

BOARD PACKET

DECEMBER 10, 2018



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

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BOARD MEETING AGENDA

- A. ROLL CALL
- B. MEETING MINUTES (11-12-2018)
- 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 – Retirement
 - 2. October Budget Report
- I. **ACTION ITEMS**
 - 1. November Budget Amendment
 - 2. Bid Package 15 – Creekside Storm Drainage
 - 3. Athletic Fields Funding Adjustment
 - 4. Policies - Second Reading
 - 5. Reschedule Board Workshop
- J. **DISCUSSION ITEMS**
 - 1. Building Naming Questions
 - 2. Community Chat Guidelines
 - 3. MASB/MASA Conference Participation
- K. **BOND UPDATE**
- L. **PUBLIC PARTICIPATION:** *See Policy 0167.3*
- M. **BOARD COMMENTS**
 - 1. Athletics Committee Update
 - 2. Finance Committee Update
 - 3. Policy Committee Update
 - 4. Facilities Committee Update
- N. **INFORMATION ITEMS**
 - 1. Policy Minutes
 - 2. Finance Minutes
 - 3. Transportation Safety Award
- O. **CLOSED SESSION – none**

CALENDAR

- *Monday, January 14th – 6:00pm
Community Chat - Creekside
- *Monday, January 14th – 7:00pm
Organizational Meeting
- *Wednesday, January 16th – 4:00pm
Policy - Copeland
- *Monday, January 28th – 7:00pm
Board Meeting - Creekside
- *Monday, February 11th – 6:00pm
Community Chat – Creekside
- *Monday, February 11th – 7:00pm
Board Meeting - Creekside

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**BOARD NOTES
DECEMBER 10, 2018**

A. ROLL CALL – planned absences: Dick Lundy

B. MEETING MINUTES (11-12-2018)

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

Superintendent Chris Timmis is on medical leave.

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 – Retirement. Your packet contains a letter from Bates Kindergarten teacher Laurie Sarver notifying the Board of her intent to retire.

* An appropriate motion might be, “I move that the Board of Education acknowledge Laurie Sarver’s retirement, effective December 31, 2018.”

2. Receive Budget Report. Your packet includes financial information for the month of October, 2018.

* An appropriate motion might be, “I move that the Board of Education accept the October 2018 budget report.”

I. ACTION ITEMS

1. 2018-19 November Budget Amendment. Your packet includes a memorandum and supporting documents regarding the 2018-19 November Budget Amendment. This information was reviewed and recommended by the Finance Committee at their November 21, 2018 meeting and is presented for action tonight.

BOARD NOTES
DECEMBER 10, 2018

- * An appropriate motion might be, "I move that the 2018-19 Budget Amendment Resolutions for the General Fund, Community Service Fund and the Food Services Fund be adopted."

- 2. Bid Package 15: Creekside Storm Drainage. Your packet contains a recommendation letter along with a bid tabulation from Granger Construction for the Creekside Intermediate School Storm Drainage project.

- * An appropriate motion might be, "I move that the Dexter Board of Education award contract for the Creekside storm drainage to Redwood Construction Management and assign them to Granger Construction for management as shown in the attached recommendation letter dated December 6, 2018.

- 3. Athletic Fields Overage Adjustment. At the December 4, 2018 facilities committee meeting, the committee made the following recommendation by resolution: offset the athletic field project overage of \$436,667.69 by transferring the funds available in Project 15 in the amount of \$131,270.00, and reduce the planned series 1 funding for flooring and toilet partition replacement by the remaining \$305,397.69 (motion by Ron Darr, supported by Rob Mitzel). The summary budget, bid & contingency report are included in tonight's packet.

- * An appropriate motion might be, "I move that the board of Education approve the facility committee's recommended fund transfer for the athletics fields overage as outlined in the attached summary.

- 3. Policies – First Reading. These policies were approved for first reading at the November 12, 2018 meeting, but were discovered to have been previously approved in April: 1421/3121/4121 (Criminal History Record Check). The policy committee incorporated board member feedback on those policies from 11/12 at their 11/27 committee meeting and these primarily typographic edits will be made to the published versions. The following additional policies were approved for first reading November 12th but had not yet been reviewed by the business office so those will be reviewed by the Superintendent again before they are considered: 2628 (State Aid Incentives), 5830 (Student Fund Raising), 6605 (Crowdfunding), 7530 (Lending of Board-Owned Equipment), 7530.02 (Staff Use of Personal Communication Devices), 7540.01 (Technology Privacy), 7540.02 (Web Accessibility, Content, Apps and Services), 7540.04 (Staff Technology Acceptable Use and Safety), 7542 (Access to District Technology from Personal Communication Devices), 7543 (Utilization of the District's Website and Remote Access to the Network), 7544 (Use of Social Media).

Tonight's packet contains draft policies which were approved for first reading at the November 12, 2018 meeting: 0143.1 (Public Expression of Board Members), 4162 (Controlled Substance and Alcohol Policy for CMV Drivers etc.), 5111 (Eligibility of Resident/Nonresident Students), 8321 (Criminal Justice Information Security), and 7250 (Building Naming). These are presented for second reading and final approval this evening.

**BOARD NOTES
DECEMBER 10, 2018**

- * An appropriate motion might be, "I move that the Board of Education approve the attached policies for second reading and final approval."
- 4. Reschedule Board Workshop. The Board has a workshop scheduled for December 17th. Because this involves the Superintendent's goals and that will be his first day back to work after leave, it is recommended that this date be pushed back to allow him time to work on those.
- * An appropriate motion might be, "I move that the Board of Education reschedule the Board Workshop for _____."

J. DISCUSSION ITEMS

- 1. Building Naming Questions. Included in your packet is an executive summary regarding the current status of the naming of the new elementary construction. There are three questions the full Board needs to resolve before the committee can make a recommendation to be voted on. Depending on these answers, the administration recommends that the full Board vote on name(s) tonight or at a special one-topic board meeting on December 17, 2018.
- 2. Community Chat Guidelines. Your packet includes guidelines for Board members regarding the new community chats. There is one page for board members and one for attendees. These were drafted by Dick Lundy and reviewed by administrators with MASB guidelines in mind. These are presented for discussion this evening.
- 3. MASA/MASB Conference Participation. This February, MASA and MASB are running their conferences back to back. Dr. Timmis has suggested Board members consider attending the MASB conference together on February 8th (Friday) and February 9th in Detroit. The conference is in Detroit at the Renaissance Center. Board members could stay overnight Friday.

K. BOND UPDATE

L. PUBLIC PARTICIPATION

M. BOARD COMMENTS

- 1. Athletics Committee Update
- 2. Finance Committee Update
- 3. Policy Committee Update
- 4. Facilities Committee Update

N. INFORMATION ITEMS

- 1. Policy Minutes
- 2. Finance Minutes
- 3. Transportation Safety Award

O. CLOSED SESSION – none

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**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION
MEETING MINUTES – NOVEMBER 12, 2018**

A. ROLL CALL

Members Present: Ron Darr, Dick Lundy, Daryl Kipke (7:04-8:30pm), Rob Mitzel (by phone), Barbara Read, Julie Schumaker, Michael Wendorf, Student Representatives Hollie Pastorino and Chad Robards

Members Absent: none

Administrative & Supervisory Staff: Ryan Bruder, Craig McCalla, Sharon Raschke, Mollie Sharrar, Barb Santo, Hope Vestergaard

DEA: Jessica Baese

DESPA: none

Guests: Mara Greatorex, Lonnie Huhman, Doug Marrin, Trish Machemer, Laura Jones, Annie Gallinger

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

- B. MEETING MINUTES** – Rob Mitzel made a motion to approve the meeting minutes and closed meeting minutes from 10/22/2018. Julie Schumaker seconded the motion. **Motion Carried (unanimous).**

C. APPROVAL OF AGENDA

Board policy provides that the Superintendent of Schools shall prepare an agenda for all meetings as directed by the President of the Board of Education. Julie Schumaker made a motion to approve the agenda as presented. Barbara Read seconded the motion. **Motion Carried (unanimous).**

D. SCHOOL PRESENTATIONS

1. Dexter Community Fund Co-Chair Julie Schumaker presented to the Board information regarding the Community Fund's community needs survey and grant priorities. (The meeting agenda and notes erroneously listed the group as the Dexter Community Foundation.)

E. SUPERINTENDENT UPDATE

1. Superintendent Chris Timmis is out on medical leave.
 - a. Mollie Sharrar updated the Board on the District's partnership with Knowledgeworks to gain insight about personalized learning. She also updated the Board on the District's engagement of University of Michigan's Center for Education Design, Evaluation, and Research to evaluate the Summit pilot.

F. STUDENT REPRESENTATIVES UPDATE

1. Student representatives Chad Robards and Hollie Pastorino updated the Board on goings-on in the district.

G. PUBLIC PARTICIPATION – none

H. CONSENT ITEMS – none

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION
MEETING MINUTES – NOVEMBER 12, 2018**

I. ACTION ITEMS

1. Policies – First Reading. There were typographical/continuity questions about three policies: 3121, 4121, and 7530.02. Julie Schumaker made a motion that the Board of Education approve for first reading the following policies: 0143.1 (Public Expression of Board Members), policies 1421/3121/4121 (Criminal History Record Check), 4162 (Controlled Substance and Alcohol Policy for CMV Drivers etc.), 5111 (Eligibility of Resident/Nonresident Students), and 8321 (Criminal Justice Information Security), 2628 (State Aid Incentives), 5830 (Student Fund Raising), 6605 (Crowdfunding), 7530 (Lending of Board-Owned Equipment), 7530.02 (Staff Use of Personal Communication Devices), 7540.01 (Technology Privacy), 7540.02 (Web Accessibility, Content, Apps and Services), 7540.04 (Staff Technology Acceptable Use and Safety), 7542 (Access to District Technology from Personal Communication Devices), 7543 (Utilization of the District’s Website and Remote Access to the Network), 7544 (Use of Social Media), as well as the un-numbered School Naming Policy. Daryl Kipke seconded the motion. **Motion Carried (unanimous).**
2. Reschedule Board Workshop. Barbara Read made a motion that the Board of Education reschedule the Board workshop to December 17, 2018 (time TBD) so that the Superintendent can attend. Daryl Kipke seconded the motion. **Motion Carried (unanimous).**
3. Granger Contract Split. Dick Lundy made a motion that the Board of Education authorize the attached Change Order and authorize the attached Agreement between Owner and Construction Manager, both dated August 30, 2018. Ron Darr supported the motion. **Motion Carried (unanimous).**
4. Capital Funds Budget Revision. Dick Lundy made a motion that the Dexter Board of Education authorize the attached budget revision to the 2017 Capital Projects Fund. Julie Schumaker seconded the motion. **Motion Carried (unanimous).**
5. Tap Fees Agreement. Dick Lundy made a motion that the Board of Education authorize CFO Sharon Raschke to sign the attached tap fees agreement on behalf of the District. Daryl Kipke seconded the motion. **Motion Carried (unanimous).**
6. MASB Board Member Certification. Dick Lundy made a motion that that the Board of Education authorize funds for registration and travel expenses for any interested current or incoming board member to attend the December MASB Board Certification classes. Ron Darr seconded the motion. **Motion Carried (unanimous).**

J. DISCUSSION ITEMS

1. Board Community Chats. The Board discussed having regular opportunities for community members to meet with several Board members. The Board decided to do this for one hour prior to the first scheduled board meeting of each month. Up to three members may attend. Hope Vestergaard will share a calendar with Board members so they may sign up in advance to avoid an accidental quorum.

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION
MEETING MINUTES – NOVEMBER 12, 2018**

2. New Construction Naming. Principals Ryan Bruder and Craig McCalla presented to the Board the three naming options selected following a staff vote, community suggestions, and facilitated staff discussions. The selected names are: *Dexter Early Education Campus*, with *Cornerstone* and *Bates* for the wings; *Dexter Early Elementary Complex*, with *Cornerstone* and *Bates* for the wings, or *Harbor Elementary*, with *Anchor* and *Beacon* for the wings. The selection feedback indicated that the Board could choose any combination of the first two options. Board members asked the principals about the selection process and debated the meanings of “early education” vs. “early elementary” as well as “campus” vs. “complex.” This item will go to the facilities committee on Dec. 4th, who will then make a recommendation to the Board at the December 10th meeting per the naming process finalized at the October 22, 2018 board meeting.
3. Coding Course. Executive Director of Instruction Mollie Sharrar told the Board about a coding course being proposed for the high school. Required steps for course approval and a full summary will be ready for action at the December 10th meeting.

K. PUBLIC PARTICIPATION

1. Trish Machemer asked a question.

L. BOND UPDATE

1. Board members reviewed the Bond Reports for September and October.
2. Rob Mitzel shared that the Collaboration Lab is on track to be complete in January.
3. Jessica Baese, Dick Lundy, and Sharon Raschke shared the tentative timeline for the elementary construction to be complete and plans for moving are in progress with the buildings.

M. BOARD COMMENTS

1. Athletics Committee. The athletics sub-committee has met several times and will bring their progress to the larger committee on November 14th.
2. Policy Committee Update. The committee is working its way through outstanding policies in preparation for the next batch from NEOLA.
3. Facilities Committee Update. The facilities committee will be meeting in early December to review construction plans for approval at the next board meeting.
4. Barbara Read. Barbara mentioned that the policy committee has been planning their agendas with estimated times for each topic and it helps them stay on track. She also suggested that people consider attending the Madrigal Dinner on December 8th.
5. Rob Mitzel. Rob noted his appreciation for being able to call into the meeting via conference phone.

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION
MEETING MINUTES – NOVEMBER 12, 2018**

N. INFORMATION ITEMS

1. Policy Minutes
2. Finance Minutes
3. Reproductive Health Minutes
4. Nice Job Notes

O. CLOSED SESSION – none

At approximately 8:45pm, Julie Schumaker made a motion to adjourn the meeting. Dick Lundy seconded the motion. **Motion Carried (unanimous).**

MINUTES/hlv

Robert Mitzel, Secretary
Board of Education

November 30, 2018

To: Dexter Community Schools Board of Education
Dr. Chris Timmis
Director of Human Resources

I am writing to inform you of my intent to resign my position as a Classroom Teacher effective December 31, 2018.

I have filed my application with the Michigan Office of Retirement Services and I would expect that you will be hearing from them soon. I request that this matter be handled with the utmost privacy and confidentiality, as I have not yet said anything to my Bates community. I request that you please keep this information confidential until at least December 7, 2018

During the almost 14 years that I have spent with Dexter Schools, I have worked with many intelligent, dedicated colleagues, met a huge number of supportive, caring families, and hopefully, made a positive difference in the lives of many young students. These experiences will be the memories I carry with me into my retirement from education.

Please use my school email/phone to acknowledge receipt of this letter and to schedule my exit-interview. I have also included my personal contact information below, in case you prefer to use that address/phone number or require further information.

Respectfully,
Laurie Sarver
Bates Kindergarten Teacher



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Board Monthly Financial Report

Fiscal Year to Date 10/31/18

Sub Function Code	Adopted Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Fund(COA) 11 - General Fund							
Account Type Revenue							
Function Code R100 - Local Sources - 100							
	5,174,587.00	24,880.38	145,448.31	.00	5,338,094.69	3	194,695.24
Function Code R100 - Local Sources - 100 Totals	\$5,174,587.00	\$24,880.38	\$145,448.31	\$0.00	\$5,338,094.69	3 %	\$194,695.24
Function Code R200 - Non-Education Sources - 200							
	5,412.00	.00	.00	.00	5,412.00	0	.00
Function Code R200 - Non-Education Sources - 200 Totals	\$5,412.00	\$0.00	\$0.00	\$0.00	\$5,412.00	0 %	\$0.00
Function Code R300 - State Sources - 300							
	30,144,511.00	2,412,606.05	2,422,991.43	.00	27,767,038.57	8	2,835,741.08
Function Code R300 - State Sources - 300 Totals	\$30,144,511.00	\$2,412,606.05	\$2,422,991.43	\$0.00	\$27,767,038.57	8 %	\$2,835,741.08
Function Code R400 - Federal Sources - 400							
	1,617,426.00	.00	.00	.00	1,661,926.00	0	.00
Function Code R400 - Federal Sources - 400 Totals	\$1,617,426.00	\$0.00	\$0.00	\$0.00	\$1,661,926.00	0 %	\$0.00
Function Code R500 - ISD / Other Sources - 500							
	4,691,385.00	768,840.00	771,412.57	.00	3,861,715.43	16	794,259.01
Function Code R500 - ISD / Other Sources - 500 Totals	\$4,691,385.00	\$768,840.00	\$771,412.57	\$0.00	\$3,861,715.43	16 %	\$794,259.01
Function Code R600 - In from other Funds - 600							
	223,716.00	.00	.00	.00	223,726.00	0	.00
Function Code R600 - In from other Funds - 600 Totals	\$223,716.00	\$0.00	\$0.00	\$0.00	\$223,726.00	0 %	\$0.00
Account Type Revenue Totals							
	\$41,857,037.00	\$3,206,326.43	\$3,339,852.31	\$0.00	\$38,857,912.69	8 %	\$3,824,695.33
Account Type Expense							
Function Code 100 - Instruction							
Sub Function Code 110 - Basic Functions - 110	20,641,315.00	1,556,987.34	3,079,914.32	15,302.56	17,668,787.12	15	2,819,043.85
Sub Function Code 120 - Added Needs - 120	4,260,250.00	374,160.49	636,463.65	.00	3,847,306.35	15	536,757.43
Function Code 100 - Instruction Totals	\$24,901,565.00	\$1,931,147.83	\$3,716,377.97	\$15,302.56	\$21,516,093.47	15 %	\$3,355,801.28
Function Code 200 - Supporting Services							
Sub Function Code 210 - Support Services-Pupil - 210	4,512,244.00	317,011.53	647,266.03	82,508.20	3,422,260.77	14	616,050.16
Sub Function Code 220 - Support Services-Instructional - 220	2,145,790.00	171,936.47	613,566.47	13,613.30	1,787,351.23	29	550,169.86
Sub Function Code 230 - Support Services-Administration - 230	871,756.00	40,354.51	190,621.73	354.50	422,603.77	22	196,214.51
Sub Function Code 240 - Support Services-School Admin - 240	2,623,592.00	185,727.25	614,827.91	.00	1,854,118.09	23	564,851.82
Sub Function Code 250 - Support Services-Business - 250	681,561.00	43,744.97	167,007.56	.00	511,447.44	25	156,638.78
Sub Function Code 260 - Operations and Maintenance - 260	3,636,661.00	252,509.12	850,484.15	216,121.61	2,610,282.24	23	1,053,729.60
Sub Function Code 270 - Pupil Transportation - 270	1,628,386.00	135,702.67	331,850.43	27,119.20	1,195,205.37	20	294,556.70
Sub Function Code 280 - Support Services-Central - 280	286,925.00	24,892.73	117,129.27	.00	197,374.73	41	82,149.96
Function Code 200 - Supporting Services Totals	\$16,386,915.00	\$1,171,879.25	\$3,532,753.55	\$339,716.81	\$12,000,643.64	22 %	\$3,514,361.39
Function Code 300 - Community Services							
Sub Function Code 320 - Community Recreation - 320	272,633.00	19,675.61	54,941.43	34,394.76	161,227.81	20	93,151.31
Sub Function Code 330 - Community Activities - 330	.00	.00	.00	.00	200.00	+++	.00
Sub Function Code 350 - Care of Children - 350	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 370 - Non Public School Pupils - 370	1,800.00	.00	.00	.00	14,263.00	0	.00
Sub Function Code 390 - Other Community Services - 390	.00	.00	.00	.00	.00	+++	.00
Function Code 300 - Community Services Totals	\$274,433.00	\$19,675.61	\$54,941.43	\$34,394.76	\$175,690.81	20 %	\$93,151.31
Function Code 400 - Government Agencies & Prior Period							
Sub Function Code 400 - Other Government Agencies - 400	.00	.00	.00	.00	.00	+++	.00
Function Code 400 - Government Agencies & Prior Period Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Function Code 500-600 - Other Financing Uses							
Sub Function Code 600 - Fund Modifications - 600	558,746.00	.00	.00	.00	528,592.00	0	.00



Board Monthly Financial Report

Fiscal Year to Date 10/31/18

Sub Function Code	Adopted Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Function Code 500-600 - Other Financing Uses Totals	\$558,746.00	\$0.00	\$0.00	\$0.00	\$528,592.00	0 %	\$0.00
Account Type Expense Totals	\$42,121,659.00	\$3,122,702.69	\$7,304,072.95	\$389,414.13	\$34,221,019.92	17 %	\$6,963,313.98
Fund(COA) 11 - General Fund Totals	(\$264,622.00)	\$83,623.74	(\$3,964,220.64)	(\$389,414.13)	\$4,636,892.77	1,498 %	(\$3,138,618.65)



Board Monthly Financial Report

Fiscal Year to Date 10/31/18

Sub Function Code	Adopted Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Fund(COA) 23 - Community Service Fund							
Account Type Revenue							
Function Code R100 - Local Sources - 100							
	2,107,077.00	175,976.63	834,580.96	.00	1,223,296.04	40	748,737.92
Function Code R100 - Local Sources - 100 Totals	\$2,107,077.00	\$175,976.63	\$834,580.96	\$0.00	\$1,223,296.04	40 %	\$748,737.92
Function Code R300 - State Sources - 300							
	47,068.00	.00	.25	.00	43,697.75	0	.25
Function Code R300 - State Sources - 300 Totals	\$47,068.00	\$0.00	\$0.25	\$0.00	\$43,697.75	0 %	\$0.25
Function Code R400 - Federal Sources - 400							
	125,000.00	.00	.00	.00	125,000.00	0	39,559.65
Function Code R400 - Federal Sources - 400 Totals	\$125,000.00	\$0.00	\$0.00	\$0.00	\$125,000.00	0 %	\$39,559.65
Function Code R500 - ISD / Other Sources - 500							
	.00	.00	.00	.00	.00	+++	.00
Function Code R500 - ISD / Other Sources - 500 Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Function Code R600 - In from other Funds - 600							
	558,746.00	.00	.00	.00	512,850.00	0	.00
Function Code R600 - In from other Funds - 600 Totals	\$558,746.00	\$0.00	\$0.00	\$0.00	\$512,850.00	0 %	\$0.00
Account Type Revenue Totals	\$2,837,891.00	\$175,976.63	\$834,581.21	\$0.00	\$1,904,843.79	29 %	\$788,297.82
Account Type Expense							
Function Code 100 - Instruction							
Sub Function Code 110 - Basic Functions - 110	175,752.00	16,278.35	34,635.43	.00	75,402.57	20	30,809.43
Function Code 100 - Instruction Totals	\$175,752.00	\$16,278.35	\$34,635.43	\$0.00	\$75,402.57	20 %	\$30,809.43
Function Code 200 - Supporting Services							
Sub Function Code 220 - Support Services-Instructional - 220	7,075.00	.00	.00	.00	7,075.00	0	.00
Sub Function Code 250 - Support Services-Business - 250	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 260 - Operations and Maintenance - 260	81,850.00	2,893.83	16,046.96	13,945.40	51,857.64	20	13,700.23
Sub Function Code 270 - Pupil Transportation - 270	90,000.00	15,116.46	20,902.96	63,820.00	(4,722.96)	23	19,307.23
Sub Function Code 290 - Support Services-Other - 290	721,796.00	37,409.68	127,573.55	.00	557,976.45	18	88,637.94
Function Code 200 - Supporting Services Totals	\$900,721.00	\$55,419.97	\$164,523.47	\$77,765.40	\$612,186.13	18 %	\$121,645.40
Function Code 300 - Community Services							
Sub Function Code 310 - Community Services Direction - 310	305,956.00	21,839.25	83,715.75	.00	188,809.25	27	68,728.27
Sub Function Code 320 - Community Recreation - 320	404,476.00	58,729.03	140,818.71	15,526.38	222,242.91	35	144,457.10
Sub Function Code 350 - Care of Children - 350	811,531.00	61,392.55	220,118.27	.00	636,266.73	27	202,338.40
Sub Function Code 390 - Other Community Services - 390	125,000.00	.00	.00	.00	125,000.00	0	43,318.50
Function Code 300 - Community Services Totals	\$1,646,963.00	\$141,960.83	\$444,652.73	\$15,526.38	\$1,172,318.89	27 %	\$458,842.27
Function Code 500-600 - Other Financing Uses							
Sub Function Code 600 - Fund Modifications - 600	87,582.00	.00	.00	.00	83,573.00	0	.00
Function Code 500-600 - Other Financing Uses Totals	\$87,582.00	\$0.00	\$0.00	\$0.00	\$83,573.00	0 %	\$0.00
Account Type Expense Totals	\$2,811,018.00	\$213,659.15	\$643,811.63	\$93,291.78	\$1,943,480.59	23 %	\$611,297.10
Fund(COA) 23 - Community Service Fund Totals	\$26,873.00	(\$37,682.52)	\$190,769.58	(\$93,291.78)	(\$38,636.80)	710 %	\$177,000.72



Board Monthly Financial Report

Fiscal Year to Date 10/31/18

Sub Function Code	Adopted Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Fund(COA) 25 - School Lunch Fund							
Account Type Revenue							
Function Code R100 - Local Sources - 100							
	1,066,007.00	145,413.06	283,275.01	.00	773,282.99	27	266,663.02
Function Code R100 - Local Sources - 100 Totals	\$1,066,007.00	\$145,413.06	\$283,275.01	\$0.00	\$773,282.99	27 %	\$266,663.02
Function Code R300 - State Sources - 300							
	59,946.00	4,842.70	4,842.70	.00	68,884.30	8	4,811.60
Function Code R300 - State Sources - 300 Totals	\$59,946.00	\$4,842.70	\$4,842.70	\$0.00	\$68,884.30	8 %	\$4,811.60
Function Code R400 - Federal Sources - 400							
	280,834.00	22,524.95	22,709.60	.00	272,763.40	8	19,747.31
Function Code R400 - Federal Sources - 400 Totals	\$280,834.00	\$22,524.95	\$22,709.60	\$0.00	\$272,763.40	8 %	\$19,747.31
Function Code R500 - ISD / Other Sources - 500							
	112,270.00	11,708.60	11,708.60	.00	125,891.40	10	5,885.67
Function Code R500 - ISD / Other Sources - 500 Totals	\$112,270.00	\$11,708.60	\$11,708.60	\$0.00	\$125,891.40	10 %	\$5,885.67
Account Type Revenue Totals	\$1,519,057.00	\$184,489.31	\$322,535.91	\$0.00	\$1,240,822.09	21 %	\$297,107.60
Account Type Expense							
Function Code 200 - Supporting Services							
Sub Function Code 210 - Support Services-Pupil - 210	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 260 - Operations and Maintenance - 260	2,415.00	.00	1,543.11	.00	1,191.89	64	1,414.88
Sub Function Code 290 - Support Services-Other - 290	1,358,926.00	148,976.62	298,015.12	454,531.22	646,250.66	22	296,219.39
Function Code 200 - Supporting Services Totals	\$1,361,341.00	\$148,976.62	\$299,558.23	\$454,531.22	\$647,442.55	22 %	\$297,634.27
Function Code 500-600 - Other Financing Uses							
Sub Function Code 600 - Fund Modifications - 600	136,134.00	.00	.00	.00	140,153.00	0	.00
Function Code 500-600 - Other Financing Uses Totals	\$136,134.00	\$0.00	\$0.00	\$0.00	\$140,153.00	0 %	\$0.00
Account Type Expense Totals	\$1,497,475.00	\$148,976.62	\$299,558.23	\$454,531.22	\$787,595.55	20 %	\$297,634.27
Fund(COA) 25 - School Lunch Fund Totals	\$21,582.00	\$35,512.69	\$22,977.68	(\$454,531.22)	\$453,226.54	106 %	(\$526.67)



Board Monthly Financial Report

Fiscal Year to Date 10/31/18

Sub Function Code	Adopted Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Fund(COA) 30 - Debt Retirement Fund							
Account Type Revenue							
Function Code R100 - Local Sources - 100							
	10,779,318.00	20,138.99	23,116.92	.00	11,308,930.08	0	5,587.53
Function Code R100 - Local Sources - 100 Totals	\$10,779,318.00	\$20,138.99	\$23,116.92	\$0.00	\$11,308,930.08	0 %	\$5,587.53
Function Code R300 - State Sources - 300							
	.00	.00	.00	.00	.00	+++	.00
Function Code R300 - State Sources - 300 Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Function Code R500 - ISD / Other Sources - 500							
	.00	.00	.00	.00	.00	+++	.00
Function Code R500 - ISD / Other Sources - 500 Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Function Code R600 - In from other Funds - 600							
	.00	.00	.00	.00	.00	+++	.00
Function Code R600 - In from other Funds - 600 Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Account Type Revenue Totals	\$10,779,318.00	\$20,138.99	\$23,116.92	\$0.00	\$11,308,930.08	0 %	\$5,587.53
Account Type Expense							
Function Code 200 - Supporting Services							
Sub Function Code 250 - Support Services-Business - 250	51,000.00	75.00	2,979.70	.00	48,020.30	6	4,623.43
Function Code 200 - Supporting Services Totals	\$51,000.00	\$75.00	\$2,979.70	\$0.00	\$48,020.30	6 %	\$4,623.43
Function Code 500-600 - Other Financing Uses							
Sub Function Code 500 - Debt Service - 500	10,728,318.00	2,086,428.13	2,086,428.13	.00	9,194,618.87	19	1,429,240.63
Function Code 500-600 - Other Financing Uses Totals	\$10,728,318.00	\$2,086,428.13	\$2,086,428.13	\$0.00	\$9,194,618.87	19 %	\$1,429,240.63
Account Type Expense Totals	\$10,779,318.00	\$2,086,503.13	\$2,089,407.83	\$0.00	\$9,242,639.17	19 %	\$1,433,864.06
Fund(COA) 30 - Debt Retirement Fund Totals	\$0.00	(\$2,066,364.14)	(\$2,066,290.91)	\$0.00	\$2,066,290.91	+++	(\$1,428,276.53)



Board Monthly Financial Report

Fiscal Year to Date 10/31/18

Sub Function Code	Adopted Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Fund(COA) 47 - 2017 Capital Projects Fund							
Account Type Revenue							
Function Code R100 - Local Sources - 100							
	.00	(12,512.88)	66,559.25	.00	(66,559.25)	+++	.00
Function Code R100 - Local Sources - 100 Totals	\$0.00	(\$12,512.88)	\$66,559.25	\$0.00	(\$66,559.25)	+++	\$0.00
Account Type Revenue Totals	\$0.00	(\$12,512.88)	\$66,559.25	\$0.00	(\$66,559.25)	+++	\$0.00
Account Type Expense							
Function Code 200 - Supporting Services							
Sub Function Code 230 - Support Services-Administration - 230	.00	.00	.00	.00	.00	+++	19,077.60
Sub Function Code 250 - Support Services-Business - 250	.00	864.69	2,648.13	.00	(2,648.13)	+++	.00
Sub Function Code 260 - Operations and Maintenance - 260	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 270 - Pupil Transportation - 270	.00	.00	88,400.00	.00	(88,400.00)	+++	.00
Sub Function Code 280 - Support Services-Central - 280	.00	(47,278.50)	36,355.00	147,095.50	(183,450.50)	+++	.00
Function Code 200 - Supporting Services Totals	\$0.00	(\$46,413.81)	\$127,403.13	\$147,095.50	(\$274,498.63)	+++	\$19,077.60
Function Code 400 - Government Agencies & Prior Period							
Sub Function Code 400 - Other Government Agencies - 400	.00	3,974,898.63	11,528,347.98	748,042.09	(12,276,390.07)	+++	151,634.07
Function Code 400 - Government Agencies & Prior Period Totals	\$0.00	\$3,974,898.63	\$11,528,347.98	\$748,042.09	(\$12,276,390.07)	+++	\$151,634.07
Function Code 500-600 - Other Financing Uses							
Sub Function Code 500 - Debt Service - 500	.00	.00	.00	.00	.00	+++	.00
Function Code 500-600 - Other Financing Uses Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Account Type Expense Totals	\$0.00	\$3,928,484.82	\$11,655,751.11	\$895,137.59	(\$12,550,888.70)	+++	\$170,711.67
Fund(COA) 47 - 2017 Capital Projects Fund Totals	\$0.00	(\$3,940,997.70)	(\$11,589,191.86)	(\$895,137.59)	\$12,484,329.45	+++	(\$170,711.67)



Board Monthly Financial Report

Fiscal Year to Date 10/31/18

Sub Function Code	Adopted Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Fund(COA) 48 - 2008 Capital Projects Fund							
Account Type Revenue							
Function Code R100 - Local Sources - 100							
	2,463,606.00	.00	.00	.00	2,463,606.00	0	4,018.68
Function Code R100 - Local Sources - 100 Totals	\$2,463,606.00	\$0.00	\$0.00	\$0.00	\$2,463,606.00	0 %	\$4,018.68
Function Code R500 - ISD / Other Sources - 500							
	47,890,000.00	.00	.00	.00	47,890,000.00	0	.00
Function Code R500 - ISD / Other Sources - 500 Totals	\$47,890,000.00	\$0.00	\$0.00	\$0.00	\$47,890,000.00	0 %	\$0.00
Account Type Revenue Totals							
	\$50,353,606.00	\$0.00	\$0.00	\$0.00	\$50,353,606.00	0 %	\$4,018.68
Account Type Expense							
Function Code 200 - Supporting Services							
Sub Function Code 250 - Support Services-Business - 250	441,844.00	.00	.00	.00	441,844.00	0	.00
Sub Function Code 260 - Operations and Maintenance - 260	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 270 - Pupil Transportation - 270	6,162,000.00	.00	.00	.00	6,162,000.00	0	366,610.00
Sub Function Code 280 - Support Services-Central - 280	10,219,490.00	.00	.00	.00	10,219,490.00	0	349,904.60
Function Code 200 - Supporting Services Totals	\$16,823,334.00	\$0.00	\$0.00	\$0.00	\$16,823,334.00	0 %	\$716,514.60
Function Code 400 - Government Agencies & Prior Period							
Sub Function Code 400 - Other Government Agencies - 400	33,254,447.00	.00	.00	.00	33,254,447.00	0	55,526.53
Function Code 400 - Government Agencies & Prior Period Totals	\$33,254,447.00	\$0.00	\$0.00	\$0.00	\$33,254,447.00	0 %	\$55,526.53
Function Code 500-600 - Other Financing Uses							
Sub Function Code 500 - Debt Service - 500	275,825.00	.00	.00	.00	275,825.00	0	.00
Function Code 500-600 - Other Financing Uses Totals	\$275,825.00	\$0.00	\$0.00	\$0.00	\$275,825.00	0 %	\$0.00
Account Type Expense Totals							
	\$50,353,606.00	\$0.00	\$0.00	\$0.00	\$50,353,606.00	0 %	\$772,041.13
Fund(COA) 48 - 2008 Capital Projects Fund Totals							
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	(\$768,022.45)
Grand Totals							
	(\$216,167.00)	(\$5,925,907.93)	(\$17,405,956.15)	(\$1,832,374.72)	\$19,602,102.87	8,052 %	(\$5,329,155.25)

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TO: Board of Education
FROM: Sharon Raschke, CFO *Sharon*
DATE: December 10, 2018
RE: 2018-19 November Budget Amendment

The 2018-19 November budget amendment is being presented. The amendment was reviewed and recommended by the Finance Committee on November 21.

The key parameters of the revised 2018-19 budget included are:

- Carryover of existing programs.
- State Foundation allowance \$8,117, a \$212 increase from 2017-18.
- Student count 3,635, an increase of 7 FTE from 2017-18. The student count reflects the current status of state funding for international students.
- Existing State categorical Hold Harmless Guarantee (20f) of \$145,169 (approx. \$40 per student), based on the guarantee that each district increased \$25 per pupil in 2015-16 with the elimination of other State categoricals.
- Existing State categorical for MPSERS Cost Offset (147a) and MPSERS Stabilization (147c), and an additional MPSERS Reform Payment (147e). Total estimated \$3,468,718.
- MPSERS Retirement Rate 38.66% budgeted all funds \$9,050,000. Net MPSERS retirement cost \$5,580,000. The net amount is 12% of the budget. The State categorical funding is not guaranteed. If eliminated, the full retirement cost would be a district obligation of more than 20% of the impacted budgets.
- Existing State categorical for Data Collection (152a) of \$92,198.
- WISD Act 18 special education reimbursement \$3,829,095 is based on 100% of actual unreimbursed costs of the 2016-17 fiscal year. Additional payments may be made after WISD finalizes actual costs from previous years.
- Increased State and Federal funding for categorical, IDEA, and Title programs.
- Increased 2.37 professional instructional and professional support staff.
- Wage changes per bargaining agreements with all employee groups.
- Staff steps and levels and education levels per negotiated contracts.
- Health benefits per negotiated contracts with fully insured MESSA and BCBS products.
- Long range trend reflects \$106 increase foundation from State. Student increases of 26 and 22 are consistent with the student projections used for the 2017 bond planning.

Attachments

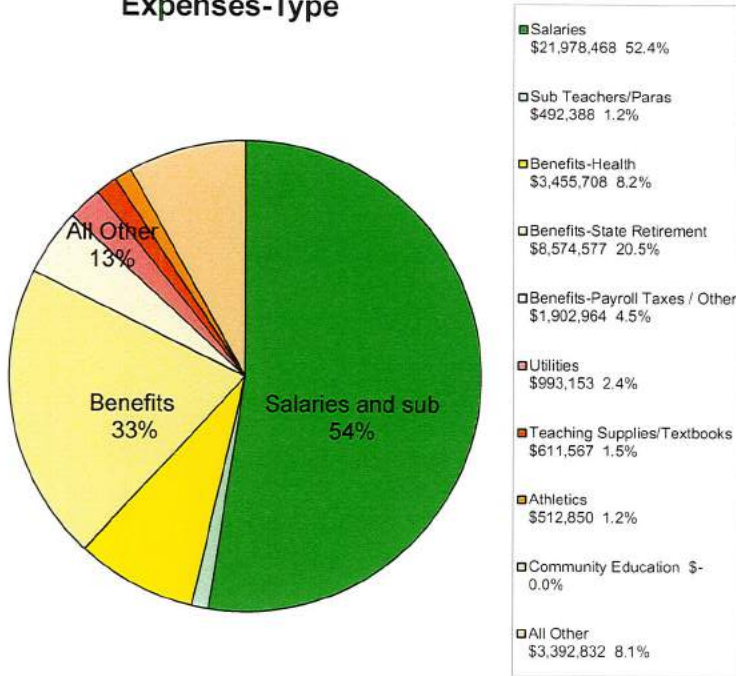
1. Financial Dashboard
2. A long-range trend with 2016-17 actual, 2017-18 actual, 2018-19 (November revision), and 2019-20, 2020-21, 2021-22, and 2022-23 trend.
3. 2018-19 Budget Details highlights the major changes between the adoption and amendment.
4. 2017-18 Year-End Fund Balances and designated reserves.
5. The general appropriation amendment for the general fund and required special revenue funds by major function grouping. These resolutions, once adopted by the Board of Education, will be posted on our Budget Transparency Reporting web page.

The budget detailed by individual account lines are available in the Business Office.

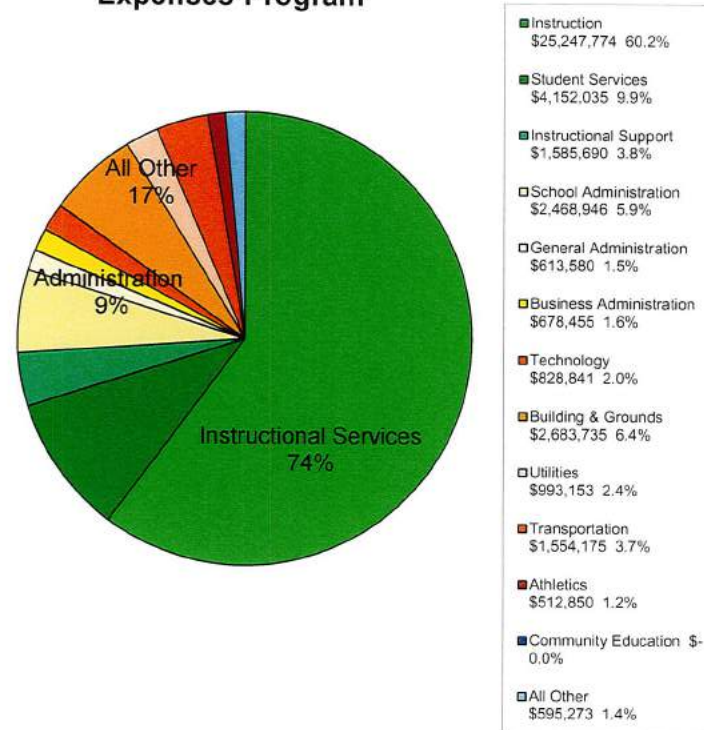
**Dexter Community Schools
Financial Dashboard
2018-19 Budget (November Revision)**

2016-17 Actual						
Student Count	Total Revenues	Total Expenditures	Excess Rev/Exp	Ending Fund Balance	%	Foundation Allowance
3,582	\$39,035,555	\$38,659,108	\$376,447	\$6,525,567	16.9%	\$7,799
Peer Group Ranking from most recent Bulletin 1014 (2016-17 data)					9th out of 30	14 th out of 30
2017-18 Actual						
3,625	\$40,716,084	\$40,253,155	\$462,929	\$6,988,496	17.4%	\$7,905
2018-19 Budget (November Revision)						
3,636	\$42,197,765	\$41,914,507	\$283,258	\$7,271,754	17.3%	\$8,117

Expenses-Type



Expenses-Program



**Dexter Community Schools
General Fund
Long Range Trend**

	2016-17 actual	2017-18 actual	2018-19 budget (November)	2019-20 trend	2020-21 trend	2021-22 trend	2022-23 trend
Revenue	39,035,555	40,716,084	42,197,765	43,138,364	43,606,692	44,686,343	45,558,214
Expense	38,659,108	40,253,155	41,914,507	42,885,675	44,339,446	46,129,850	47,786,417
Revenue over (under) expense	376,447	462,929	283,258	252,689	(732,755)	(1,443,507)	(2,228,203)
Fund Balance planned adjustment	-	-	-	-	-	-	-
Operational Revenue over (under) expense	376,447	462,929	283,258	252,689	(732,755)	(1,443,507)	(2,228,203)
FUND BALANCE							
Non-spendable-Prepaid Expenditures	64,363	88,252	88,252	88,252	88,252	88,252	88,252
Committed-Facilities	874,000	874,000	874,000	874,000	874,000	874,000	874,000
Committed-Athletic Facilities	590,000	680,000	680,000	680,000	680,000	680,000	680,000
Committed-Health Benefit Claims	-	-	-	-	-	-	-
Committed-Instructional Equipment	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Committed-New Programs Implementation	-	-	-	-	-	-	-
Committed-New Programs Startup Costs	-	300,490	300,490	300,490	300,490	300,490	300,490
Committed-Performing Arts Equipment	\$110,000	120,000	120,000	120,000	120,000	120,000	120,000
Committed-Retirement/Severance	850,000	850,000	850,000	850,000	850,000	850,000	850,000
Committed-Supply Carryover	139,651	161,739	161,739	161,739	161,739	161,739	161,739
Committed-Technology	831,714	831,714	831,714	831,714	831,714	831,714	831,714
Committed-Textbooks	-	-	-	-	-	-	-
Assigned for Subsequent year expenditures	405,120	264,622	264,622	264,622	264,622	264,622	264,622
Unassigned	1,660,719	1,817,679	2,100,937	2,353,626	1,620,871	177,365	(2,050,838)
TOTAL FUND BALANCE	6,525,567	6,988,496	7,271,754	7,524,443	6,791,688	5,348,182	3,119,979
%	16.9%	17.4%	17.3%	17.5%	15.3%	11.6%	6.5%
Unassigned	1,660,719	1,817,679	2,100,937	2,353,626	1,620,871	177,365	(2,050,838)
%	4.3%	4.5%	5.0%	5.5%	3.7%	0.4%	-4.3%
STATE FUNDING							
State per pupil foundation	\$ 7,799	\$ 7,905	\$ 8,117	\$ 8,223	\$ 8,329	\$ 8,435	\$ 8,541
State per pupil foundation change (\$)	\$ 106	\$ 106	\$ 212	\$ 106	\$ 106	\$ 106	\$ 106
Effective per pupil change							
STUDENT ENROLLMENT							
New student additions(general ed & special ed FTE)	33.97	42.20	7.09	26.00	22.00	22.00	22.00
Student Enrollment (October)	3,586.58	3,628.78	3,635.87	3,661.87	3,683.87	3,705.87	3,727.87
PROJECTION ASSUMPTIONS							
Increase academic staff (FTE)	7.29	8.77	2.37	1.00	1.00	1.00	1.00
Increase support staff (FTE)	-	-	-	-	-	-	-
Salary/Wage DEA change (%)	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
State Blended Count Method	10%/90%	10%/90%	10%/90%	10%/90%	10%/90%	10%/90%	10%/90%
MPSERS Retirement Rate	36.90%	39.36%	38.66%	38.78%	38.90%	39.02%	39.14%
FICA Employer Tax Rate	7.65%	7.65%	7.65%	7.65%	7.65%	7.65%	7.65%
District Insurance Cost change	-1.50%	3.00%	3.50%	6.50%	3.00%	3.00%	3.00%
WISD Special Education Reimbursement	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Indirect Cost Rate to Self-supporting Programs	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%
Inflation (discretionary)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

**Dexter Community Schools
2018-19 Budget Details
November Revision**

	Revenue	Expenses	Revenue over (under) Expenses
2018-19 Budget (at adoption)	\$ 41,857,037	\$ 42,121,659	\$ (264,622)
2018-19 Budget (November Revision)	\$ 42,197,765	\$ 41,914,507	\$ 283,258
Change Increase (decrease)	\$ 340,728	\$ (207,152)	\$ 547,880
Revenue changes from June budget adoption			
Student Count 3,635.87 (planned +35; actual +7) -28 from budget	\$ (205,000)		
State foundation (planned \$8,055 actual \$8,117) +\$62 from budget	\$ 222,000		
State MPSERS offset (net change from June)	\$ 334,000		
Federal Grants increases (Title I, II)	\$ 165,000		
Federal Grants increases (IDEA special education)	\$ 84,000		
State At Risk increases	\$ 35,000		
Other	\$ (294,272)		
Expense Changes from June budget adoption			
Increased 1.37 FTE professional staff in addition to 1 approved in June (21 FTE new hire avg \$46,093 w/ fringes \$78,186)			
Retired/Term 19.0 FTE (average term salary \$62,611)		\$ (229,707)	
Teaching per pupil supplies carry over		\$ 161,738	
Other		\$ (139,183)	
Operational changes 18-19 budget adoption	\$ 340,728	\$ (207,152)	

FINAL BUDGETED INFORMATION FOR REFERENCE
MPSERS Retirement Rate 38.66% budgeted all funds \$9,050,000. Net MPSERS retirement cost \$5,580,000.
Employer contribution to medical 7% increase 7/1/18 for Bus Drivers and 7% increase 1/1/19 for other groups. Total health budget \$3,620,000.
Bus fuel (budgeted 50,000 gallons at \$2.50 per gallon)

FINAL BUDGETED INTER FUND TRANSFERS	Revenue	Expenses
Incoming Transfers from F&N (10%)	\$ 140,153	
Incoming Transfer from Community Ed (5%)	\$ 83,573	
General Fund Subsidy for Athletics		\$ 512,850
General Fund Subsidy for Community Ed		\$ -

OTHER REFERENCE INFORMATION	net revenue over (under) expense
\$25 change in State Foundation -- increase or (decrease)	\$ 90,000
10 change in student count -- increase or (decrease)	\$ 73,000
1% change in salary -- (increase) or decrease	\$ 280,930
Each new teacher cost -- (increase) or decrease	\$ 78,186

Finance Committee Recommended
8/27/2018

Dexter Community Schools
Fund Balance
Year end 2017-18

Revenue	\$ 40,752,488.16
Expenses	\$ 40,289,559.53
Net Income	\$ 462,928.63

Fund Balance Classifications	Account	Methodology of Target	Base value for calculation	Target	17-18 Beginning	Board planned transfers 17-18	Planned Ending	Recommended transfers 17-18	Recommended Ending
Required Designated Reserve Funds (policy 6604)									
Non-Spendable									
Non-spendable-Prepaid Expenditures	11-2711-1000	Prepaid expenditure asset	\$ 64,363	\$ 64,363	\$ 64,363.00	\$ (64,363)	\$ 0.00	\$ 23,888.90	\$ 88,251.90
Committed (required)									
Committed- Supply Carryover	11-2731-7100	Unspent supply carryover	\$ 139,651	\$ 139,651	\$ 139,651.00	\$ (139,651)	\$ 0.00	\$ 22,087.50	\$ 161,738.50
Board Designated Reserve Funds (policy 6605)									
Committed (management planned)									
Committed-Facilities, Equipment & Maintenance	11-2731-1200	Assets undeprec repl value * 1%	\$ 166,685,081.00	\$ 1,666,850.81	\$ 874,000.00		\$ 874,000.00		\$ 874,000.00
Committed-Facilities Athletics	11-2731-1300	Artificial turf, pools	\$ 1,500,000.00	\$ 1,500,000.00	\$ 590,000.00		\$ 590,000.00	\$ 90,000.00	\$ 680,000.00
Committed-Performing Arts Equipment	11-2731-5100	Refurbishing performing arts equipment	\$ 200,000.00	\$ 200,000.00	\$ 110,000.00		\$ 110,000.00	\$ 10,000.00	\$ 120,000.00
Committed-Instructional Materials/Equipment	11-2731-3100	Replacement of Instructional Materials	\$ 1,087,500.00	\$ 1,087,500.00	\$ 1,000,000.00		\$ 1,000,000.00		\$ 1,000,000.00
Committed-Technology	11-2731-8100	Cost of technology inventory * 50% (includes balance of restitution)	\$ 5,873,973.00	\$ 2,936,986.50	\$ 831,714.00		\$ 831,714.00		\$ 831,714.00
Committed-New Programs	11-2731-4100	Startup and implementation transition of new programs (3-5 yrs)	\$ 348,000.00	\$ 348,000.00	\$ -		\$ -		\$ -
Committed-New Buildings/New Spaces	11-2731-4200	Startup and implementation transition of new building (3-5 years)	\$ 300,000.00	\$ 300,000.00	\$ -		\$ -	\$ 300,490.00	\$ 300,490.00
Committed-Retirement/Severance	11-2731-6100	Retirement obligation * 2/3	\$ 1,487,662.00	\$ 991,774.67	\$ 850,000.00		\$ 850,000.00		\$ 850,000.00
Assigned Fund Balance	11-2741-0000	Subsequent year expenditures	\$ 264,622.00	\$ 264,622.00	\$ 405,120.00		\$ 264,622.00	\$ (140,498.00)	\$ 264,622.00
Unassigned Fund Balance (policy 6612)	11-2751-0000	3-5% of general fund expenses (value at 5%)	\$ 40,289,559.53	\$ 2,014,477.98	\$ 1,747,200.51		\$ 1,747,200.51	\$ 156,960.23	\$ 1,904,160.74
Total Fund Balance					\$ 6,612,048.51	\$ (204,014.00)	\$ 6,408,034.51	\$ 462,928.63	\$ 7,074,977.14
Non-Spendable Fund Balance				0.2%	\$ 64,363			0.2%	\$ 88,252
Committed Fund Balance				11.5%	\$ 4,395,365			12.0%	\$ 4,817,943
Assigned Fund Balance				0.2%	\$ 405,120			0.7%	\$ 264,622
Unassigned Fund Balance				5.0%	\$ 1,747,201			4.7%	\$ 1,904,161
Total Fund Balance				16.9%	\$ 6,612,049			17.6%	\$ 7,074,977

**General Appropriation of the General Fund
Resolution for Adoption by the Board of Education, Dexter Community Schools**

RESOLVED, that this resolution shall be the general appropriation admendment of Dexter Community Schools for the 2018-19 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by Dexter Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the General Fund of the school district for fiscal year 2018-19 which includes 18 mills of ad valorem taxes to be levied on non-homestead and nonqualified agricultural property to be used for operating purposes is as follows:

Revenue:	
1xx Local	\$ 5,483,543
2xx Other Political Subdivisions	\$ 5,412
3xx State	\$ 30,190,030
4xx Federal	\$ 1,661,926
5xx-6xx Other Financing Sources	\$ 4,856,854
Total Revenue	\$ 42,197,765
Total Fund Balance, July 1 Available to Appropriate	\$ 6,900,244
Total Available to Appropriate	\$ 49,098,009

BE IT FURTHER RESOLVED, that of the total available to appropriate in the General Fund, it is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	
1xx – Instruction	
11x- Basic Programs	\$ 20,764,004
12x- Added Needs	\$ 4,483,770
2xx – Support Services	
21x- Pupil Support	\$ 4,152,035
22x- Instructional Staff Support	\$ 2,414,531
23x- General Administration	\$ 613,580
24x- School Administration	\$ 2,468,946
25x- Business Services	\$ 678,455
26x- Operations and Maintenance	\$ 3,676,888
27x- Transportation	\$ 1,554,175
28x-29x Other Central Support	\$ 314,504
3xx-Community Services	\$ 265,027
4xx-6xx Other Financing Uses	\$ 528,592
Total Appropriated	\$ 41,914,507

FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

BE IT FURTHER RESOLVED, that for purposes of meeting emergency needs of the school district, transfers of appropriations may be made upon the written authorization of the superintendent but no other transfers shall be made without prior approval of the board of education. When the superintendent makes a transfer of appropriations as permitted by this resolution, such transfer shall be presented to the board of education at its next regularly scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the board of education at such meeting.

AYES: _____ NAYS: _____ ABSENT: _____ RESOLUTION DECLARED ADOPTED.

The undersigned duly qualified and acting Secretary of the Board of Education of the Dexter Community Schools, Counties of Washtenaw and Livingston, State of Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the board of education at a regular meeting held on December 10, 2018, and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

**General Appropriation of the Community Service Fund
Resolution for Adoption by the Board of Education, Dexter Community Schools**

RESOLVED, that this resolution shall be the general appropriation admendment of the Community Service Fund for the 2018-19 fiscal year; a resolution to make appropriations; to provide for the expenditure of the for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Community Service Fund of Dexter Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the Community Service Fund of the school district for fiscal year 2018-19 to be used for operating purposes is as follows:

Revenue:	
1xx Local	\$ 2,057,877
3xx State	\$ 43,698
4xx Federal	\$ 125,000
5xx-6xx Other Financing Sources	\$ 512,850
Total Revenue	\$ 2,739,425
<hr/>	
Total Fund Balance, July 1 Available to Appropriate	\$ -
Total Available to Appropriate	\$ 2,739,425

BE IT FURTHER RESOLVED, that of the total available to appropriate in the Community Service Fund, it is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	
1xx – Instruction	
11x- Basic Programs	\$ 110,038
2xx – Support Services	
22x- Instructional Staff Support	\$ 7,075
26x- Operations and Maintenance	\$ 81,850
27x- Transportation	\$ 80,000
28x-29x Other Central Support	\$ 685,550
3xx-Community Services	\$ 1,632,498
4xx-6xx Other Financing Uses	\$ 83,573
Total Appropriated	\$ 2,680,584

FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

BE IT FURTHER RESOLVED, that for purposes of meeting emergency needs of the school district, transfers of appropriations may be made upon the written authorization of the superintendent but no other transfers shall be made without prior approval of the board of education. When the superintendent makes a transfer of appropriations as permitted by this resolution, such transfer shall be presented to the board of education at its next regularly scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the board of education at such meeting.

AYES: _____ NAYS: _____ ABSENT: _____ RESOLUTION DECLARED ADOPTED.

The undersigned duly qualified and acting Secretary of the Board of Education of the Dexter Community Schools, Counties of Washtenaw and Livingston, State of Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the board of education at a regular meeting held on December 10, 2018, and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

**General Appropriation of the Food Services Fund
Resolution for Adoption by the Board of Education, Dexter Community Schools**

RESOLVED, that this resolution shall be the general appropriation amendment of the Food Services Fund for the 2018-19 fiscal year; a resolution to make appropriations; to provide for the expenditure of the for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Food Services Fund of Dexter Community Schools.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the Food Services Fund of the school district for fiscal year 2018-19 to be used for operating purposes is as follows:

Revenue:	
1xx Local	\$ 1,056,558
3xx State	\$ 73,727
4xx Federal	\$ 295,473
5xx-6xx Other Financing Sources	\$ 137,600
Total Revenue	\$ 1,563,358
<hr/>	
Total Fund Balance, July 1 Available to Appropriate	\$ 345,892
Total Available to Appropriate	\$ 1,909,250

BE IT FURTHER RESOLVED, that of the total available to appropriate in the Food Services Fund, it is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:	
2xx – Support Services	
26x- Operations and Maintenance	\$ 2,735
28x-29x Other Central Support	\$ 1,398,797
4xx-6xx Other Financing Uses	\$ 140,153
Total Appropriated	\$ 1,541,685

FURTHER RESOLVED, that no board of education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the board of education and in keeping with the budgetary policy statement hitherto adopted by the board. Changes in the amount appropriated by the board shall require approval of the board.

BE IT FURTHER RESOLVED, that for purposes of meeting emergency needs of the school district, transfers of appropriations may be made upon the written authorization of the superintendent but no other transfers shall be made without prior approval of the board of education. When the superintendent makes a transfer of appropriations as permitted by this resolution, such transfer shall be presented to the board of education at its next regularly scheduled meeting in the form of an appropriation amendment, which amendment shall be adopted by the board of education at such meeting.

AYES: _____ NAYS: _____ ABSENT: _____ RESOLUTION DECLARED ADOPTED.

The undersigned duly qualified and acting Secretary of the Board of Education of the Dexter Community Schools, Counties of Washtenaw and Livingston, State of Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the board of education at a regular meeting held on December 10, 2018, and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

December 6, 2018

Dr. Chris Timmis
Superintendent of Schools
Dexter Community Schools
7714 Ann Arbor Road
Dexter, MI 48130

Re: Dexter Community Schools 2017 Bond Project
Contract Recommendations
Bid Package 15 Creekside Intermediate School Storm Drainage

Dear Dr. Timmis:

Bids for the Bid Package 15 work were received on behalf of Dexter Community Schools (DCS) Tuesday, December 4, 2018. A tabulation of the bids received is attached for your reference.

We have reviewed the proposals, interviewed the low bidder, and are recommending the lowest responsive bidder at the best value to DCS.

Pending final review of financial and other qualification criteria, Granger recommends that DCS award the subcontract as indicated below and assign them to Granger for management.

Bid Category	Bidder	Base Bid	Recommended Contract
04-33-01	Redwood Construction Mgmt.	\$63,900	\$63,900

Total recommendation \$63,900

Granger conducted a post-bid interview to review the project scope with the recommended contractors and found them to have the project scope as intended. All work will be performed per the contract documents developed by TMP Architects and Granger.

We request that the Board of Education consider and take action on the contract recommendation above at the meeting scheduled for December 10, 2018.

Please feel free to contact me if you have any questions or require additional information.

Sincerely,
GRANGER CONSTRUCTION COMPANY

Andrea Andres P.E.
Project Engineer

att: Bid Tabulation

cc: S. Raschke, DCS
J. Brand, GCC
E. Geiser, TMP



HEADQUARTERS
6267 Aurelius Rd
Lansing, MI 48911-4230
517.393.1670 P
517.393.1382 F

WEST MICHIGAN
940 Monroe Ave NW, Ste 142
Grand Rapids, MI 49503
616.454.2900 P
616.454.9700 F

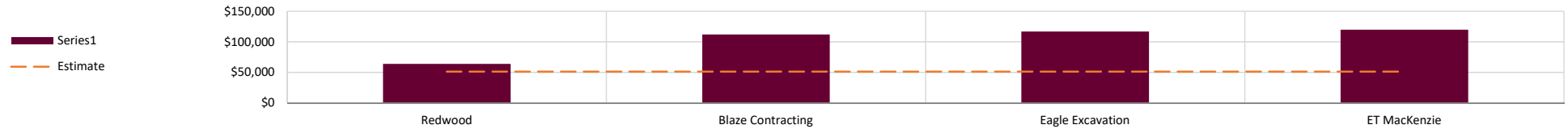
SOUTHEAST MICHIGAN
39475 13 Mile Rd, Ste 204
Novi, MI 48377
248.724.2950 P
248.489.5753 F

BID TABULATION

CATEGORY: 04-33-01 EARTHWORK, UTILITIES & SITE CONCRETE

PROJECT NUMBER	1710-00	BUDGET	\$51,250
OWNER	DEXTER COMMUNITY SCHOOLS	APPARENT LOW BID	\$63,900
SITE	CREEKSIDE INTERMEDIATE SCHOOL	APPARENT LOW BIDDER	Blaze Contracting
DELIVERY METHOD	CM	VARIANCE FROM BUDGET	\$12,650
ARCHITECT	TMP	VARIANCE FROM BUDGET (%)	24.68%
BID DATE	12/4/2018		

Addendum No	Bidder	Base Bid	Non-Iran Linked Business	Familial Disclosure	Bid Bond	Remarks
1						
X	Redwood	\$63,900	X	X	X	
X	Blaze Contracting	\$112,000	X	X	X	
X	Eagle Excavation	\$117,000	X	X	X	
X	ET MacKenzie	\$120,000	X	X	X	
X	Birkenstock	\$127,650	X	X	X	



ADDENDA ISSUED
Addendum 1 11/29/2018



BP04/BP06 SUMMARY BUDGET, BID & CONTINGENCY REPORT

12/4/2018

SUMMARY REPORT

PROJECT #: 1710-00
 OWNER: DEXTER COMMUNITY SCHOOLS
 SITE: CREEKSIDE QUAD & DHS TWIN
 DELIVERY: CM
 CONSULTANT: TMP ARCHITECTURE

BID PACKAGES

BID CATEGORY	BID PACKAGE	DESCRIPTION OF WORK	APPARENT LOW BIDDER	ESTIMATE AMOUNT	BASE BID AMOUNT	VALUE ENGINEERING	RECOMMENDED ALTERNATES	TOTAL CONTRACT AMOUNT
06-32-01	BP04	EARTHWORK & UTILITIES	E.T. MacKenzie Company	\$ 3,000,000	\$ 3,065,900	\$ (315,000)	\$ 86,300	\$ 2,837,200
06-32-02	BP04	TURF	Sprinturf, LLC	\$ 800,000	\$ 855,653	\$ (22,188)	\$ -	\$ 833,465
06-13-01	BP06	BLEACHERS	ESTIMATE	\$ 27,280	\$ 25,000	\$ (25,000)	\$ -	\$ -
06-26-01	BP06	ELECTRICAL	AF Smith	\$ 259,942	\$ 260,240	\$ -	\$ 255,326	\$ 515,566
06-32-03	BP06	ASPHALT PAVING	Best Paving	\$ 84,493	\$ 106,000	\$ (4,100)	\$ -	\$ 101,900
06-32-04	BP06	SITE CONCRETE	DSP Constructors	\$ 389,208	\$ 376,535	\$ (72,584)	\$ -	\$ 303,951
06-32-05	BP06	FENCING	Justice Fence	\$ 362,350	\$ 349,000	\$ -	\$ 15,510	\$ 364,510
06-32-06	BP06	ATHLETIC EQUIPMENT & SCOREBOARDS	C&M Associates	\$ 311,884	\$ 141,745	\$ (20,500)	\$ 28,400	\$ 149,645
06-32-07	BP06	LANDSCAPING	WH Canon	\$ 10,000.00	\$ 45,000.00	\$ (45,000.00)	\$ -	\$ -
SUBTOTALS				\$ 5,245,157	\$ 5,225,073	\$ (504,372)	\$ 385,536	\$ 5,106,237

BIDS VS BUDGET

TOTAL BUDGET	\$4,625,000.00
RECOMMENDED TOTAL CONTRACT AMOUNT	\$5,106,236.69

ALTERNATE FUNDING SOURCES

CONSTRUCTION CONTINGENCY TRANSFER	-\$250,000.00
OWNER CONTINGENCY TRANSFER	TBD
TRANSFER FROM PROJECT 15	TBD
CONTRACT RECOMMENDATION OVERAGE	-\$231,236.69
WEST FIELD LIGHTING ADD ALTERNATE	\$205,431.00
CONTRACT AWARD RECOMMENDATION & ADD ALTERNATE OVERAGE	-\$436,667.69

CONTINGENCY

CONSTRUCTION CONTINGENCY	\$250,000.00
APPROVED CHANGE ORDERS	
SOIL REMEDIATION & WETLAND CLEARING	\$103,000.00
STORM SYSTEM REVISIONS/ FOREBAYS	\$101,549.10
PENDING CHANGE ORDERS	
SITE CONCRETE CHANGES	-\$63,747.68
EARTHWORK, GRADING & UTILITY CHANGES	\$8,925.73
ASPHALT CHANGES	\$51,127.00
ELECTRICAL - REFEED EXISTING WELL	\$7,500.00
REFENCE GARDEN AREA	\$5,000.00
REMAINING CONSTRUCTION CONTINGENCY	\$36,645.85



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REVISED BYLAW 0143.1 - VOL. 32, NO. 2 – FEBRUARY 2018

0143.1 **Public Expression of Board Members**

The Board President functions as the official spokesperson for the Board.

From time-to-time, however, individual Board members make public statements on school matters:

- A. to local media;
- B. to local officials and/or State officials.

Sometimes the statements imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. The misunderstandings that can result from these incidents can embarrass both the member and the Board. Therefore, Board members should, when writing or speaking on school matters to the media, legislators, and other officials, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

- A. This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:
 - 1. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter
 - 2. routine, not for publication, correspondence of the Superintendent and other Board employees
 - 3. routine "thank you" letters of the Board
 - 4. statements by Board members on nonschool matters (providing the statements do not identify the author as a member of the Board)
 - 5. personal statements not intended for publication

- B. Copies of this bylaw shall be sent annually to local media by the Board President.

[OPTIONAL LANGUAGE]

- A Board member's personal or private use of social media may have unintended, negative consequences to the Board member and/or the District, including possible violations of the Open Meetings Act and issues relating to creation of a public record. Postings to social media should be done in a manner sensitive to the Board member's responsibilities, applicable District policies, and legal obligations.

[END OPTIONAL LANGUAGE]

REVISED POLICY - VOL. 32, NO. 2 – FEBRUARY 2018

**CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR
COMMERCIAL MOTOR VEHICLE (CMV) DRIVERS AND OTHER EMPLOYEES
WHO PERFORM SAFETY SENSITIVE FUNCTIONS**

Purpose

The Board of Education believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with District vehicles (collectively "Covered Employees"), must be mentally and physically alert at all times while on duty.

To that end, the Board has established this policy, which includes an alcohol and controlled substances testing program. The Board also expects all Covered Employees to comply with Board Policy 4122.01 on Drug Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times.

Further, the Board concurs with the Federal requirement that all Covered Employees should be free of any influence of alcohol or controlled substance while on duty. Therefore, participation in the alcohol and controlled substances testing program is a condition of employment for all Covered Employees.

Definitions

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply.

- A. The term *alcohol* means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol.
- B. The term *illegal drug* means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and/or local laws and regulations.
- C. The term *controlled substance* includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions.
- D. The term *controlled substance abuse* includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
- E. The term *safety-sensitive functions* includes all tasks associated with the operation and maintenance of District owned and/or operated vehicles. This term further includes any period in which an individual is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.

- F. The term Covered Employee means all commercial driver license (CDL) holders and regular and substitute bus drivers as well as other staff who operate, inspect, service and condition a commercial motor vehicle (CMV) while on duty, regardless of whether they are required to hold a CDL.
- [] This policy also covers other staff members who drive students in or inspect, service, and condition non-CMV District vehicles.
- G. The term *while on duty* means all time from the time the Covered Employee begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

Procedures

The Superintendent shall establish a drug and alcohol testing program whereby each Covered Employee is tested for the presence of alcohol in his/her system as well as for the presence of the following controlled substances:

- A. Marijuana
- B. Cocaine
- C. Opioid
- D. Amphetamines
- E. Phencyclidine (PCP)

**BOARD OF EDUCATION
DEXTER COMMUNITY SCHOOL DISTRICT**

SUPPORT STAFF
4162/page 4 of 8

The alcohol and controlled substances tests are to be conducted in accordance with Federal and State regulations a.) prior to employment (**Controlled Substances Only**), b.) reasonable suspicion, c.) upon return to duty after any alcohol or drug rehabilitation,

[OPTION #1]

- d.) after any accident 1) resulting in human death, 2) where the driver is issued a citation and the accident results in an injury that requires immediate medical attention away from the scene, or 3) where there is disability damage to any motor vehicle that requires towing **[END OF OPTION]**

[OPTION #2]

- d.) after any accident,

[NOTE: must select one option. Option #1 mirrors the DOT regulations; Option #2 provides a more affirmative approach to drivers who are primarily involved with transporting children.]

e.) on a random basis, and f.) on a follow-up basis.

- Candidates may also be tested for the presence of alcohol in their system prior to employment.

Any staff member who tests positive as defined in the guidelines shall be immediately prohibited from driving any District owned and/or operated vehicle or conducting a safety-sensitive function:

- and evaluated by a substance abuse professional;
- and provided information regarding drug/alcohol counseling; or referred to the District's Employee Assistance Program;

**BOARD OF EDUCATION
DEXTER COMMUNITY SCHOOL DISTRICT**

SUPPORT STAFF
4162/page 5 of 8

- (X) and subject to discipline, up to and including discharge, in accordance with District guidelines and the terms of any applicable collective bargaining agreements.

No staff member who has tested positive for alcohol or a controlled substance may be returned to a safety sensitive position without having been evaluated by a qualified substance abuse professional (SAP), completing any required treatment program, and passing a retest. Return to a safety sensitive position is solely at the District's discretion.

Furthermore, if during any test the lab determines that an adulterant has been added to the specimen, then:

- (x) the test will be considered positive and the employee shall be prohibited from driving any school vehicle and be referred to the District's Employee Assistance Program.
- () the employee will be re-tested with an observed collection to prevent the addition of an adulterant to the specimen.

Any staff member who refuses to submit to a test shall be prohibited from performing or continuing to perform his/her safety-sensitive functions (e.g., driving any Board-owned vehicle).

Prior to the beginning of the testing program, the District shall provide a drug-free awareness program which will inform Covered Employees and their supervisors, about:

- A. the dangers of illegal drug use and controlled substance and alcohol abuse;
- B. indicators of probable alcohol misuse and controlled substance abuse;
- C. Board Policy 4122.01 - Drug-Free Workplace, Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty, Policy 4170 - Substance Abuse, and Policy 4170.01 - Employee Assistance Program;

- D. the sanctions that may be imposed for violations of Policy 4122.01.

The Superintendent shall arrange for periodic retraining of supervisors and staff members as necessary. The Superintendent shall provide a copy of this policy and testing guidelines to all Covered Employees and will include available resources to assist employees with problems related to the use of alcohol and controlled substances.

The Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide the following services:

- A. testing of all first and second test urine samples
- B. clear and consistent communication with the District's Medical Review Officer (MRO)
- C. methodology and procedures for conducting random tests for controlled substances and alcohol
- D. preparation and submission of all required reports to the District, the MRO, and to Federal and State governments

The Superintendent shall also select the agency or persons who will conduct the alcohol breathalyzer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.

Educational materials explaining the requirements of the Federal regulations and of the Board's policies and procedures to meet the Federal regulations shall be provided to all Covered Employees, including the following:

- A. the name of the person designated by the Board to answer questions about the materials
- B. information sufficient to make clear to employees the period of the work day during which they are required to comply with the regulations
- C. information concerning what conduct is prohibited
- D. the circumstances under which employees are subject to testing
- E. the procedures for testing in order to protect the employee and the integrity of the testing process, to safeguard the validity of the test results, and to confirm the results are attributed to the correct employee
- F. the requirement that staff members must submit to testing as required by the regulations
- G. an explanation of what constitutes a refusal to be tested and the attendant consequences
- H. the consequences of testing positive, including the requirements of immediate removal from safety-sensitive functions, and the procedures regarding referral, evaluation, and treatment
- I. the consequences for a test indicating an alcohol concentration greater than 0.02, and

- J. information concerning the effects of alcohol and drug misuse on an individual's health, work, and personal life; signs and symptoms of an alcohol problem (the employee's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected (including confrontation and how to refer someone to an Employee Assistance Program or to management).

49 C.F.R. 382.101 et. seq.
34 C.F.R. Part 40

REVISED POLICY - VOL. 32, NO. 2 – FEBRUARY 2018

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

The Board of Education establishes the following policy for determining eligibility to attend the schools of this District.

- A. The Board will educate, tuition-free, students who are legal residents of the District, regardless of their citizenship or immigration status. The Board shall meaningfully communicate material information about enrollment requirements and procedures with parents, including parents who have limited proficiency in English. Access to information regarding enrollment requirements and procedures shall be available on the District's web site. Proof of residency will be required for registration in the District. Legal residency means a student is residing with his/her parents, legal guardians, or a resident relative with power of attorney over the student. A student may attend school in this District tuition-free if a parent or legal guardian is a legal resident of the District, regardless of whether the parent or legal guardian has actual custody of the student. Legal residency, when living with a relative, must be based on the need for a suitable home and not for educational purposes.

If the student temporarily resides in another school district but attends school in this District (where one (1) parent resides), it is the obligation of the parents to provide transportation for the student from the home of the nonresident, custodial parent.

- B. The District shall provide a free education to those students who are considered by Federal law to be illegal aliens or considered to be homeless by State established criteria.
- C. A student who is a resident within the District by order of a juvenile or probate court or placed in the District as a ward of the State by an authorized agency shall be admitted tuition-free.
- D. Any student who enrolls in the District under the District's schools of choice program.

- E. A child who is placed in foster care by a court of competent jurisdiction shall be admitted tuition-free, without regard to residency, to a school within the District, as selected by the State Department of Human Services or the child placing agency responsible for placement of that child.
- (x) Foreign students, participating in a bona fide, foreign-exchange program and living with a resident host family, may attend school in the District.
- (x) Students whose parents do not reside within the District, but who present evidence that they will move into the District within a short period of time may enroll in the schools of this District.
- (x) Twelfth grade students who have begun their work toward graduation from the District's high school and whose parents no longer reside within the District may be permitted to complete their high school education in the District.
- (x) A resident student, otherwise eligible to attend school in the District, may be denied admission if s/he has a record of behavior that the Superintendent believes would constitute a threat to the safety and well-being of staff and other students.
- (x) A nonresident student placed with the District for educational reasons by a juvenile or probate court order shall be admitted tuition-free.
- () Students enrolled in the special education program of this District whose parents do not reside within the District may attend as tuition students.
- () Nonresidents may be accepted into the District's Adult Education Classes upon payment of the appropriate fees.
- () Nonresident students may be accepted into the District's Summer School Program.

- (x) A student who is the child of a person who is employed by the District, including an adopted child or legal ward.

M.C.L. 380.1148, 1401 et seq., 388.1606
Emancipation of Minors Act, Section 4, Subsection 6
Public Law 100-77, Section 721, 42 U.S.C. 11431
Stewart McKinney Homeless Assistance Amendment Act of 1990
PA 203 of 1994, Sec. 163a (1) & (2)

REVISED POLICY - VOL. 32, NO. 2 – FEBRUARY 2018

CRIMINAL JUSTICE INFORMATION SECURITY
(NON-CRIMINAL JUSTICE AGENCY)

The District is required by State law to have the Michigan State Police (MSP) obtain both a State and a Federal Bureau of Investigation (FBI) criminal history record information (CHRI) background check report for all employees of the District and contractors, vendors and their employees who work on a regular and continuous basis in the District. To assure the security, confidentiality, and integrity of the CHRI background check information received from the MSP/FBI, the following standards are established:

A. Sanctions for Non-Compliance

Employees who fail to comply with this policy and any guidelines issued to implement this policy will be subject to discipline for such violations. Discipline will range from counseling and retraining to discharge, based on the nature and severity of the violation. All violations will be recorded in writing, with the corrective action taken. The Superintendent shall review, approve, sign and date all such corrective actions.

B. Local Agency Security Officer (LASO)

The **Executive Director of Human Resources** shall be designated as the District's Security Officer ("LASO") and shall be responsible for overall implementation of this policy and for data and system security. This shall include:

1. ensuring that personnel security screening procedures are being followed as set forth in this policy;
2. ensuring that approved and appropriate security measures are in place and working as expected;
3. supporting policy compliance and instituting the incident response reporting procedures;

4. ensuring that the Michigan State Police are promptly informed of any security incidents involving the abuse or breach of the system and/or access to criminal justice information;
5. to the extent applicable, identifying and documenting how District equipment is connected to the Michigan State Police system;
6. to the extent applicable, identifying who is using the Michigan State Police approved hardware, software and firmware, and ensuring that no unauthorized individuals have access to these items.

The District's LASO shall be the point of contract for the Michigan State Police and should be the person most knowledgeable about this policy. The District's LASO shall be designated on the appropriate form as prescribed and maintained by the Michigan State Police. A new form shall be submitted every time a new LASO is designated.

C. Agency User Agreements

The District shall enter into any required User Agreement for Release of CHRI ("User Agreement"), and future amendments, by the Michigan State Police necessary to access the required CHRI on applicants, volunteers, and all other statutorily required individuals, such as contractors and vendors and their employees assigned to the District. The LASO shall be responsible for the District's compliance with the terms of any such User Agreement.

D. Personnel Security

All individuals that require access to any criminal justice information shall be subject to the following standards prior to granting of access:

1. Background Checks - A Michigan (or state of residency if other than Michigan) and a national fingerprint-based criminal history record check shall be conducted within thirty (30) days of assignment to a position with direct access to criminal justice information or with direct responsibility to configure and maintain computer systems and networks with direct access to criminal justice information. Background re-checks should be conducted every five (5) years.
 - a. A felony conviction of any kind will disqualify an individual for access to criminal justice information.
 - b. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate. This includes, but is not limited to, any record which indicates the individual may be a fugitive or shows arrests without convictions. Such approval shall be recorded in writing, signed, dated and maintained with the individual's file.

- c. If support personnel, contractors or custodial workers need to be in an area where CHRI is maintained or processed, they shall be escorted by or under the supervision of authorized personnel at all times while in those area. Information Technology contractors or vendors will be physically or virtually escorted by authorized personnel anytime said individual have access to facilities, areas, rooms, or an agency's CHRI information system.
2. Subsequent Arrest/Conviction - If an individual granted access to criminal justice information is subsequently arrested and/or convicted, access shall be suspended immediately until the matter is reviewed by the LASO to determine if continued access is appropriate. Such determination shall be recorded in writing, signed, dated and maintained with the individual's file. In the event that the LASO has the arrest/conviction, the Superintendent (if not the designated LASO) shall make the determination. If the Superintendent is also the designated LASO, the determination shall be made by Executive Director of Human Resources. Except that, as noted in D(1)(a), individuals with a felony conviction of any kind will have their access indefinitely suspended.

3. Public Interest Denial - If the LASO determines that access to criminal justice information by any individual would not be in the public interest, access shall be denied whether that person is seeking access or has previously been granted access. Such decision and reasons shall be in writing, signed, dated and maintained in the individual's file.
4. Approval for Access - All requests for access to criminal justice information shall be as specified and approved by the LASO. Any such designee must be a direct employee of the District. The District must maintain a readily accessible list that includes the names of all LASO approved personnel with access to criminal justice information, as well as the reason for providing each individual access. This list shall be made available to Michigan State Police upon request.
5. Termination of Employment/Access - Within twenty-four (24) hours of the termination of employment, all access to criminal justice information shall be terminated immediately for that individual, such as requiring the individual to return any keys or access cards to buildings, offices, and/or files, or closing the individual's account and/or blocking access to any systems containing such information at the District.
6. Transfer/Re-assignment - When an individual who has been granted access to criminal justice information has been transferred or re-assigned to other duties, the LASO shall determine whether continued access is necessary and appropriate. If not, s/he shall take such steps as necessary to block further access to such information within the twenty-four (24) hour period immediately following the transfer or reassignment.

7. Information Technology Contractors and Vendors¹ – Prior to granting access to criminal justice information to an IT contractor or vendor, identification must be verified via a Michigan (or state of residency if other than Michigan) and national fingerprint-based criminal history record check. A felony conviction of any kind, as well as any outstanding arrest warrant, will disqualify an IT contractor or vendor for access to criminal justice information. A contractor or vendor with a criminal record of any other kind may be granted access if the LASO determines the nature or severity of the misdemeanor offense(s) does not warrant disqualification. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate.

E. Media Protection

Access to digital and physical media in all forms, which contains criminal history background information provided by the Michigan State Police through the statutory record check process, is restricted to authorized individuals only. Only individuals involved in the hiring determination of both District employees and volunteers shall be authorized to access digital and physical media containing CHRI.

1. Media Storage and Access – All digital and physical media shall be stored in a physically secure location or controlled area, such as locked office, locked cabinet or other similarly secure area(s) which can only be accessed by authorized individuals. If such security cannot be reasonably provided, then all digital CHRI background data shall be encrypted. Digital media shall be stored on a District or School server. Storage on a third party server, such as cloud service, is not permitted. Storage of digital media must conform to the requirements in AG 8321.

2. Media Transport – Digital and physical media shall only be transported upon sufficient justification approved by the LASO. Digital and physical media shall be protected when being transported outside of a controlled area. Only authorized individuals shall transport the media. Physical media (e.g. printed documents, printed imagery, etc.) shall be transported using a locked container, sealed envelope, or other similarly secure measure. To the extent possible, digital media (e.g., hard drives and removable storage devices such as disks, tapes, flash drives and memory cards) shall be either encrypted and/or be password protected during the transport process. The media shall be directly delivered to the intended person or destination and shall remain in the physical control and custody of the authorized individual at all times during transport. Access shall only be allowed to an authorized individual.

3. Media Disposal/Sanitization – When the CHRI background check is no longer needed, the media upon which it is stored shall either be destroyed or sanitized. The LASO and the Superintendent shall approve in writing the media to be affected. This record shall be maintained by the LASO during the individual’s active employment plus an additional six (6) years. **[Note: the regulations do not specify a specific period for maintaining this information. This time period is suggested based on the State of Michigan’s background information retention schedule and will likely cover most statutes of limitation and can be retained in digital format.]**
 - a. Digital Media - Sanitization of the media and deletion of the data shall be accomplished by either overwriting at least three (3) times or by degaussing, prior to disposal or reuse of the media. If the media is inoperable or will not be reused, it shall be destroyed by shredding, cutting, or other suitable method to assure that any data will not be retrievable.
 - b. Physical Media – Disposal of documents, images or other type of physical record of the criminal history information shall be cross-cut shredded or incinerated. Physical security of the documents and their information shall be maintained during the process by authorized individuals. Documents may not be placed in a waste basket or burn bag for unauthorized individuals to later collect and dispose of.

All disposal/sanitization shall be either conducted or witnessed by authorized personnel to assure that there is no misappropriation of, or unauthorized access to, the data to be deleted. Written documentation of the steps taken to sanitize or destroy the media shall be maintained for ten (10) years, and must include the date as well as the signatures of the person(s) performing and/or witnessing the process. (See also, AG 8321.)

4. Personal Mobile Devices – A personally owned mobile device (mobile phone, tablet, laptop, etc.) shall not be authorized to access, process, store or transmit criminal justice information unless the District has established and documented the specific terms and conditions for personally owned mobile devices.

F. CHRI Background Check Consent and Documentation

All individuals requested to complete a fingerprint-based CHRI background check must have given written consent—properly signed and dated—at time of application and be notified fingerprints will be used to check the criminal history records of the FBI, prior to completing a fingerprint-based CHRI background check. The most current and unaltered Livescan form (RI-030) will satisfy this requirement and must be retained. Individuals subject to a fingerprint-based CHRI background check shall be provided the opportunity to complete or challenge the accuracy of the individual's criminal history record.

Some type of documentation identifying the position for which a fingerprint-based CHRI background check has been obtained must be retained for every CHRI background check conducted, such as the "Agency User Agreement" (RI-087), an offer letter, employment agreement, new hire checklist, employment contract, volunteer background check form, etc.

G. Controlled Area/Physical Protection

All CHRI obtained from the Michigan State Police pursuant to the statutorily required background checks shall be maintained in a physically secure and controlled area, which shall be a designated office, room, or area. The following security precautions will apply to the controlled area:

1. Limited unauthorized personnel access to the area during times that criminal justice information is being processed or viewed.
2. The controlled area shall be locked at all times when not in use or attended by an authorized individual.
3. Information systems devices (e.g., computer screens) and physical documents, when in use, shall be positioned to prevent unauthorized individuals from being able to access or view them.
4. Encryption shall be used for digital storage of criminal justice information. (See AG 8321)

H. Passwords (Standard Authentication)²

All authorized individuals with access to computer or systems where processing is conducted or containing criminal justice information must have a unique password to gain access. This password shall not be used for any other account to which the individual has access and shall comply with the following attributes and standards.

1. at least eight (8) characters long on all systems
2. not be a proper name or a word found in the dictionary
3. not be the same as the user identification
4. not be displayed when entered into the system (must use feature to hide password as typed)
5. not be transmitted in the clear outside of the secure location used for criminal justice information storage and retrieval
6. must expire and be changed every ninety (90) days
7. renewed password cannot be the same as any prior ten (10) passwords used (See also, AG 8321)

I. Security Awareness Training

All individuals who are authorized by the District to have access to criminal justice information or to systems which store criminal justice information shall have basic security awareness training within six (6) months of initial assignment/authorization and every two (2) years thereafter. The training shall, to the extent possible, be received through a program approved by the Michigan State Police. A template of the training is provided on the Michigan State Police's website. At a minimum, the training shall comply with the standards established by the U.S. Department of Justice and Federal Bureau of Investigation for Criminal Justice Information Services. (See AG 8321.) A record shall be kept current of all individuals who have completed the security awareness training.

J. Secondary Dissemination of Information

If criminal history background information received from the Michigan State Police is released to another authorized agency under the sharing provision designated by The Revised School Code, a log of such releases shall be maintained and kept current indicating:

1. the date of release;
2. record disseminated;
3. method of sharing;
4. agency personnel that shared the CHRI;
5. the agency, and name of the individual at the agency, to which the information was released;
6. whether an authorization was obtained.

A log entry need not be kept if the receiving agency/entity is part of the primary information exchange agreements between the District and the Michigan State Police. A release form consenting to the sharing of CHRI shall be maintained at all relevant times.

If CHRI is received from another District or outside agency, an Internet Criminal History Access Tool (ICHAT) background check shall be performed to ensure the CHRI is based on personal identifying information, including the individual's name, sex, and date of birth, at a minimum.

**BOARD OF EDUCATION
DEXTER COMMUNITY SCHOOL DISTRICT**

OPERATIONS
8321/page 13 of 13

¹Non-Information Technology contractors or vendors shall not have access to criminal justice information.

²Applicable to districts that maintain CHRI within a digital system of records, such as a digital database, filing system, record keeping software, spreadsheets, etc. Not applicable if CHRI kept solely via e-mail and/or paper copies.

Ref: Criminal Justice Information Services - Security Policy (Version 5.6, 2017),
U.S. Dept. of Justice and Federal Bureau of Investigation
Noncriminal Justice Agency Compliance Audit Review, Michigan State
Police, Criminal Justice Information Center, Audit and Training Section
Conducting Criminal Background Checks, Michigan State Police, Criminal
Justice Information Center

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Policy 7250 NAMING SCHOOL BUILDINGS, PORTIONS OF BUILDINGS, OR FACILITIES

I. GENERAL STATEMENT OF POLICY

The purpose of this policy is to establish guidelines for the naming of school buildings (or areas within a building) or facilities. Naming or renaming schools provides an opportunity to further develop an identity for the school, its community, its staff, and its students. The naming of school buildings or facilities is the responsibility of the Board of Education.

When naming a facility or portions of a facility, the following criteria should be considered:

1. The proposed name should be appropriate.
2. The name should stand the test of time.
3. In naming sites or facilities, special consideration may be given to those names that will have some special meaning to the students and Dexter Community.
4. In general, buildings will not be named after persons, but if the name involves a person, there should be evidence of distinguished service, special school contributions (fiscal or service), or other honors earned which reflect well upon the education received in the School District. Naming a site or facility after a deceased person shall be done after a reasonable waiting period following the individual's death.
5. Portions of school facilities, such as libraries, gymnasiums and athletic fields, shall be named according to their educational purpose; however, if another name is used, it has no implied permanence and may later be removed by the Board.

The names of sites which serve a districtwide function (e.g., Administrative Services, Community Education) and facilities or portions of facilities which are jointly owned by the School District and other entities should be named to illustrate the nature of their role in the District to avoid confusion

II. NAMING OR RENAMING PROCEDURES

A. Naming of a New School

After the site selection is completed, and as soon as possible, a naming committee should be created.

B. Renaming an Existing School

Existing schools may be renamed by action of the Board or the Board may create a naming committee at the request of the school or community. An existing school may be renamed for a variety of reasons including, but not limited to:

1. Combining of schools;
2. School replacement;
3. Development of new identity for the school.

C. Naming Committee

If a committee is to be formed, the building principal will lead the process and establish the committee consisting of the principal, community members, and school personnel. If the building does not have a

principal, the Board President will direct the formation of the committee. The committee process shall include:

1. A communication plan which explains the process and timelines for public participation;
2. Opportunities for students to be involved;
3. Public consultation;
4. Clarification of the strategies to be used by the committee for decision making and adherence to those strategies.

D. Committee Report

Upon completion of the process, the principal shall forward a report to the Board of Education through the office of the Superintendent. The report should contain the following information:

1. A description of the process followed to name or rename the school;
2. Identification of the individuals (and respective roles) on the committee;
3. A description of the process and strategy used to arrive at the recommendation;
4. A copy of the communication plan;
5. Three recommended names for the school in order of preference.

E. Board Approval

The Board will receive the recommendation and will review the communication plan. The Board may select a name from the recommendations, but is not obligated to do so. The Board should allow adequate time for public input on the proposals before making a decision.

The school principal or another committee member may be invited to speak to the Board regarding the submitted report.

The Board will make the final decision and reserves the right to reject any proposal to name or rename a building or facility.

Dexter Community Schools
Board of Education
Executive Summary and Recommendation

Summary:

The Facilities Committee discussed the information shared, input received, and the recommended names generated thus far based on the Board of Education Building Naming Process.

Background:

The naming process began this summer with the board recommending naming the entire building Cornerstone. Then in late August, the Board heard from the Bates community who shared concerns regarding that option. As a result, the Board directed the administration to create a process that gains input from the teachers and the community. That process was implemented, took significant staff time and came up with the options presented to name the full complex and either leave the names (Dexter Early Elementary) Bates/Cornerstone or go with Anchors/Beacons (Harbor Elementary). Recently, the Bates family expressed concerns about the existing Bates building losing its name.

Facilities Committee Recommendation:

Initially, the Facilities Committee felt that the names of the current Cornerstone Elementary School and Bates Elementary School student communities be renamed Anchor Elementary School and Beacon Elementary School beginning January 28, 2019 when the new school/addition opens for students. The Facilities Committee further did not recommend the naming of the entire complex.

In making this recommendation, the Facilities Committee had the following context in mind:

- That the general consensus is that the Board wants to maintain two separately operating Y5-2 schools
- That the Y5-2 Principals mentioned at Nov 12th meeting of having a 'fresh start' by having new names for each school
- That the names presented could be considered with or without an overall complex name
- That there is not a clear consensus at the Board level of whether there should be a complex name
- That recent input expressed a desire to keep the Bates name with the existing building and thus we wouldn't want two entities with the same name

However, it is unclear if the above context represents the consensus of the full Board.

Dexter Community Schools
Board of Education
Executive Summary and Recommendation

Therefore, in order to name the building, the full Board needs to decide on the following:

- Does the Board agree with the Bates name staying with the existing building? If so, then the current Bates community moving to the new building will need a new name and thus the first option presented to the Board at November 12th cannot be used.
- Does the Board wish to have one name for the complex with two wing/sub-school names or have two separate standalone school names which are connected by a shared Innovation Center? If the latter, then there may be no need to rename Cornerstone.
- If there is no need to rename Cornerstone, should we have an additional opportunity for the Bates community to name the new building as conditions that produced the proposed names have changed.

Once these questions are answered, it is recommended that the full board decide on the name(s) either tonight or in a special one-topic meeting on Monday, December 17th.

Considering all the above, the Board may want to consider:

- Dexter Early Elementary Complex with Anchor Elementary and Beacon Elementary, or
- Cornerstone Elementary and A NEW NAME if there is no overall complex name

The administration strongly recommends that the first option, Dexter Early Elementary Complex with Anchor Elementary and Beacon Elementary, be selected.

Included in this packet are the naming process used along with the initial recommendations from the staff/community process.

Please be aware that the initial recommendation of the Facilities Committee differs from the two options provided through the staff and public input process with respect to not naming the entire complex. Clarity from the full Board on the questions above would have impacted the context the committee worked within for the recommendation.

Building Naming Process – Re: New Elementary Construction

Step 1: Ask staff:

A) Ask staff if they would prefer to keep Cornerstone and Bates as the names for each school/ wing or consider new names for one or both schools/ wings?

B) Ask staff if they would prefer one name or no name for the entire building complex, keeping the names of each school/ wings?

Process:

If we can get above 85% agreement on proposal A, we're moving forward with that recommendation.

If we can get above 85% agreement on either option for proposal B, we're moving forward with that recommendation

Step 2: Ask families / community members: (if below an 85% agreement amongst staff or if naming the entire complex)

*If we have above 85% agreement on proposal A, there will be no need for dialogue on naming of the two schools.

*If we have above 85% agreement on proposal B, there will be community dialogue/ input on the naming of the entire building complex.

*If we have less than 85% on either item in proposal B, we will go back to staff for further dialogue until there is 85% agreement on either option.

*Once we reach 85% agreement, if that decision is to make a name for the complex, we will go to the community for input.

Step 3: Meet with Staff on Oct 23rd and Oct 31st for facilitated discussion on naming of the entire complex

Step 4: Recommendation to Facility Committee then to Full Board

(blank)

BOE Guidelines and Information for Board Member Community Chat

Sessions will typically be scheduled for one hour before the first regular Board meeting of each month. Board meetings usually start at 7 PM and are posted as Public Meetings. Chat sessions should end at 6:55 PM at the latest.

A maximum of three Board members may attend.

Board Members may check the Board's google calendar to see who has signed up for any given meeting and can check with the Superintendent's secretary to coordinate attendance if needed. All board members should have equal opportunities to participate.

Board members may only speak for themselves and cannot speak on behalf of the Board.

Board members who would like to bring a community chat item to a future BOE meeting for consideration should contact the Board president one week prior to the regularly scheduled meeting to suggest adding it to the agenda as a discussion item.

Board policy (policy 9130; bylaws 0167.2 and 0167.3) establishes that negative comments related to individual District employees are not appropriate at open meetings. Employee privacy is also a legal issue. In the event that an attendee brings up concerns about an individual, a Board member should direct the speaker to the appropriate District administrator: their building principal or the Superintendent. Because this is a public forum, care should be taken to minimize the use of the names of any employee about whom concerns are expressed.

Community Chats are not an appropriate time or place for Board members to campaign for themselves or any particular issue. This is a time to listen to community members and help them understand how the board functions. Community chats are a good opportunity to discuss how committees work, explain where to find policy information, and share other resources about school government.

Participant Information About Board Member Community Chat

Sessions will be normally scheduled for one hour before the first Board meeting of each month. Board meetings normally start at 7 PM and are posted as Public Meetings. Sessions should end at 6:55 PM at the latest.

A maximum of three Board members may attend the Community Chat. Board members may only speak for themselves and are not speaking on behalf of the Board. Participating Board members may share what is discussed at these chats with other Board members during regular meetings.

Due to Board policy and employment law, community chats are not an appropriate place to make negative comments about individual employees. Speakers may ask generic questions about the chain of command and how to get particular kinds of concerns addressed, but employee names should not be used.

These community chats are designed to be informal conversations with Board members. In the event that one speaker is dominating the conversation to the exclusion of other attendees, the Board members may limit the time spent on any one topic.



Winter Institute 2019

Feb. 8 – Feb. 10, 2019 • Detroit Marriott at the Renaissance Center

Registrations by Feb. 1, 2019 greatly appreciated.

Name of school district _____

Registrant Name _____

Registrant Email _____

Check here to receive text message updates from MASB about upcoming events and CBA opportunities. Standard text messaging rates may apply.

Registrant Cell Phone (day-of contact) _____

Dietary restrictions/allergies _____

District Contact Name _____

District Contact Email _____

District Contact Phone _____

Guest Name (\$70/day per guest) _____

Guest dietary restrictions/allergies _____

PAYMENT INFORMATION

Payment is appreciated at time of registration.
 (A \$25 service fee will be added to any balance due after Feb. 10, 2019.)

CREDIT CARD

VISA MASTERCARD Exp. Date _____

Account Number _____

Name As It Appears On Card _____

Signature _____

INVOICE

Invoice school district (a \$25 billing fee will be applied)

Attn: _____

CHECK

Check enclosed made payable to MASB Check # _____

Check to follow registration faxed in advance

MAIL TO:

MASB Business Office
 1001 Centennial Way, Ste. 400 Lansing, MI
 48917-8249

FAX TO:

517.327.0776

CANCELLATIONS

No refunds are given for cancellations within seven days of the event; walk-ins accepted per-space availability; substitutions may be made in lieu of cancellations. All cancellations must be submitted in writing and will be charged a \$25 cancellation fee. Registration questions? Call Mary McCarthy at 517.327.5918 or email mmccarthy@masb.org.

SPECIAL ACCOMMODATIONS

Registrants requiring special assistance should contact Angel Davis at 517.327.5926 or adavis@masb.org.

FRIDAY, FEB. 8

7 A.M. – 4 P.M.

CONF	MASB/MASA Joint Conference	\$199
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6:30 – 9:30 P.M.

CBA 101	Fundamentals of School Board Service (Session A)	\$180
CBA 102	Policy	\$90
CBA 108	Navigating the Legislative Process	\$90
CBA 232	Communicating Effectively in Difficult Times	\$90
CBA 251	Strategic Planning and Goal Setting	\$90
CBA 302	Understanding Assessments NEW!	\$90
SE2	Superintendent Evaluation: MASB Instrument-Specific Training	\$90

SATURDAY, FEB. 9

8:30 – 11:30 A.M.

CBA 101	Fundamentals of School Board Service (Session A, cont.)	N/A
CBA 106	Community Relations Leadership	\$90
CBA 214	Open Meetings Act	\$90
CBA 227	Ethical Challenges	\$90
CBA 297	Effective Board Meetings	\$90

8:30 A.M. – 3:30 P.M.

BPW	Board Presidents Workshop	\$180
CBA 101	Fundamentals of School Board Service (Session B)	\$180

12:30 – 3:30 P.M.

CBA 102	Policy	\$90
CBA 109	Board Governance for Data-Informed Decisionmaking	\$90
CBA 257	School District Safety and Security	\$90
CBA 262	Spokesperson Training	\$90
CBA 276	Board/Superintendent Relations	\$90

3:45 – 6:45 P.M.

CBA 103	School Finance and Budget	\$90
CBA 104	Basic School Law	\$90
CBA 248	Team Building	\$90
CBA 253	Board Operating Procedures	\$90
CBA 261	Advocacy for Public Education	\$90
CBA 343	Data First: Teacher Quality	\$90
CBA 350	Generational Differences	\$90

SUNDAY, FEB. 10

8:30 – 11:30 A.M.

CBA 107	Labor Relations	\$90
CBA 108	Navigating the Legislative Process	\$90
CBA 223	Parliamentary Procedure	\$90
CBA 342	Data First: Foundations 2	\$90
CBA 370	Managing Construction	\$90

8:30 A.M. – 3:30 P.M.

ABPW	Advanced Board Presidents Workshop	\$180
CBA 101	Fundamentals of School Board Service (Session C)	\$180

12:30 – 3:30 P.M.

CBA 104	Basic School Law	\$90
CBA 105	Curriculum and Instruction	\$90
CBA 290	Advanced School Law	\$90
CBA 310	Anatomy of a School Budget	\$90
CBA 365	Collaborative Conversations for Effective Decisionmaking	\$90

GRAND TOTAL

POLICIES

Guests are required to be preregistered by a registrant in order to participate in programming and meal events. A guest is defined as a spouse, significant other, family member or friend of registrant. School board members and school district staff are not eligible to register as "guests." Guests are not eligible for education credit or SCECHs. MASB reserves the right to CANCEL any classes. Registration and attendance at or participation in an event constitutes an agreement by the registrant to MASB's use and distribution of the attendee's image or voice in photographs, videotapes, electronic reproductions and audiotapes of such events.

For full guest policy information, visit masb.org/winterinstitute.

Dexter Community Schools Board of Education
Policy Committee @ Copeland Administration Building
Nov 27, 2018
Minutes
Convened 4:05 p.m.

Present: Barbara Read (chair), Ron Darr, Rob Mitzel, Barb Santo.
Public Comments: none.

Minor edits were approved (no change to 3121 or 4121; 7530.02 PCD changed to personal communication device; 7540.04 blank line; "District Employees," not "Board Employees," in all policies for clarity and consistency)

The committee discussed the following policies:
9700 is ready to go to the board for first reading
7250 naming policy is now numbered

Our next meeting is scheduled for January to review the fall packet from NEOLA.

Public comments: none.

Committee comments: none.

Adjourned at 4:50 p.m.

**Dexter Community Schools
Finance Committee
Meeting Minutes
November 21, 2018**

Board Members

Present – Dick Lundy, Julie Schumaker, Michael Wendorf (alternate)

Staff Committee Members

Present – Jessica Baese, Sharon Raschke

Others Present – None

Other Community Present – None

Meeting convened at 12:03 pm.

Audience Participation

None.

Approval of Minutes

A motion was made by Jessica Baese and supported by Dick Lundy to approve the finance committee meeting minutes of October 22, 2018. Approved.

Discussion Items

1. 2018-19 Budget Amendment

The Committee reviewed and discussed the November budget revision. A motion was made by Dick Lundy and supported by Michael Wendorf to recommend the 2018-19 budget amendment that will include some minor adjustments for updated information not known at the time of the committee meeting. The budget revision will be presented to the Board on December 10.

Meeting adjourned at 12:33 pm.



"A PROUD tradition of SERVICE through
EXCELLENCE, INTEGRITY, and COURTESY"

CERTIFICATE OF EXCELLENCE

Awarded with special honor to

Dexter Community School District

School Calendar Year
2017-2018

for achieving a 100% Pass Rate for
School Bus Safety Inspections.

Capt. Michael A. Krumer

Commercial Vehicle Enforcement Division
Commander

October 1, 2018

Awarded this date