physical, cognitive, visual, speech or auditory nature.

## Highlights

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- Highly effective collaboration with other professionals
- BA Special Education (Physical and Other Health Impairments K-12)
- Elementary (K-5)
- Self-Contained (K-8)
- Effective communication with parents
- Excellent classroom management skills
- Current Non-Violent Crisis Intervention training (NVPCI)
- In-depth knowledge of Tienet Program (IEP & 504 Case Management)
- MA Early Reading & Literacy
- Organized and flexible
- Compassionate and optimistic

## Experience

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### Ypsilanti Community Schools-Special Education Teacher

- Develop individual educational plans (IEP) designed to promote educational, physical and social development for students with the following certifications: CI, ASD, OHI, PI, VI, HI, EI, SXI
- Experienced Tienet user.
- Able to establish and communicate clear objectives for all lessons, units and projects to both students and parents.
- Administered the Mi-Access, NWEA MEAP-Access and WJIII standardized tests.

### Ypsilanti Public Schools-Special Education Teacher

- High school Community Based Education Teacher
- Coordinate authentic, community-based learning experiences for students with special needs
- Develop individual educational plans (IEP) designed to promote educational, physical and social development.

### August 2008-Present

- Enhanced lessons using Smart Board technology and computers.
- Building Mi-Access Coordinator
- Successfully transitioned students into the middle school setting.
- Conducted small group and individual classroom activities with students based on differentiated learning needs.
- Daily experience with medically fragile students.

### August 2007-2008

- Experienced Excent Tera (Now Tienet) user.
- Able to establish and communicate clear objectives for all lessons, units and projects to both students and parents.
- Conducted small group and individual classroom activities with students based on differentiated learning needs.
- Daily experience with medically fragile students.

# Michelle Powers

13050 Sager Road ☞ Chelsea, Michigan 48118  
Phone: (734)-652-6161 ☞ E-Mail: coveredbygrace5@gmail.com

M  
P

## Riverside Academy East-Resource Room Teacher

November 2006-June 2007

Developed individual educational plans (IEP) designed to promote educational, physical and social development. Collaborated with general education teachers in order to assist students in accessing the curriculum. Created differentiated lessons based on individual student needs.

## University of Michigan ICU Technician

July 2005-November 2006

Provide direct patient care or technical support in the Cardiac ICU. Perform delegated procedures, which include obtaining hemodynamic measurements, setting up and maintaining specialized clinical equipment and performing delegated clinical or laboratory procedures.

## Education

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### Marygrove College

June 2008-December 2009

Acquired Master's Degree through completion of the MAT-ERL Program (Early Reading & Literacy)

### Eastern Michigan University

September 1998-April 2006

Acquired Bachelor's Degree in the area of Special Education-Physical and Other Health Impairments.

## Special Interests

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### Special Days Camps

“Special Days Camps exists to provide a safe and memorable camping opportunity in a medically supervised environment for children who have experienced cancer, their siblings, and their families.” [www.specialdays.org](http://www.specialdays.org)

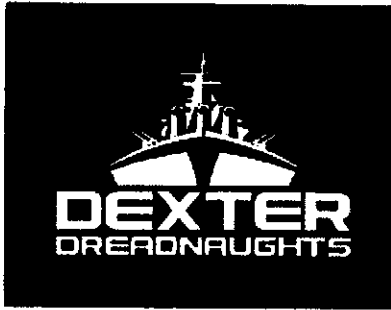
- Camper from 1987-1997
- Counselor/Cabin Leader 1998-present

As a mother of three small children, I enjoy the outdoors; particularly watching my children grow and learn about farming. I also have a brother, Jonathan, who was certified POHI and watched him struggle to receive the education that he deserved. I have a passion for advocating for those who cannot do so for themselves.

## Technology

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- Proficient in Microsoft Office
- Smart board
- Knowledge of Board Maker software
- Knowledge of RAZ Kids, Reflex Math, IXL, Tumblebooks,
- News-2-You: Current events for student with special needs
- Seesaw-“ Seesaw empowers students to independently document what they are learning at school.”
- Bloomz (parent communication App)
- Proloquo 2 Go (speech software)



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

**William Moran**  
Principal

**Karen Walls**  
Assistant Principal

**Ken Koenig**  
Assistant Principal

July 19, 2017

Dear Mr. Wendorf:

A committee of staff from Dexter High School interviewed several candidates for the 1.00 special education position. By unanimous consent the committee chose Mr. Robert Schwartz as the new special education teacher. I have checked his references and support their decision. Mr. Schwartz has been contacted and looks forward to being a part of Dexter High School.

Professionally yours,

William C. Moran  
Principal  
Dexter High School

## Robert Schwartz

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**Objective:** Dedicated and caring teacher looking to make a difference and inspire students to believe in their educational and personal abilities.

**Professional Profile:** Committed to giving students the opportunity to strive beyond their educational goals and expectations while instilling quality character traits in them.

**Education and Certification:** May 2015

**Bachelor of Arts**-Siena Heights University, Adrian, Michigan

**Major:**

Elementary Education

Special Education (Cognitive Impairment)

**GPA:** 3.5

**Michigan Certification:** May 2015

Michigan Initial Provisional Teaching Certificate:

Elementary Education (K-5)

Special Education (CI Endorsement)

**Teaching Experience:**

**Special Education Teacher**-Adrian High School Fall 2015-Present

Adrian, Michigan, (Grades 9-12, Co-Teaching and Transition Classes)

- Coordinating/Scheduling IEP Meetings
- Completing Caseload Provider Assignments (IEPs, Medicaid, etc.)
- Planning lessons related to transition activities for students with disabilities
- Planning with General Ed. Teachers for Co-Taught Classes
- Teaching Resource Room Math when needed
- Coaching football, basketball, and baseball at various levels

**Student Teacher**-Britton Deerfield High School Winter 2014

Britton, Michigan, (Grades 9-12, CI Transition Program)

- Taught life skill and academic lessons
- Worked with students during daily jobs
- Created a mock store for lesson use
- Assisted with classroom activities
- Assisted with Special Olympics
- Sat in on multiple IEPs
- Attended multiple special education team meetings

**Student Teacher-Lincoln Elementary School**

Adrian, Michigan, Second Grade Classroom

Fall 2014

- Taught lessons throughout the general education curriculum
- Communicated with parents
- Assisted with report cards and conferences
- Participated in school's 5K run

**Professional Preparation:**

**Dates**

- Completed over 250 hours of observations in multiple classroom settings ranging from lower elementary to high school special education settings (2011-2014)
- Multiple substitute teaching experiences at Prairie and Lincoln Elementary Schools in Adrian, Michigan (2014)
- Elementary Paraprofessional for a student with an emotional impairment at Prairie Elementary School in Adrian, Michigan (Spring 2014)
- Recess Supervisor at Lincoln Elementary School (2011-2013)
- Worked for the custodial department at Adrian Public Schools (2012-2014)
- Adult and Pediatric First Aid/CPR/AED Certified (2017-2019)

**Achievements:**

- Special Education Student Teacher of the Year Award Recipient
- Dean's list member multiple times at Siena Heights

**Campus-Related Activities:**

- Member of the Siena Heights Baseball Team

Dear Dr. Timmis,

I am requesting a maternity leave for the entire 2017-2018 school year. I am pregnant and due on July 18, 2017. I plan on returning for the 2018-2019 school year.

Thank You,  
Lisa Caves

On Jul 5, 2017, at 9:13 AM, Tiffany Barber <[tiffannbarber@gmail.com](mailto:tiffannbarber@gmail.com)> wrote:

Good morning Ms. Bronson,

I hope that you're enjoying your summer so far. I tried calling the school, but there was no answer. I decided to email in case you're on vacation for the week, I didn't want to call your cell phone and deliver some disappointing news during your time off.

I wanted to let you know that circumstances have changed, and I will be withdrawing my acceptance of your offer. While this position seems like a great opportunity, I have decided to pursue another teaching position closer to home. I think this will be the best fit for the future needs of my family.

I appreciate you taking the time to consider me. It was a pleasure getting to know you and your amazing team. If you have any questions, feel free to call me.

Respectfully,

Tiffany Barber

March 23, 2017

Dear Kit and Anne,

I wanted to let you both know that this is going to be my last year teaching at Dexter High School. I have been giving it some thought, and have reached the decision to retire at the end of this school year. It is difficult to leave a place of employment that has been such a wonderful place to work, but I look forward to spending more time with family including my grandchildren. In speaking with Sharon Raschke she mentioned that I need to let you know about my decision. Thanks for all of your help along the way and making this such a great place to teach!

Sincerely,

  
Judy Woodard



# Board Monthly Financial Report

Fiscal Year to Date 05/31/17

Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	Prior Year FYTD	% Rec'd/Spent
<b>Func(COA) 11 - General Fund</b>							
<b>Account Type Revenue</b>							
Function Code R100 - Local Sources - 100	5,137,463.00	295,652.27	5,311,469.63	.00	(174,006.63)	4,533,613.15	103 %
Function Code R200 - Non-Education Sources - 200	\$5,137,463.00	\$295,652.27	\$5,311,469.63	\$0.00	(\$174,006.63)	\$4,533,613.15	103 %
Totals	3,671.00	6,884.13	6,884.13	.00	(3,213.13)	.00	188 %
Function Code R300 - State Sources - 300	\$3,671.00	\$6,884.13	\$6,884.13	\$0.00	(\$3,213.13)	\$0.00	188 %
<b>Function Code R300 - State Sources - 300 Totals</b>							
Function Code R300 - State Sources - 300	28,282,647.00	2,588,221.65	20,665,470.72	.00	7,597,176.28	20,041,243.31	73 %
Totals	\$28,282,647.00	\$2,588,221.65	\$20,665,470.72	\$0.00	\$7,597,176.28	\$20,041,243.31	73 %
<b>Function Code R400 - Federal Sources - 400</b>							
Function Code R400 - Federal Sources - 400	869,148.00	.00	1,790.89	.00	867,357.11	985,417.36	0 %
Totals	\$869,148.00	\$0.00	\$1,790.89	\$0.00	\$867,357.11	\$985,417.36	0 %
<b>Function Code R500 - ISD / Other Sources - 500</b>							
Function Code R500 - ISD / Other Sources - 500	4,074,340.00	1,034.00	3,212,393.99	.00	861,946.01	2,262,658.32	79 %
Totals	\$4,074,340.00	\$1,034.00	\$3,212,393.99	\$0.00	\$861,946.01	\$2,262,658.32	79 %
<b>Function Code R600 - In from other Funds - 600</b>							
Function Code R600 - In from other Funds - 600	227,068.00	36,325.72	187,284.67	.00	39,784.33	179,100.88	82 %
Totals	\$227,068.00	\$36,325.72	\$187,284.67	\$0.00	\$39,784.33	\$179,100.88	82 %
<b>Account Type Revenue Totals</b>							
Account Type Revenue	\$36,574,338.00	\$3,028,317.77	\$23,385,294.03	\$0.00	\$9,189,043.97	\$27,412,033.02	76 %
<b>Account Type Expense</b>							
<b>Function Code 100 - Instruction</b>							
Sub Function Code 110 - Basic Functions	19,054,141.00	1,727,763.67	15,166,669.98	19,331.26	3,866,119.76	14,459,675.91	60 %
Sub Function Code 120 - Added Needs - 120	3,638,602.00	354,045.95	2,937,949.78	.00	900,652.22	2,754,460.46	77 %
Totals	\$22,692,743.00	\$2,081,809.62	\$18,104,619.76	\$19,331.26	\$4,766,771.98	\$17,214,136.37	79 %
<b>Function Code 200 - Supporting Services</b>							
Sub Function Code 210 - Support Services-Pupil - 210	4,048,614.00	339,395.51	3,158,745.32	21,755.50	866,113.18	3,108,885.52	78 %
Sub Function Code 220 - Support Services-Instructional - 220	1,914,626.00	139,223.21	1,717,754.73	5,419.70	191,451.57	1,568,023.93	90 %
Sub Function Code 230 - Support Services-Administration - 230	744,169.00	45,749.81	551,744.23	88.65	192,335.12	544,696.00	74 %
Sub Function Code 240 - Support Services-School Admin - 240	2,254,295.00	183,822.53	1,979,473.00	3,175.18	271,646.82	1,905,926.28	88 %
Sub Function Code 250 - Support Services-Business - 250	659,161.00	53,870.74	547,960.46	2,957.50	108,233.04	564,740.43	83 %
Sub Function Code 260 - Operations and Maintenance - 260	3,526,547.00	251,515.17	3,086,721.16	195,002.47	244,623.37	3,076,415.82	88 %
Sub Function Code 270 - Pupil Transportation - 270	1,544,615.00	127,840.52	1,331,101.34	1,054.95	212,458.71	1,305,884.03	86 %
Sub Function Code 280 - Support Services-Central - 280	269,758.00	21,853.58	246,078.91	.00	23,679.09	138,210.28	91 %
Totals	\$14,959,785.00	\$1,173,242.07	\$12,819,579.15	\$229,463.95	\$2,110,741.90	\$12,202,682.29	84 %
<b>Function Code 300 - Community Services</b>							
Sub Function Code 320 - Community Recreation - 320	200,744.00	27,693.06	286,538.47	11,569.60	(97,382.07)	.00	143 %
Sub Function Code 330 - Community Activities - 330	.00	.00	1,757.89	.00	(1,757.89)	2,256.30	+++
Sub Function Code 350 - Care of Children - 350	.00	.00	.00	.00	.00	.00	+++
Sub Function Code 370 - Non Public School Pupils - 370	2,609.00	.00	.00	.00	2,609.00	.00	0
Sub Function Code 380 - Other Community Services - 380	(1,009.00)	.00	.00	.00	(1,009.00)	.00	0
Totals	\$202,544.00	\$27,693.06	\$288,296.36	\$11,569.60	(\$97,339.96)	\$2,256.30	142 %
<b>Function Code 400 - Government Agencies &amp; Prior Period</b>							
Sub Function Code 400 - Other Government Agencies - 400	.00	.00	.00	.00	.00	.00	+++
Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
<b>Function Code 500 - Other Financing Uses</b>							
Sub Function Code 500 - Fund Modifications - 500	594,141.00	180,000.00	400,000.00	.00	194,141.00	789,418.72	67 %



# Board Monthly Financial Report

Fiscal Year to Date 05/31/17

Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	Prior Year FYTD	% Rec'd/Spent
Function Code 600-600 - Other Financing Uses Totals	\$594,141.00	\$380,000.00	\$400,000.00	\$0.00	\$194,141.00	\$769,416.72	87 %
Account Type Expense Totals	\$38,649,413.00	\$3,482,744.77	\$31,414,513.27	\$260,384.81	\$6,974,514.92	\$30,208,513.68	81 %
Fund(COA) 11 - General Fund Totals	(\$75,075.00)	(\$434,427.00)	(\$2,029,219.24)	(\$260,384.81)	\$2,214,529.05	(\$2,796,480.66)	2.703 %



# Board Monthly Financial Report

Fiscal Year to Date 05/31/17

Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	Prior Year FYTD	% Red/Spent
<b>Fund(COA) 23 - Community Service Fund</b>							
<b>Account Type Revenue</b>							
<b>Function Code R100 - Local Sources - 100</b>							
Function Code R100 - Local Sources - 100 Totals	2,029,980.00	134,773.09	1,943,838.50	.00	86,141.50	2,050,650.78	96 %
	\$2,029,980.00	\$134,773.09	\$1,943,838.50	\$0.00	\$86,141.50	\$2,050,650.78	
<b>Function Code R300 - State Sources - 300</b>							
Function Code R300 - State Sources - 300 Totals	37,084.00	.00	15,266.39	.00	21,817.61	23,750.10	41 %
	\$37,084.00	\$0.00	\$15,266.39	\$0.00	\$21,817.61	\$23,750.10	41 %
<b>Function Code R400 - Federal Sources - 400</b>							
Function Code R400 - Federal Sources - 400 Totals	125,000.00	.00	83,028.86	.00	41,971.34	80,065.17	66 %
	\$125,000.00	\$0.00	\$83,028.86	\$0.00	\$41,971.34	\$80,065.17	66 %
<b>Function Code R500 - ISD / Other Sources - 500</b>							
Function Code R500 - ISD / Other Sources - 500 Totals	.00	.00	.00	.00	.00	.00	+++
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
<b>Function Code R600 - In from other Funds - 600</b>							
Function Code R600 - In from other Funds - 600 Totals	594,141.00	180,000.00	400,000.00	.00	194,141.00	789,418.72	67 %
	\$594,141.00	\$180,000.00	\$400,000.00	\$0.00	\$194,141.00	\$789,418.72	67 %
<b>Account Type Revenue</b>							
<b>Function Code 100 - Instruction</b>							
<b>Function Code 100 - Instruction Totals</b>							
	\$2,786,205.00	\$314,773.09	\$2,442,133.55	\$0.00	\$344,071.45	\$2,943,884.77	88 %
<b>Account Type Expense</b>							
<b>Function Code 100 - Instruction</b>							
<b>Function Code 110 - Basic Functions - 110</b>							
<b>Function Code 100 - Instruction Totals</b>							
	\$149,793.00	\$16,905.98	\$137,445.70	.00	12,347.30	158,837.14	92 %
	\$149,793.00	\$16,905.98	\$137,445.70	\$0.00	\$12,347.30	\$158,837.14	92 %
<b>Function Code 200 - Supporting Services</b>							
<b>Function Code 220 - Support Services-Instructional - 220</b>							
Sub Function Code 220 - Support Services-Instructional - 220	7,079.00	125.55	502.20	.00	6,576.80	4,995.36	7 %
Sub Function Code 250 - Support Services-Business - 250	.00	.00	.00	.00	.00	.00	+++
Sub Function Code 260 - Operations and Maintenance - 260	92,491.00	12,476.00	66,501.20	8,350.50	17,639.30	165,512.16	72 %
Sub Function Code 270 - Pupil Transportation - 270	80,000.00	.00	51,243.47	.00	28,756.53	53,083.60	64 %
Sub Function Code 290 - Support Services-Other - 290	652,431.00	81,830.15	647,210.11	5,942.00	9,278.89	755,984.39	98 %
	\$842,001.00	\$94,431.70	\$765,456.98	\$14,292.50	\$82,251.52	\$879,475.51	91 %
<b>Function Code 300 - Community Services</b>							
<b>Function Code 310 - Community Services Direction - 310</b>							
Sub Function Code 310 - Community Services Direction - 310	273,850.00	23,040.44	248,136.98	.00	25,513.02	296,941.43	91 %
Sub Function Code 320 - Community Recreation - 320	448,445.00	33,153.67	386,712.71	3,173.20	108,559.09	320,394.94	75 %
Sub Function Code 350 - Care of Children - 350	855,967.00	62,677.87	740,421.11	1,140.00	991,022.65	991,022.65	87 %
Sub Function Code 390 - Other Community Services - 390	126,646.00	9.92	86,135.39	.00	40,510.61	80,332.32	68 %
	\$1,704,708.00	\$118,881.80	\$1,411,406.19	\$4,313.20	\$288,968.61	\$1,689,291.34	83 %
<b>Function Code 500-600 - Other Financing Uses</b>							
<b>Function Code 600 - Fund Modifications - 600</b>							
<b>Function Code 500-600 - Other Financing Uses Totals</b>							
	\$89,703.00	\$13,399.10	\$75,426.37	.00	14,276.63	\$91,153.86	84 %
	\$89,703.00	\$13,399.10	\$75,426.37	\$0.00	\$14,276.63	\$91,153.86	84 %
<b>Account Type Expense</b>							
<b>Function Code 23 - Community Service Fund Totals</b>							
	\$2,786,205.00	\$243,618.56	\$2,389,735.24	\$18,605.70	\$377,854.06	\$2,918,757.85	86 %
	\$0.00	\$71,154.53	\$62,398.31	(\$18,605.70)	(\$33,792.61)	\$25,126.92	+++



# Board Monthly Financial Report

Fiscal Year to Date 05/31/17

Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	Prior Year FYTD	% Rec'd/Spent
<b>Fund(COA) 25 - School Lunch Fund</b>							
<b>Account Type Revenue</b>							
Function Code R100 - Local Sources - 100	1,103,900.00	133,928.64	982,026.39	.00	121,873.61	1,120,736.12	89 %
Function Code R100 - Local Sources - 100 Totals	\$1,103,900.00	\$133,928.64	\$982,026.39	\$0.00	\$121,873.61	\$1,120,736.12	89 %
Function Code R300 - State Sources - 300	53,500.00	11,283.40	45,050.76	.00	8,449.24	44,456.30	84 %
Function Code R300 - State Sources - 300 Totals	\$53,500.00	\$11,283.40	\$45,050.76	\$0.00	\$8,449.24	\$44,456.30	84 %
Function Code R400 - Federal Sources - 400	283,500.00	.00	136,378.70	.00	145,121.30	160,818.72	49 %
Function Code R400 - Federal Sources - 400 Totals	\$283,500.00	\$0.00	\$136,378.70	\$0.00	\$145,121.30	\$160,818.72	49 %
Function Code R500 - ISD / Other Sources - 500	103,000.00	5,214.28	71,922.03	.00	31,077.97	142,474.29	70 %
Function Code R500 - ISD / Other Sources - 500 Totals	\$103,000.00	\$5,214.28	\$71,922.03	\$0.00	\$31,077.97	\$142,474.29	70 %
Account Type Revenue Totals	\$1,543,900.00	\$150,406.32	\$1,237,377.88	\$0.00	\$306,622.12	\$1,466,466.43	80 %
<b>Account Type Expense</b>							
Function Code 200 - Supporting Services	.00	.00	.00	.00	.00	.00	+++
Function Code 210 - Support Services-Pupil - 210	2,380.00	202.00	2,190.81	.00	199.39	6,735.06	92
Function Code 260 - Operations and Maintenance - 260	1,371,269.00	125,626.02	1,116,392.36	131,409.42	123,467.22	1,332,122.40	81
Function Code 290 - Support Services-Other - 290	\$1,373,659.00	\$125,828.02	\$1,118,592.97	\$131,409.42	\$123,666.61	\$1,338,857.46	81 %
Function Code 500-600 - Other Financing Uses	137,366.00	22,926.62	111,858.30	.00	25,507.70	132,676.29	81
Function Code 600 - Fund Modifications - 600	\$137,366.00	\$22,926.62	\$111,858.30	\$0.00	\$25,507.70	\$132,676.29	81 %
Account Type Expense Totals	\$1,511,025.00	\$148,754.64	\$1,230,441.27	\$131,409.42	\$149,174.31	\$1,471,533.75	81 %
Fund(COA) 25 - School Lunch Fund Totals	\$32,875.00	\$1,651.66	\$6,866.61	(\$131,409.42)	\$157,347.81	(\$3,048.32)	21 %



# Board Monthly Financial Report

Fiscal Year to Date 05/31/17

Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	Prior Year FYTD	% Rec'd/Spent
<b>Fund(COA) 30 - Debt Retirement Fund</b>							
<b>Account Type - Revenue</b>							
<b>Function Code R100 - Local Sources - 100</b>							
Function Code R100 - Local Sources - 100 Totals	10,423,583.00	334,335.02	10,681,629.67	.00	(258,046.67)	10,007,663.10	102 %
	\$10,423,583.00	\$334,335.02	\$10,681,629.67	\$0.00	(\$258,046.67)	\$10,007,663.10	102 %
<b>Function Code R500 - ISD / Other Sources - 500</b>							
Function Code R500 - ISD / Other Sources - 500 Totals	1,110,170.00	.00	1,110,170.00	.00	.00	4,854,940.00	100 %
	\$1,110,170.00	\$0.00	\$1,110,170.00	\$0.00	\$0.00	\$4,854,940.00	100 %
<b>Function Code R600 - In from other Funds - 600</b>							
Function Code R600 - In from other Funds - 600 Totals	.00	.00	.00	.00	.00	.00	+++
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
<b>Account Type - Revenue</b>	<b>\$11,533,753.00</b>	<b>\$334,335.02</b>	<b>\$11,791,799.67</b>	<b>\$0.00</b>	<b>(\$258,046.67)</b>	<b>\$14,862,603.10</b>	<b>102 %</b>
<b>Account Type - Expense</b>							
<b>Function Code 200 - Supporting Services</b>							
Function Code 200 - Supporting Services - 250	\$1,000.00	.00	14,836.32	.00	35,163.68	4,874.80	29 %
Function Code 200 - Supporting Services Totals	\$1,000.00	\$0.00	\$14,836.32	\$0.00	\$36,163.68	\$4,874.80	29 %
<b>Function Code 500-600 - Other Financing Uses</b>							
Function Code 500 - Debt Service - 500	10,003,019.00	3,421,687.50	10,503,018.76	.00	(499,999.76)	15,205,232.76	105 %
Function Code 500-600 - Other Financing Uses Totals	\$10,003,019.00	\$3,421,687.50	\$10,503,018.76	\$0.00	(\$499,999.76)	\$15,205,232.76	105 %
<b>Account Type - Expense</b>	<b>\$10,003,019.00</b>	<b>\$3,421,687.50</b>	<b>\$10,503,018.76</b>	<b>\$0.00</b>	<b>(\$499,999.76)</b>	<b>\$15,205,232.76</b>	<b>105 %</b>
<b>Fund(COA) 30 - Debt Retirement Fund Totals</b>	<b>\$1,479,734.00</b>	<b>(\$3,087,352.48)</b>	<b>\$1,273,944.59</b>	<b>\$0.00</b>	<b>\$205,759.41</b>	<b>(\$847,504.26)</b>	<b>86 %</b>



# Board Monthly Financial Report

Fiscal Year to Date 05/31/17

Sub Function Code	Amended Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	Prior Year FYTD	% Rec'd/Spent
<b>Func(COA) 48 - 2008 Capital Projects Fund</b>							
<b>Account Type Revenue</b>							
Function Code R100 - Local Sources - 100							
Function Code R600 - ISD / Other Sources - 500							
<b>Totals</b>	2,463,606.00	1,320.25	12,635.37	.00	2,450,970.63	5,550.49	1%
	\$2,463,606.00	\$1,320.25	\$12,635.37	\$0.00	\$2,450,970.63	\$5,550.49	
<b>Account Type Expense</b>							
Function Code 200 - Supporting Services							
Function Code 250 - Support Services-Business - 250							
Function Code 260 - Operations and Maintenance - 260							
Function Code 270 - Pupil Transportation - 270							
Function Code 280 - Support Services-Central - 280							
<b>Totals</b>	441,844.00	.00	.00	.00	441,844.00	.00	0
	6,162,000.00	.00	.00	.00	.00	.00	+++
	10,219,490.00	.00	692,098.05	349,904.60	5,786,330.00	32,207.80	0
	\$16,823,334.00	\$0.00	\$692,098.05	\$718,574.60	\$15,414,661.35	\$32,207.80	4%
<b>Sub Function Code 400 - Government Agencies &amp; Prior Period</b>							
Function Code 400 - Other Government Agencies - 400							
<b>Totals</b>	33,254,447.00	45,353.30	254,338.31	95,029.19	32,905,079.60	80,960.11	1%
	\$33,254,447.00	\$45,353.30	\$254,338.31	\$95,029.19	\$32,905,079.60	\$80,960.11	
<b>Sub Function Code 500-600 - Other Financing Uses</b>							
Function Code 500 - Debt Service - 500							
Function Code 500-600 - Other Financing Uses							
<b>Totals</b>	275,825.00	.00	.00	.00	275,825.00	.00	0
	\$275,825.00	\$0.00	\$0.00	\$0.00	\$275,825.00	\$0.00	0%
<b>Account Type Expense</b>							
Function Code 48 - 2008 Capital Projects Fund							
<b>Totals</b>	\$50,363,606.00	\$45,363.30	\$946,436.36	\$811,603.79	\$48,595,565.85	\$113,167.91	2%
	\$0.00	(\$44,043.05)	(\$933,800.99)	(\$811,603.79)	\$1,745,404.78	(\$107,617.42)	+++
<b>Grand Totals</b>	\$1,437,534.00	(\$3,483,016.32)	(\$1,629,740.72)	(\$1,222,003.72)	\$4,289,278.44	(\$3,229,523.74)	-113%

TO: Board of Education

FROM: Sharon Raschke, CFO

DATE: July 1, 2017

RE: **Business Meeting 2017-18**

**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 24, 2017  
RE: **District Memberships 2017-18**

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: \$5,946**

**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**

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. **It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.**

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

## MEMBERSHIP RESOLUTION

For the year August 1, 2017 — through July 31, 2018

### LIST ON BACK

\_\_\_\_\_ the School(s) which are under the direction of this Board of Education/Governing Body.

***(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2017-18 must be listed on the back of this form)***

\_\_\_\_\_ City of \_\_\_\_\_

County of \_\_\_\_\_, of State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current *HANDBOOK* as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2017 and shall remain effective until July 31, 2018, during which the authorization may not be revoked.

### RECORD OF ADOPTION

*The above resolution was adopted by the Board of Education/Governing Body of the*

\_\_\_\_\_ School(s), on the \_\_\_\_\_ day of \_\_\_\_\_, 2017, and is so recorded in the minutes of the meeting of the said Board/Governing Body.

\_\_\_\_\_ (Governing Body Name)

\_\_\_\_\_ (Address)

\_\_\_\_\_ (City & Zip Code)

\_\_\_\_\_ Board Secretary Signature  
or Designee

Check if Designee

# Schools Which Are To Be MHSAA Members During 2017-18

**NOTE:** Pursuant to the MHSAA Constitution, all high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has enrollment and onsite attendance of at least 15 students, whether for grades 6 through 8 or 9, grades 7 through 8 or 9, or grades 9 or 10 through 12; and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization. To reach the 15-student minimum for middle school membership, schools may join the MHSAA at the 6th-grade level whether or not 6th-grade students participate in athletics.

- A. This Section does not require school districts to become member schools at the junior high/middle school level and does not require school districts to sponsor any interscholastic athletics for 6th grade students.
- B. If a school district's MHSAA Membership Resolution lists a junior high/middle school as an MHSAA member school, and if the school sponsors a 6th-grade team in any sport or permits a 6th-grade student to participate with 7th- and/or 8th-grade students in any sport, then all of Regulations III and IV apply to all 6th-graders in all sports involving 6th-graders on teams sponsored by that school. If the school does not allow any 6th-graders to participate in a sport, MHSAA rules do not apply in that sport.
- C. \*If the 6th-graders are in a separate building, and participating with the 7th- and 8th- graders, the 6th-grade school building must be listed as an MHSAA member school.

## Member High School(s) (if any)

List separately from JH/MS even if all grades are housed in the same building.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

**If necessary, list additional schools for either column on a separate sheet.**

## Junior High /Middle School(s) (if any)

List separately from HS even if all grades are housed in the same building.

1. \_\_\_\_\_  
 Name of Junior High/Middle School  
*Configuration of grades in school (e.g. K-6, 6-8, 7-8, 7-9):* \_\_\_\_\_  
**Provide anticipated 2017-18 7th- and 8th-Grade Enrollment:** \_\_\_\_\_  
**Provide anticipated 2017-18 6th-Grade Enrollment:** \_\_\_\_\_
  - **Yes or No** (circle one) 6th-grade students will be participating in one or more sports for the above school
  - **Yes or No** (circle one) \*6th-graders are housed in the same building as 7th- and 8th-graders
  - **Yes or No** (circle one) 6th-graders will be participating, in at least one sport, with 7th- and 8th-graders
  
3. \_\_\_\_\_  
 Name of Junior High/Middle School  
*Configuration of grades in school (e.g. K-6, 6-8, 7-8, 7-9):* \_\_\_\_\_  
**Provide anticipated 2017-18 7th- and 8th-Grade Enrollment:** \_\_\_\_\_  
**Provide anticipated 2017-18 6th-Grade Enrollment:** \_\_\_\_\_
  - **Yes or No** (circle one) 6th-grade students will be participating in one or more sports for the above school
  - **Yes or No** (circle one) \*6th-graders are housed in the same building as 7th- and 8th-graders
  - **Yes or No** (circle one) 6th-graders will be participating, in at least one sport, with 7th- and 8th-graders
  
3. \_\_\_\_\_  
 Name of Junior High/Middle School  
*Configuration of grades in school (e.g. K-6, 6-8, 7-8, 7-9):* \_\_\_\_\_  
**Provide anticipated 2017-18 7th- and 8th-Grade Enrollment:** \_\_\_\_\_  
**Provide anticipated 2017-18 6th-Grade Enrollment:** \_\_\_\_\_
  - **Yes or No** (circle one) 6th-grade students will be participating in one or more sports for the above school
  - **Yes or No** (circle one) \*6th-graders are housed in the same building as 7th- and 8th-graders
  - **Yes or No** (circle one) 6th-graders will be participating, in at least one sport, with 7th- and 8th-graders



# Dexter Community Schools

## Nice Job Notes

### JUNE 2017

Connie Agostini  
Amanda Albers  
Laura Ayers  
Mrs. Baker (2)  
Elizabeth Ballinger  
Mrs. Barbie  
Mr. Barns  
Julie Bassett  
Mike Bavineau  
Mrs. Berghorst  
Bill Bernard  
Val Berryman  
Mrs. Bowman  
Mrs. Boynton  
Jami Bronson  
Matthew Brown  
Brad Buelow (2)  
Lisa Burgess  
Karin Burns  
Sean Burton  
Mrs. Butler (14)  
Sebastien Butler  
Josh Calcut  
Autumn Campbell  
Jeff Dagg (3)  
Julie Darling  
Cheryl Darnton (2)  
Matt Deloria  
Tech Department  
Melanie Dever  
Jaime Dudash (3)  
D'Ann Dunn  
Jessica Elkin  
Jason Elmy  
Cortni Farley  
Ryan Fisher (2)  
Sarah Fisk  
Jill Fyke  
Jaclyn Garepy

Amy Grant (2)  
Mrs. Green  
Dori Gross  
Jeremy Hilobuk  
Leslie Hite (2)  
Don Holiday  
Phil Jacobs  
Mrs. Jastren  
Mrs. Johnson (2)  
Vicki Juback  
Cindy Kapanowski  
Maddie Kemp  
Beau Kimmey  
Mr. King (3)  
Ken Koenig (2)  
Kirsten Korff  
Cassy Korinek  
Mrs. Korinek  
Dave Kozakiewicz  
Mary Leach  
Nicole Leonard  
Mr. Lignow  
Zach Lindke  
Kathryn Luxon  
Aric Manly  
Mrs. Mann (2)  
Maria Mast  
David Matthis  
Kim Mendez  
Ken Moore (2)  
Kit Moran (2)  
Rick Munir  
Marianne Mutschler (2)  
Meredith Nickerson (2)  
Kelly Ottaviani  
Andrew Parker  
AnandKumar Patel  
Brett Pederson

Caleb Polacek  
Gary Puhl  
Mrs. Ragnes  
Sharon Raschke  
Doreen Reardon  
Sarah Redman (2)  
Tammy Reich (3)  
Martin Ruhlig (24)  
Barb Santo (2)  
Kathryn Schmid  
Kaitlin Schmoekel  
Mollie Sharrar (2)  
Vicki Sipple  
Mrs. Slemrod (2)  
Mrs. Smith  
Ryan Spencer (3)  
Mrs. Steele  
Hannah Stewart  
Ms. Suomala  
Jen Suppes  
Lesley Tracy  
Ms. VanHouten  
Maria Vasquez-Brieva  
Mike Verbal  
Hope Vestergaard  
Karen Walls  
Clair Ward  
Jenny Whipple  
Angie Williams  
Colleen Winder  
Stacey Wing

**JUNE TOTAL = 172**  
**RUNNING TOTAL =**  
**34994**



June 13, 2017

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 Sandra Darr 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. Darr was given the certificate and pin at the 79<sup>th</sup> Annual MSBO Conference & Exhibit Show held this past May. To view a complete listing of certification achievers, please visit our website at [www.msbo.org](http://www.msbo.org).

Ms. Darr's certificate will be valid from 06/01/17-06/30/22. During this 5-year period, she will need to maintain active MSBO membership and earn 90 professional development hours in order to maintain and renew her certification.

I hope that you will join us in celebrating Ms. Darr'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, flowing style.

David Martell  
Executive Director

DM/cbb

cc: Sandra Sue Darr



*DRAFT*

**Dexter Community Schools  
Facilities Committee  
Meeting Minutes  
June 22, 2017**

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Board Members

Present – Ron Darr, Dick Lundy

Staff Committee Members

Present – Sharon Raschke, Chris Timmis

Consultants

Greg Brand (Granger Construction)

Jerry Brand (Granger Construction)

Others Present - None

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Meeting convened at 9:00 am.

Presentations

1. Representatives from the firm TMP Architecture, Inc. presented their Architect and Engineering Services for the proposed 2017 Bond. The Committee had an opportunity to ask questions.
2. Representatives from the firm Kingscott presented their Architect and Engineering Services for the proposed 2017 Bond. The Committee had an opportunity to ask questions.
3. Representatives from the firm Integrated Design Solutions (IDS) presented their Architect and Engineering Services for the proposed 2017 Bond. The Committee had an opportunity to ask questions.
4. The Committee discussed the firms and qualifications and provided input to Superintendent Timmis.

Meeting adjourned at 3:00 pm.