

BOARD PACKET

November 7, 2016



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

BOARD MEETING AGENDA

- A. **ROLL CALL - PLANNED ABSENCES:** none
- B. **MEETING MINUTES:** 10/24/2016
- C. **APPROVAL OF AGENDA**
- D. **SCHOOL PRESENTATIONS:** none
- E. **SUPERINTENDENT UPDATE:**
 - 1. Strategic Framework 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:** none
- I. **ACTION ITEMS**
 - 1. Policies - Second Reading
- J. **DISCUSSION ITEMS**
 - 1. Facilities Discussion
- K. **PUBLIC PARTICIPATION:** *See Policy 0167.3*
- L. **BOARD COMMENTS**
- M. **INFORMATION ITEMS**
 - 1. Finance Committee Minutes 10/24/2016
 - 2. Leslie Hite MSBO Certification
- N. **CLOSED SESSION:**
 - 1. Superintendent Quarterly Evaluation

CALENDAR

- ***Thurs. & Fri. November 24 & 25 –**
Thanksgiving Break
- ***Monday, December 5 – 7:00pm**
Board Meeting (Creekside)
- ***Thurs. Dec. 23–Sun. Jan. 8 –**
Winter Break
- ***Monday, January 9 –**
Organizational Meeting
(Creekside)
- ***Monday, January 16 –**
Martin Luther King, Jr. Day
- ***Monday, January 23 –**
Board Meeting (Creekside)

**BOARD NOTES
NOVEMBER 7, 2016**

A. ROLL CALL

B. MEETING MINUTES (10/24/2016)

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:

1. Strategic Framework. Your packet contains a memorandum from Superintendent Chris Timmis recommending the board review the District Strategic Framework, as well as two graphics to illustrate the status of district initiatives and Strategic Framework progress.

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: NONE

I. ACTION ITEMS:

1. Policies – Second Reading: At the October 24, 2016 meeting, you had an opportunity to review the attached draft versions of board policies pending updates. Following discussion, the Board opted to move this policy review from a discussion item to an action item and approved them for first reading. These policies are being presented tonight for second reading and final approval.

* An appropriate motion might be, "I move that draft bylaw 0144. 3d (Conflict of Interest) and draft policies 1130, 3110, and 4110 (Conflict of Interest), 6110 (Federal Grant Funds), 6111 (Federal Grant Internal Controls), 6112 (Federal Grant Cash Management), 6114 (Cost Principles - Spending Federal Funds), 6116 (Federal Grant Time and Effort Reporting), 6320 (Purchasing), 6424 (Purchasing Cards), 6550 (Travel Payment & Reimbursement), 7300 (Disposition of Real Property), 7310 (Disposition of Surplus Property), 7450 (Property Inventory), 8500 (Food Services) be approved for second reading and final approval as amended/presented."

BOARD NOTES
NOVEMBER 7, 2016

J. DISCUSSION ITEMS:

1. Facilities Discussion: your packet includes a memorandum from the Superintendent as well as a summary of district enrollment and class size for the purpose of discussing enrollment and space usage.

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

L. BOARD COMMENTS

M. INFORMATION ITEMS:

1. Finance Committee Minutes – 10/24/2016
2. MASB Certification – Leslie Hite

N. CLOSED SESSION

1. Superintendent Quarterly Evaluation

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION
MEETING MINUTES – OCTOBER 24, 2016**

A. ROLL CALL

Members Present: Ron Darr, Dick Lundy, Daryl Kipke (arr. 8:00pm), Rob Mitzel, Barbara Read, Julie Schumaker, Michael Wendorf, Student Representatives Erin Evans and Rylee Kim

Members Absent: none

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

D.E.A.: Jessica Baese

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

Transportation: none

Press: Sean Dalton

Guests: Elise Bruderly, Jennifer Kangas, Kim Lindsay, Darlene Wood.

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

B. MEETING MINUTES

The Board reviewed meeting minutes from 10/10/16.

A motion was made by Julie Schumaker and seconded by Barbara Read to approve the meeting minutes of 10/10/16. **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.

A motion was made by Julie Schumaker and seconded by Dick Lundy to approve the agenda as presented. **Motion Carried (unanimous).**

D. SCHOOL PRESENTATIONS

1. SET-SEG Safety Award. Darlene Wood of SET-SEG presented the District with a safety award for reducing worker's compensation claims by at least 50%. DCS was one of four districts statewide to receive the honor.
2. 2015-16 Audit Presentation. Kim Lindsay of Lewis & Knopf presented the results of the 2015-16 financial audit and answered Board member questions. The District received the highest ranking possible: a clean, unmodified audit.

E. SUPERINTENDENT UPDATE

Superintendent Chris Timmis updated the Board on several items:

- The Sinking Fund bill (HB4388) currently being considered by the Michigan legislature would allow schools to use sinking funds to pay for capital upgrades and technology; this bill is awaiting signature by the Governor during the lame duck session.
- The legislature is considering several changes to MPERS.
- Facility utilization summary – the Superintendent shared with Board members a summary of each building's intended capacity per past remodels and the actual usage. This data will help inform ongoing conversations about space needs.

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION
MEETING MINUTES – OCTOBER 10, 2016**

- Weighted grades – the Superintendent shared a memo regarding recent review of the current weighted grade policy. Based on feedback from stakeholder groups and college admissions officers, the District will continue to add an additional 1.0 point to all AP and IB classes as well as online AP and IB classes. The High School has created a committee comprised of DHS teachers to review the rigor of additional courses seeking a weighted grade. Any recommended weighted course additions will be phased in with ample time for students to plan accordingly and will not be applied retroactively.

F. STUDENT REPRESENTATIVES UPDATE

1. Rylee Kim noted that October 24-28 is college application week, when counseling staff are on hand in the media center to help students complete applications and everything associated with that process. She noted Marching Band received straight 1s at Festival, and the boys Water Polo team won districts.
2. Erin Evans noted that boys soccer won the district title. The DHS orchestras Halloween concert will happen Tuesday, October 25th at the CPA. IB program juniors have begun having their extended essay meetings.

G. PUBLIC PARTICIPATION - NONE

H. CONSENT ITEMS

1. Personnel – Resignation.

The Board acknowledged the resignation of Megan Payne.

2. Personnel – New Hire.

The Board offered Kristen Linn a probationary teaching contract for the 2016-17 school year.

3. September Budget Report.

The Board received the September budget.

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

I. ACTION ITEMS

1. National Principals Month Resolution.

October has been designated as School Principals Month by Michigan Governor Rick Snyder. Ron Darr made a motion that the Board of Education adopt the following resolution:

“Whereas school leaders are expected to be educational visionaries, instructional leaders, assessment experts, disciplinarians, community builders, public relations experts, budget analysts, facility managers, special programs administrators, and guardians of various legal, contractual, and policy mandates and initiatives as well as being entrusted with young people, the most valuable resource;

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Whereas principals set the academic tone for their schools and work collaboratively with teachers to develop and maintain high curriculum standards, develop mission statements, and set performance goals and objectives;

Whereas the vision, dedication, and determination of a principal provides the mobilizing force behind any school reform effort;

Whereas leadership is second only to classroom instruction among all school-related factors that contribute to what students learn at school, according to research conducted by the Wallace Foundation;

Whereas the celebration of National Principals Month would honor elementary, middle level, and high school principals and assistant principals and recognize the importance of school leadership in ensuring that every child has access to a high-quality education; and

Whereas the month of October 2016 would be an appropriate month to designate as ‘National Principals Month’:

Be it resolved, that the Dexter Community Schools Board of Education--

Honors and recognizes the contribution of school principals and assistant principals to the success of students in the Nation’s elementary and secondary schools; and

Encourages the Dexter Community to observe National Principals Month with appropriate activities that promote awareness of school leadership in ensuring that every child has access to a high-quality education.”

All Board members supported the motion in unison. **Motion Carried (unanimous).**

2. 2015-16 Audit Acceptance.

Earlier in the meeting, the Board heard a presentation by Lewis & Knopf’s Kim Lindsay regarding the District’s 2015-16 Financial Audit and had the opportunity to ask questions and discuss findings. Dick Lundy made a motion that the Board accept the 2015-16 Audit. Barbara Read supported the motion. **Motion Carried (unanimous).**

3. Accept E4DS Donation.

E4DS Board members Jennifer Kangas and Elise Bruderly presented the district with a check for \$42,000, representing funds raised during the group’s initial capital funds drive. These funds have been designated to provided enrichment activities to Wylie and Creekside. Jennifer Kangas shared the names of businesses and individuals who contributed to the fund drive. Donors are listed on the [E4DS website](#).

Barbara Read made a motion that the Board accept the donation from E4DS. Julie Schumaker supported the motion. **Motion Carried (unanimous).**

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION
MEETING MINUTES – OCTOBER 10, 2016**

J. DISCUSSION ITEMS

1. Policies.

The Board had the opportunity to review draft revisions to bylaw 0144. 3d (Conflict of Interest) and policies 1130, 3110, and 4110 (Conflict of Interest), 6110 (Federal Grant Funds), 6111 (Federal Grant Internal Controls), 6112 (Federal Grant Cash Management), 6114 (Cost Principles - Spending Federal Funds), 6116 (Federal Grant Time and Effort Reporting), 6320 (Purchasing), 6424 (Purchasing Cards), 6550 (Travel Payment & Reimbursement), 7300 (Disposition of Real Property), 7310 (Disposition of Surplus Property), 7450 (Property Inventory), 8500 (Food Services). These were reviewed by the policy committee at the October 11, 2016 meeting. Committee chair Barbara Read summarized the changes for the Board.

Because most of the changes were required by federal law and none of the topics were controversial, Julie Schumaker made a motion to move the item from discussion to action and approve the policies for first reading. Ron Darr supported the motion. **Motion Carried (unanimous).**

K. PUBLIC PARTICIPATION – NONE

L. BOARD COMMENTS

1. Julie Schumaker called attention to the Safety Award the Transportation department received from the Michigan State Police (see information items).
2. Rob Mitzel noted the online version of the audit was hard to read. Sharon Raschke said she would request a cleaner version and re-post.
3. Ron Darr offered compliments to the DHS Marching Band on their Festival performance, specifically mentioning comments he'd overheard in the stands from other performers.
4. Dick Lundy echoed Ron Darr's comments and noted once the act starts, the instructors disappear -- Dexter students run the whole performance themselves.
5. Michael Wendorf noted that DHS student Jordan McGinnis has just earned her pilot's license. Channel 7 News did a [story on Jordan's accomplishment](#).

M. INFORMATION ITEMS

1. Nice Job Notes – September
2. Policy Committee Minutes – 10/11/2016
3. Personnel Committee Minutes – 3/9/2016
4. MSBO Certifications – Leslie Hite
5. MI State Police Safety Award – Transportation
6. MDE Grant Award Notification – Targeted Literacy Instruction and Interventions
7. The Squall – October 2016

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION
MEETING MINUTES – OCTOBER 24, 2016**

N. CLOSED SESSION - NONE

A motion was made by Barbara Read and seconded by Dick Lundy to adjourn the meeting at approximately 8:40pm. **Motion Carried (unanimous).**

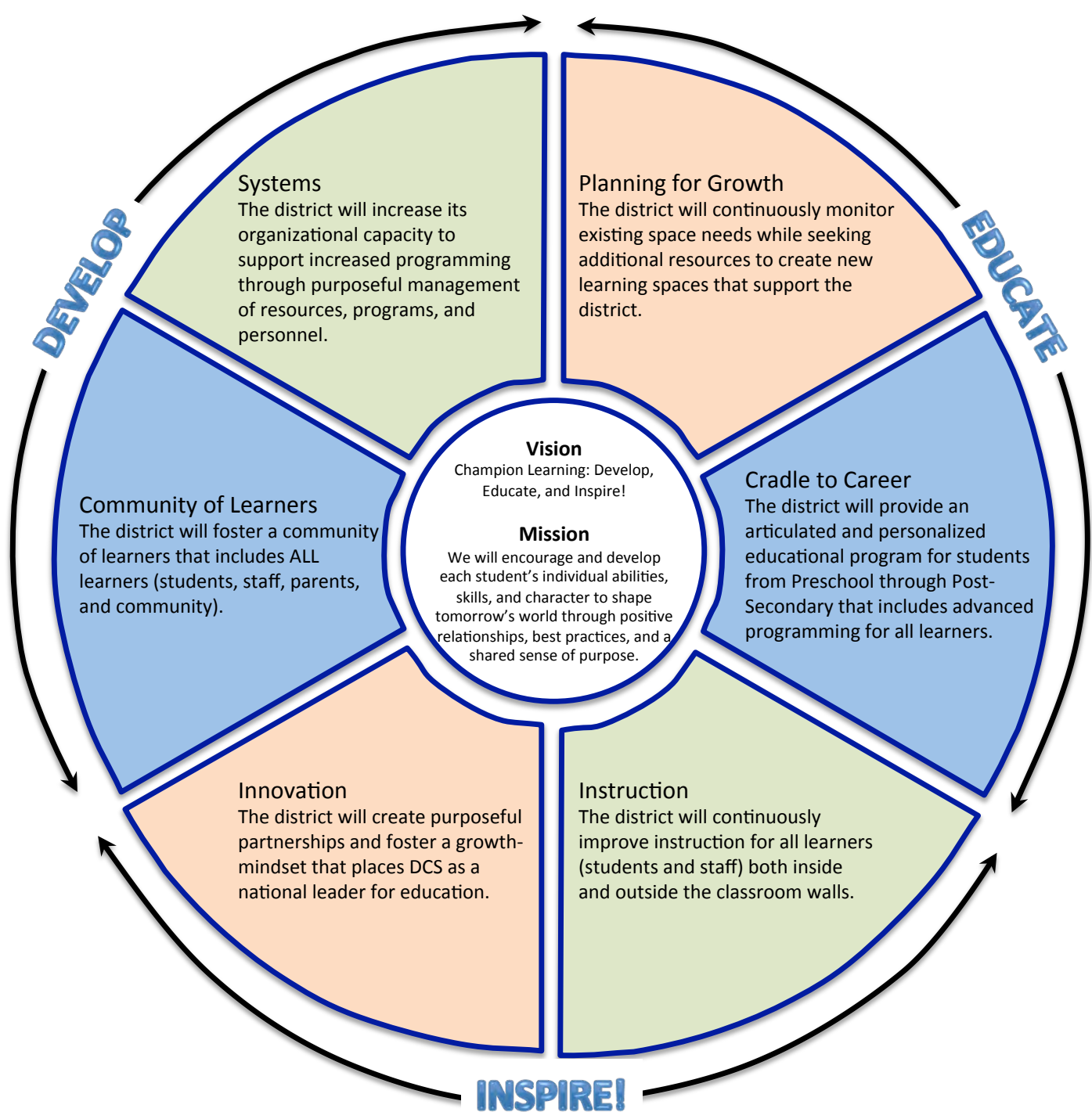
MINUTES/hlv

Ron Darr, Secretary
Board of Education

Dexter Community Schools
Board of Education
Executive Summary and Recommendation

- Purpose:** To update the Board on District Progress with respect to initiatives and the Strategic Framework.
- Explanation:** The District Strategic Framework was adopted in 2015 and continues through 2020. During reports from the Superintendent, an update will be provided of district initiatives and progress.
- Recommendation:** It is the recommendation of the Superintendent that the Board of Education simply review the update of district initiatives and the Strategic Framework progress.

Strategic Directions Framework 2015-2020



District Goals

- Strengthen the human capacity through the design and delivery of high quality learning opportunities for students, staff, parents and the community both inside and outside the classroom walls.
- Redesign educational programming to focus on developing students' capacity to think creatively, solve problems, analyze, synthesize, and navigate information.
- Organizational capacity will increase to improve system effectiveness.
- Continuously monitor and evaluate existing learning spaces and their ability to support learning needs.
- Create and effectively implement a robust early childhood program for DCS residents.
- Create personalized learning opportunities for students that include advanced programming for all students.
- Establish strategic partnerships (local, domestic, and international) that support student learning and increase capacity for DCS to provide learning opportunities for students and staff.
- Foster an internal culture with a growth-mindset focused on increasing DCS' ability to develop students' capacity to think creatively, solve problems, analyze, synthesize, and navigate information.

DEVELOP

EDUCATE

INSPIRE!

Systems

- Leadership Institute
- Summit Basecamp
- High School Workgroups
- International Programming
- High School Leadership Group
- Changing Opening Day
- Visioning Work
- Ideal School Visioning
- Graduation Coach
- End of Average

Planning for Growth

- Makerspace
- International Programming
- Alternative Education
- Jenkins ECLC
- Environmental Education Group
- STEM Winders
- Community Gardens
- EMU 6th Grade Camp
- Visioning Work
- WCC @ DHS
- Innovatrium Room

Community of Learners

- Leadership Institute
- Summit Basecamp
- Assessment Literacy
- Innovatrium Room
- High School Workgroups
- Alternative Education
- Environmental Education Group
- STEM Winders
- Community Gardens
- EMU 6th Grade Camp
- End of Average
- High School Leadership Group
- Change Opening Day
- Visioning Work
- Ideal School Visioning
- 1:1 Initiative
- Graduation Coach
- Curriculum Work

Vision

Champion Learning: Develop, Educate, and Inspire!

Mission

We will encourage and develop each student's individual abilities, skills, and character to shape tomorrow's world through positive relationships, best practices, and a shared sense of purpose.

Cradle to Career

- International Programming
- Jenkins ECLC
- EMU 6th Grade Camp
- Ideal School Visioning
- Graduation Coach
- WCC @ DHS

Innovation

- Summit Basecamp
- Makerspaces
- High School Workgroups
- STEM Winders
- Environmental Education Group
- EMU 6th Grade Camp
- End of Average
- High School Leadership Group
- Changing Opening Day
- Visioning Work
- Ideal School Visioning

Instruction

- Summit Basecamp
- Assessment Literacy
- Makerspaces
- High School Workgroups
- SIP & DIP Work
- PBL
- Alternative Education
- Jenkins ECLC
- Environmental Education Group
- STEM Winders
- Community Gardens
- EMU 6th Grade Camp
- Enrichment Coordinators
- End of Average
- High School Leadership Group
- Changing Opening Day
- Visioning Work
- 1:1 Initiatives
- WCC @ DHS
- Curriculum Work

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

- Purpose:** To discuss district facilities use and enrollment.
- Explanation:** Student count is nearly complete and will be submitted to the state in the next two weeks. Preliminary numbers along with class size information and the 2008 renovations of space are included below for discussion purposes.
- Recommendation:** It is the recommendation of the Superintendent that the Board of Education discuss current enrollment and facilities use information.

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

District Enrollment and Class Size Summary

	2008 Renovation Target	15-16 Enrollment (FTE)	16-17 Estimated Enrollment (FTE)
Bates	320	327	333
Cornerstone	400	406	417
Wylie	575	522	524
Creekside	575	568	545
Mill Creek	600	578	619
DHS	1211	1136	1110
Alt Ed	N/A	0	17
Other Programs (Forest, Wash Alliance for Virtual Ed, ECA)	N/A	16	17

Note: The approximate increase in enrollment for 2016-2017 is just over 38 FTE.

Grade Level/Span	Sections	2016-2017 Class Size Ranges
Young 5's	5	15-18 students
Kindergarten	10	21-22
First Grade	10	23-24
Second Grade	9	24-25
Third Grade	10	25-27
Fourth Grade	10	26-28
Fifth Grade	10	26-28
Sixth Grade	10	27-29
Seventh Grade	11	Approx 28-30
Eighth Grade	10	Approx 29-30
DHS	N/A	Within DEA contract limits

**Dexter Community Schools
Finance Committee
Meeting Minutes
October 24, 2016**

Board Members

Present – Dick Lundy, Barbara Read, Julie Schumaker

Staff Committee Members

Present – Jessica Baese, Sharon Raschke, Chris Timmis

Others Present – Kim Lindsay (Lewis & Knopf), Rob Mitzel, Michael Wendorf

Meeting convened at 6:00 pm.

Approval of Minutes

A motion was made by Barbara Read and supported by Dick Lundy to approve the finance committee meeting minutes of September 15, 2016. Approved.

Audience Participation

None.

Discussion Items

1. 2015-16 Audit Presentation

Kim Lindsay presented the financial audit for the fiscal year end 2015-16 and answered questions. The information will be presented to the full Board at tonight's meeting.

2. Facility Needs

The Finance Committee discussed space issues created by the addition of all day kindergarten and the addition of the Young 5's program in the past 5 years and the recent new housing developments. The committee suggested the facilities committee reconvene.

Meeting adjourned at 6:56 pm.



October 10, 2016

Leslie Hite
Dexter Community Schools
7714 Ann Arbor St.
Dexter, MI 48130-1322

Dear Ms. Hite,

Congratulations on meeting the criteria for certification under the MSBO Voluntary Certification program for Pupil Accounting Specialist.

This achievement represents a commitment to your profession and to providing quality services to your school district. As such, in addition to writing you I have notified your superintendent of your completion of the Pupil Accounting Specialist requirements and suggested Superintendent Timmis inform your board and perhaps the media in your community.

A record of your certification will be kept at the MSBO office. If you ever need another copy, I will be happy to make it available upon request.

Again, congratulations and thank you for taking the time and effort to complete the requirements. Please contact our office if you have any questions or suggestions.

Sincerely,

A handwritten signature in black ink that reads "David Martell". The signature is written in a cursive, flowing style.

David Martell
Executive Director

DM/cbb