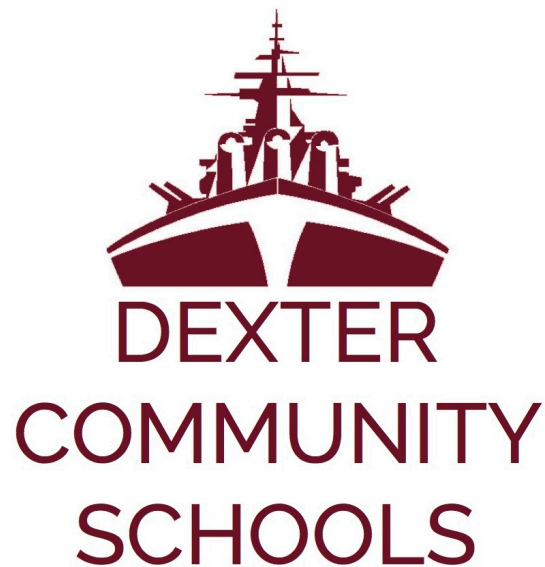


**BOARD MEETING**  
**PACKET**  
**NOVEMBER 11, 2019**



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

*This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is time for public participation during the meeting as indicated in the agenda below (Bylaw 0166).*

**BOARD MEETING AGENDA**

- A. ROLL CALL**
- B. MEETING MINUTES** (Special Meeting 10/14/2019, Regular Meeting 10/14/2019) (5 minutes)
- C. APPROVAL OF AGENDA** (1 minute)
- D. SCHOOL PRESENTATIONS** – none
- E. SUPERINTENDENT UPDATE** (3 minutes)
- F. STUDENT REPRESENTATIVES UPDATE** (3 minutes)
- G. PUBLIC PARTICIPATION** (up to 30 minutes / max 5 per person)  
*Per Policy 0167.3: 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 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.*
- H. CONSENT ITEMS** (2 minutes)
  - 1. Personnel – New Hire
  - 2. September Budget Report
- I. ACTION ITEMS** (20 minutes)
  - 1. DHS Course Proposals
  - 2. Policies – First Reading
- J. DISCUSSION ITEMS** (10 minutes)
  - 1. Board Member Office Hours
  - 2. Committee Structure and Committee of the Whole
- K. BOND UPDATE** (1 minute)
- L. PUBLIC PARTICIPATION** *See Policy 0167.3* (up to 15 minutes / max 3 per person)
- M. BOARD COMMENTS** (10 minutes)
  - 1. Community Chat Summary
  - 2. Policy Committee Update
  - 3. Athletics Committee Update
- N. INFORMATION ITEMS**
  - 1. MSBO Certification – Jennifer Mattison (F & N)
  - 2. Nice Job Notes – September
  - 3. Finance Minutes 10/14/2019
  - 4. Reproductive Health Minutes 10/16/2019
  - 5. Policy Minutes 10/22/2019 & 10/31/2019
  - 6. Athletics Minutes 11/5/2019
  - 7. MASB Code of Ethical Relationships
- O. CLOSED SESSION (2/3 roll call vote required)** (30 minutes)
  - 1. Considering Material Exempt from Disclosure MCL 15.268(h)
  - 2. Considering Material Exempt from Disclosure MCL 15.268(h)
  - 3. Considering Material Exempt from Disclosure MCL 15.268(h)

**CALENDAR**

- \***Tuesday, November 12 – 4:00pm**  
Athletics Ad Hoc – Copeland
- \***Thursday, November 21 – 9:45am**  
Policy Committee – Copeland
- \***November 21 & 22 – Thanksgiving**
- \***Monday, December 2 – 6:00pm**  
Community Chat - Creekside
- \***Monday, December 2 – 7:00pm**  
Board Meeting – Creekside
- \***Wednesday, December 18 – 4:00pm**  
Facility Committee – Copeland
- \***Monday, January 13 – 7:00pm**  
Board Meeting – Creekside

**BOARD NOTES**  
**NOVEMBER 11, 2019 7:00pm**

**A. ROLL CALL**

**B. MEETING MINUTES (5 minutes)**

- \* An appropriate motion might be, "I move that the Board of Education approve the attached special meeting minutes from 10-14-2019 as presented / amended and the regular meeting minutes from 10-14-2019 as presented / amended."

**C. APPROVAL OF AGENDA (1 minute)**

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 Board of Education approve the agenda as presented / amended."

**D. SCHOOL PRESENTATIONS - none**

**E. SUPERINTENDENT UPDATE (3 minutes)**

**F. STUDENT REPRESENTATIVES UPDATE (3 minutes)**

**G. PUBLIC PARTICIPATION (up to 30 minutes / max 5 per person)**

*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 policy 0167.3, Public Participation at Board Meetings.*

**H. CONSENT ITEMS (2 minutes)**

1. Personnel – New Hires. Your packet contains a resume and recommendation to hire a school social worker from Wylie principal Katie See, and a resume and recommendation to hire an additional school nurse from Mill Creek Principal Brett Pedersen.

- \* An appropriate motion might be, "I move that the Board of Education award Hannah Kimball a probationary teaching contract for the remainder of the 2019-20 school year, and hire Rachel Piersol for the open school nurse position."

2. September Budget Report. Your packet contains summary financial information for the month of September, 2019.

- \* An appropriate motion might be, "I move that the Board accept the September 2019 budget report."

**I. ACTION ITEMS (20 minutes)**

1. DHS Course Proposals. Your packet includes proposals for seven new DHS courses: *AP Physics 2, Computer Science Principles and Coding, IB Math A&I SL, Forensic Science, IB Environmental Systems and Societies, Global Politics, and Multimedia Journalism*. At its October 14, 2019 meeting, the Board had the

**BOARD NOTES**  
**NOVEMBER 11, 2019 7:00pm**

opportunity to review these proposals and ask questions. Tonight's packet includes the adjacent building review from October 17<sup>th</sup> and the community feedback received October 24<sup>th</sup>. These items are presented for action this evening.

- \* An appropriate motion might be, "I move that the Board of Education approve (or reject) the attached new class proposals: *AP Physics 2, Computer Science Principles and Coding, IB Math A&I SL, Forensic Science, IB Environmental Systems and Societies, Global Politics, and Multimedia Journalism.*"
  
- 2. Policies – First Reading. Your packet includes a summary and draft policies 2410 (Prohibition of Referral or Assistance) 2414 (Reproductive Health and Family Planning), and 2418 (Sex Education); 1615/3215/4215/5512/7434 (Use of Tobacco by Admin/Professional Staff/Support Staff/Students/On School Premises); 1420/3220 (School Administrator/Professional Staff Evaluations), 2265 (Child Care Staff & Volunteers), 2450 (Community & Adult Education), 2628 (State Aid Incentives), 3210 (Staff Ethics), 5230 (Late Arrival/Dismissal), 5330.02 (Opioid Antagonists), 6800 (System of Accounting), 7440.03 (Small Unmanned Aircraft Systems), 8400 (School Safety Information) and 8462 (Student Abuse & Neglect). These policies were discussed at the 10/31/2019 policy committee meeting and are presented for first reading this evening.
  
- \* An appropriate resolution might "I move that the Board of Education approve the attached policies (2410, 2414, 2418, 1615/3215/4215/5512/7434, 1420/3220, 2265, 2450, 2628, 3210, 5230, 5330.02, 6800, 7440.03, 8400, and 8462) for first reading as presented/amended."
  
- J. DISCUSSION ITEMS (10 minutes)**
  - 1. Board Member Coffee Hours. Board members have individually discussed holding coffee hours on school premises or elsewhere. This item is presented for discussion this evening.
  
  - 2. Committee Structure and Committee of the Whole. A board member has requested the Board consider using the "committee of the whole" approach to committees. Reference materials are included in your packet. This item is presented for discussion.
  
- K. BOND UPDATE (1 minute)**
  
- L. PUBLIC PARTICIPATION**
  
- M. BOARD COMMENTS (10 minutes)**
  - 1. Community Chat Summary
  - 2. Policy Committee Update
  - 3. Athletics Committee Update
  
- N. INFORMATION ITEMS**
  - 1. MSBO Certification – Food and Nutrition Director Jennifer Mattison
  - 3. Nice Job Notes – September 2019
  - 4. Finance Minutes 10/14/2019

**BOARD NOTES**  
**NOVEMBER 11, 2019 7:00pm**

5. Reproductive Health Minutes 10/16/2019
  6. Policy Minutes 10/22/2019 & 10/31/2019
  7. Athletics Minutes 11/5/2019
  8. MASB Code of Ethical Relationships
- O. CLOSED SESSION (30 minutes)**
1. Considering Material Exempt from Disclosure MCL 15.268(h)
  2. Considering Material Exempt from Disclosure MCL 15.268(h)
  3. Considering Material Exempt from Disclosure MCL 15.268(h)

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION  
SPECIAL MEETING MINUTES – OCTOBER 14, 2019  
Creekside Media Center 5:00pm**

The meeting was called to order at approximately 5:02pm by Board President Michael Wendorf.

**A. ROLL CALL**

**Members Present:** Ron Darr (5:03pm), Mara Greatorex, Daryl Kipke, Dick Lundy, Barbara Read, Julie Schumaker, Michael Wendorf

**Administrative & Supervisory Staff:** Barb Santo, Christopher Timmis, Hope Vestergaard

**DAA:** Craig McCalla, Kit Moran, Katie See, Anne Nakon, Ryan Bruder, Brett Pedersen, Tammy Reich, Ken Koenig, Karen Walls, Mollie Sharrar

**DEA:** John Heuser

**DESPA:** none

**Guests:** Nina Plasencia, Bradley Prall, Sarah Hunt, Jennifer Arnold, David Read, Matt Laurin

**Press:** Lonnie Huhman (The Sun Times News)

**B. APPROVAL OF AGENDA**

1. Board policy provides that the Superintendent of Schools shall prepare an agenda for all meetings as directed by the President of the Board.
2. Julie Schumaker made a motion to approve the agenda as presented. Dick Lundy supported the motion. **Motion Carried (unanimous).**

**C. PUBLIC PARTICIPATION – none**

**D. ACTION ITEMS**

1. DAA Grievance #01-2019.

Board President Michael Wendorf opened the grievance hearing by inviting the DAA to state their grievance.

Dexter High School principal Kit Moran and Anchor principal Craig McCalla, representing the Dexter Administrators Association, described the concerns and requested relief outlined in the attached DAA Grievance letter dated September 12, 2019.

Board members had the opportunity to ask questions regarding the grievance. All Board members asked questions concerning the timeline and extent of the issues and some made statements. Kit Moran and Craig McCalla answered questions.

Michael Wendorf outlined the response options available to the Board as they consider the grievance: grant the grievance, deny the grievance, or grant the grievance in part and/or offer an alternative resolution.

Board members had the opportunity to individually express their opinions on the matter. Julie Schumaker and Dick Lundy apologized to the administrators for the disruption.

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION  
SPECIAL MEETING MINUTES – OCTOBER 14, 2019  
Creekside Media Center 5:00pm**

Discussion of the Board response centered on whether the grievance could be granted because it named the entire Board but Trustee Read had acted as an individual; the issue of individual Board members' perceived authority was another topic.

Julie Schumaker made a motion that the Board of Education deny DAA grievance #01-2019 and disavow the statements and actions of Trustee Barbara Read as outlined in the grievance, *and* acknowledge the resulting negative consequences [of those statements and actions] on the District and on the DAA's ability to lead the district's buildings. Daryl Kipke seconded the motion. **Roll call vote. Motion Carried 6-0 (Barbara Read abstaining).**

**E. PUBLIC PARTICIPATION – none**

At approximately 6:35pm, Daryl Kipke made a motion to adjourn the meeting. Mara Greatorex seconded the motion. **Motion Carried (unanimous).**

MINUTES/hlv

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Mara Greatorex  
Secretary  
Board of Education

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION**  
**MEETING MINUTES – OCTOBER 14, 2019**  
**Creekside Media Center**

The meeting was called to order at approximately 7:02pm by Board President Michael Wendorf.

**A. ROLL CALL**

**Members Present:** Ron Darr, Mara Greatorex, Daryl Kipke, Dick Lundy, Barbara Read, Julie Schumaker, Michael Wendorf, Student Representatives Chadley Robards and Annalisa Shehab

**Members Absent:** none

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

**DAA:** Craig McCalla, Kit Moran, Mollie Sharrar

**DEA:** Jessica Baese, Ryan Fisher, Brian Baird, Beau Kimmey, Jaime Dudash, Chris MacKinder

**DESPA:** D'Ann Dunn

**Guests:** Kim Lindsay, Jodi Kinnard, Jennifer Arnold, Sarah Hunt, Brad Prall

**Press:** Lonnie Huhman (The Sun Times News), Melanie McIntyre (We Love Dexter)

**B. MEETING MINUTES**

Dick Lundy made a motion to approve the meeting minutes and closed meeting minutes from 9/16/2019 as presented. Daryl Kipke supported the motion.

**Motion Carried (unanimous).**

**C. APPROVAL OF AGENDA**

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

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

**D. SCHOOL PRESENTATIONS**

1. Audit Presentation. Kim Lindsay of Rehmann Robson presented the results of the 2018-19 financial audit and answered Board member questions. The District received the highest ranking possible: a clean, unmodified audit.

**E. SUPERINTENDENT UPDATE**

Superintendent Chris Timmis updated the Board on several items:

1. Additional School Nurse. The District is interviewing candidates for an additional school nurse (LPN or RN) to support a group of students with high medical needs.

2. Spanish Teacher. Due to the resignation included in this packet, the District is looking for a Spanish teacher. The Superintendent noted the difficulty hiring teachers in general and Spanish teachers in particular.

3. Exchange Programs. Two exchange groups – one from Germany and one from France – will be arriving next week. Their Dexter hosts will visit them in their native lands next spring and summer.

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION**  
**MEETING MINUTES – OCTOBER 14, 2019**  
**Creekside Media Center**

**F. STUDENT REPRESENTATIVES UPDATE**

1. Chad Robards told the Board about the DHS counseling office college application assistance week and various athletic team achievements.
2. Annalisa Shehab shared that she'd just returned from the field hockey team's first loss of the season and described an IB religion field trip to an Ann Arbor synagogue that left quite an impression on her.

**G. PUBLIC PARTICIPATION**

1. Parent Jodi Kinnard made a suggestion for a program to increase school spirit across athletic teams.

**H. CONSENT ITEMS**

Julie Schumaker made a motion that the Board approve the consent items in bulk. Daryl Kipke seconded the motion. **Motion Carried (unanimous).**

- The Board of Education accepted Kristi Shaffer's resignation.
- The Board of Education received the August budget report.

**I. ACTION ITEMS**

1. Social Media Guidelines. Mara Greatorex read a prepared statement outlining what she sees as the significance of social media for school information sharing and expressing the reasons she supports the social media guidelines that the Board has discussed at the last three meetings. Mara Greatorex made a motion that the Board of Education adopt the attached social media guidelines and that board members sign copies of the guidelines to indicate their commitment to them. Daryl Kipke seconded the motion. After discussion, Dick Lundy called the question. **Motion Carried (6-1, Read against).**
2. Approve Fund Balance Designations and Fund Balance Classifications. Dick Lundy made a motion that the Board of Education approve the 2018-19 year-end fund balance designations as defined in the attached memo, and that the Board authorize by resolution the intent to define fund balance classifications for the 2019-20 fiscal year as defined in the attached memo. Daryl Kipke seconded the motion. **Motion Carried (unanimous).**
3. Accept Audit Report. Dick Lundy made a motion that the Board of Education accept the 2018-19 Audit Report. Julie Schumaker seconded the motion. **Motion Carried (unanimous).**
4. Series I Amendment to Cover Costs Associated with Bates Renovation. Dick Lundy made a motion that the Board of Education amend the 2017 Capital Projects Series I budget to allocate \$264,000 to renovate Bates School to relocate the district board office and central administration. Ron Darr seconded the motion. **Motion Carried (unanimous).**
5. Bid Package 23 – District Administration Relocation to Bates. Dick Lundy made a motion that the Board of Education award contracts to Allied Building Service Co. in the amount of \$240,000 as outlined in the attached recommendation letter dated October 9, 2019, and assign them to Granger for management. Mara Greatorex seconded the motion. **Motion Carried (unanimous).**

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION**  
**MEETING MINUTES – OCTOBER 14, 2019**  
**Creekside Media Center**

6. Series I Amendment to Cover Costs Associated with Chiller and Cooling Towers. Dick Lundy made a motion that the Board of Education amend the 2017 Capital Projects Series I budget to allocate \$1,000,000 to replace the DHS chiller and cooling towers and Creekside cooling towers. Ron Darr supported the motion. **Motion Carried (unanimous).**
7. Approve Chiller and Cooling Towers Purchase (RFP #12). Dick Lundy made a motion that the Board of Education approve the purchase of the DHS chiller from Johnson Controls for \$183,267 and the DHS and Creekside cooling towers from Baltimore Air Coil c/o Sarmiento Mechanical Sales for \$134, 217 as shown in the attached recommendation letter dated October 9, 2019, and assign them to Granger for management. Mara Greatorex seconded the motion. **Motion Carried (unanimous).**
8. Deferment of DHS Flex Space to Series II of the Bond. Dick Lundy made a motion that the Board of Education defer the DHS Flex Space project to Series II of the 2017 Bond Issue. Ron Darr seconded the motion. **Motion Carried (unanimous).**

**J. DISCUSSION ITEMS**

1. Superintendent Evaluation Process and Timeline Update. The Superintendent Evaluation Process and Timeline was previously discussed at the July 12 and July 22 meetings and has been updated to reflect the appropriate dates. Since there was no reason to further discuss the document, the Board opted to take action this evening. Julie Schumaker made a motion that the Board of Education approve the attached Superintendent Evaluation Process and Timeline drafted September 10, 2019. Mara Greatorex seconded the motion. **Motion Carried (unanimous).**
2. DHS Course Proposals. DHS Teachers Brian Baird, Jaime Dudash, Ryan Fisher, Beau Kimmey, and Christopher MacKinder shared with the Board proposals for the following new DHS courses: *AP Physics 2, Computer Science Principles and Coding, IB Math A&I SL, Forensic Science, IB Environmental Systems and Societies, Global Politics, and Multimedia Journalism.* Board members had the opportunity to ask questions. The community input sessions will be held prior to the next time they come before the Board.

**K. BOND UPDATE**

1. Lots of construction projects are being wrapped up before the end of the year, when the current contract with Granger ends.
2. The Board had the opportunity to ask questions about the bond construction reports from Granger.

**L. PUBLIC PARTICIPATION – none**

**M. BOARD COMMENTS**

1. Community Chat Update. One person showed up for the community chat. Topics discussed included the community survey on communication and diversity efforts.

**DEXTER COMMUNITY SCHOOLS BOARD OF EDUCATION  
MEETING MINUTES – OCTOBER 14, 2019  
Creekside Media Center**

2. Facility Committee Update. This was discussed during the action items.
3. Finance Committee Update. This was covered by the audit presentation and action items.
4. Facilities Committee Update. This was covered by the Bond Update and action items.
5. Julie Schumaker. Julie described the events at the MASB Behind the Scenes conference that nine people attended, including six community members.
6. Barbara Read. Barbara spoke.

**N. INFORMATION ITEMS**

1. MASB Article – More Productive Meetings
2. Draft Facilities Committee Minutes – 9/4/2019, 10/9/2019
3. Draft Finance Committee Minutes – 9/16/2019

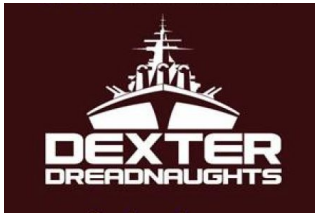
**O. CLOSED SESSION – none**

At approximately 8:35pm, Dick Lundy made a motion to adjourn the meeting. Daryl Kipke seconded the motion. **Motion Carried (unanimous).**

MINUTES/hlv

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Mara Greatorex  
Secretary  
Board of Education



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

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To: Dexter Board of Education  
From: Katie See  
Subject: Social Worker Recommendation  
Date: October 18, 2019

As a result of our most recent interview process, we would like to recommend Hannah Kimball for the social worker position at Wylie. Hannah received her master of social work from Michigan State University. Ms. Kimball completed her field work experience in the Brighton Area Schools and has been serving as a long-term substitute for the Howell Public Schools. Hannah is highly recommended by her supervisors, and we are very excited for her to join our staff.

Our interview committee was comprised of: Mollie Kemp, Lori Schmidt, Sandra Sloan, Jennifer Porcaro, Anne Nakon and myself. We highly recommend Hannah and feel confident that she will make a difference in the lives of Dexter students for years to come.

Thank you,

Katie See  
Principal

# Hannah S. Kimball

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(contact info redacted)

## EDUCATION

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**Michigan State University**, East Lansing, MI May 2019  
Masters of Social Work  
Certificate for School Social Work

**Eastern Michigan University**, Ypsilanti, MI April 2018  
Bachelor of Social Work

**Washtenaw Community College**, Ann Arbor, MI May 2016  
Associates for Human Services

## FIELD WORK EXPERIENCE

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**BRIGHTON HIGH SCHOOL** Aug. 2018 - May 2019  
Brighton, MI

- Used a strengths-based approach in providing social-emotional support to adolescents ages 14-18 through empathy and active listening.
- Attended weekly Response to Intervention team meetings and collaborated with other staff members in developing interventions for students.
- Co-facilitated weekly support groups for girls ages 14-18 using a psychoeducation and CBT approach, focusing on the management of stress and anxiety, coping skills, healthy relationships, and substance abuse prevention.
- Created a comprehensive community resource guide for referring students and families to community services.
- Created school bulletins for mental health awareness and resources, substance use prevention, kindness, and cyberbullying and helped plan events for suicide awareness and kindness week.
- Participated in observations and the IEP process with an LMSW at an elementary school.

**CHERRY HEALTH MATERNAL INFANT HEALTH** Jun. 2018 - Aug. 2018  
Grand Rapids, MI

- Shadowed social workers and nurse practitioners during appointments with at-risk or low income new or expecting mothers.
- Researched current programs and data relating to the MIHP program and populations served.
- Attended community meetings and events to collaborate with other helping professionals.

**CHERRY HEALTH SCHOOL BASED HEALTH CENTER** Aug. 2017 - Apr. 2018  
Cedar Springs, MI

- Scheduled client appointments and shadowed LMSW clinician during counseling sessions.
- Planned and co-facilitated a peer support group for 6th grade girls, focusing on anxiety and stress management, coping skills, healthy relationships, and self-esteem.
- Provided case management services to students and their families.

## EARLY CHILDHOOD SPECIAL EDUCATION

Jan. 2016 - May 2016

Dexter, MI

- Promoted social skills, communication skills, behaviors, and fine and gross motor skills in children ages 3-5 with developmental disabilities.
- Shadowed LMSW during groups with students, classroom assessments, and IEP processes.

## EMPLOYMENT

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### Livingston Educational Service Agency

Sep. 2019 - November 2019

Howell, MI

#### School Social Worker

- Coordinated and developed resources within and outside the school system for use by children, their families, and school personnel.
- Collaborated with principals, teachers, and other school personnel to improve the use of existing school programs and procedures related to the education, social, and emotional needs of children.
- Served as a member of diagnostic teams and individualized education program committee and provided biological, psychological, and sociological assessment information related to planning for children with adjustment problems.
- Served as a consultant to basic classroom program personnel for the emotionally impaired and provided direct therapy and intervention services for children identified as emotionally impaired.

## EDUSTAFF

Jan. 2019 - June 2019

Grand Rapids, MI

#### Substitute Teacher

- Planned, organized and presented engaging classroom activities and lesson plans for students in grades K-12.

## PORTAGE YACHT CLUB

Jun. 2012 - Present

Pinckney, MI

#### Server

- Interacted positively with guests and other team members to provide excellent customer service.
- Worked efficiently and multitasked in a high-stress environment.

## COMMUNITY SERVICE & VOLUNTEER ACTIVITIES

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### CHIDESTER PLACE

Jan. 2017 - Apr. 2017

Ypsilanti, MI

- Planned, implemented, and evaluated the outcomes of activities conducted with residents at a low-income housing apartment complex.

### FOOD GATHERERS

Sept. 2013 - Apr. 2015

Ann Arbor, MI

- Welcomed and greeted individuals experiencing homelessness into the shelter and served hot meals.



# MILL CREEK MIDDLE SCHOOL

Jami Bronson, Principal ♦ Brett Pedersen, Assistant Principal

7305 Dexter Ann Arbor Road, Dexter, Michigan 48130

(734) 424-4150 fax (734) 424-4159

bronsonj@dexterschools.org ♦ pedersenb@dexterschools.org

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To: Dexter Board of Education  
From: Jami Bronson, Anne Nakon, and Brett Pedersen  
Subject: School Nurse Recommendation  
Date: November 7, 2019

As a result of our most recent interview process we would like to recommend Rachel Piersol for the open School Nurse position. Rachel exhibited a team-oriented attitude and dedication to the Dexter community throughout the interview process. It was evident she enjoys working with kids and has a passion for the field of nursing.

She has a background that we believe will bring a lot to assist in the medical needs of our students as well as the entire community of Dexter Community Schools. We are pleased to recommend her for this position.

Interview committee: Laura Krinock, Julie Liskiewicz, Anne Nakon, Jami Bronson, Brett Pedersen, Chris Timmis

# **Rachel E. Piersol, RN**

(contact info redacted)

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## **EDUCATION**

### **Ball State University, Muncie, IN / Northern Arizona University, Flagstaff, AZ**

*Degree:* Bachelors of General Studies with Sociology/ Interpersonal Relations Minor

*Graduation:* May 2006

- National Student Exchange Program, Fall 2005 through Spring 2006, at Northern Arizona University
- G.P.A. 3.45

### **Colorado Northwestern Community College**

*Degree:* Associates of Science in Nursing

*Graduation:* May 2011

- G.P.A. 4.0

## **PROFESSIONAL EXPERIENCE**

### **Dexter Wellness Center**

2810 Baker Road, Dexter, MI 48130, Phone (734) 580-2500

- July 2017 to Current
- SPINNING Indoor Cycling Instructor.
  - Instruct and encourage members through a 60-minute, biweekly, indoor cycling class, promoting fitness, perseverance and self-confidence.

### **Johnson County OB/GYN**

7440 W. Frontage Road, Merriam, KS 66203, Phone (913) 236-6455

- May 2014 to December 2014
- Provided skilled, compassionate, and holistic nursing care in a busy 5 doctor, 2 nurse practitioner OB/GYN office.
  - Experience/responsibilities included: Phone triage nurse, rooming of patients including patient information intake and vitals, fetal non-stress tests, surgery scheduling, appointment scheduling, identification of patients who met guidelines for genetic screening, telephone triage regarding genetic testing and screening, filtered incoming lab results and reports.

### **Woodbury Wellness and Rehabilitation**

2778 Country Club Drive, Hampstead, NC 28443, Phone (910) 270-1443

- October 2012 to June 2013
- Provided professional, skilled, empathetic nursing care for 12-20 residents on a busy Rehabilitation Unit
  - Experience included: PICC line assessment and medication administration, peripheral IV insertion and medication administration, PEG tube care and medication administration, blood draws, oxygen administration, Foley catheter insertion and care, urostomy and colostomy care, wound care, advanced

assessment skills, pain management and assessment, therapeutic communication, and delegation.

### **CERTIFICATIONS**

- Registered Nurse License: State of Michigan, ID# 4704312267, Expires 3/31/2020
- CPR, Expires September 2021

### **VOLUNTEER**

- ArborWoman
  - August 2018 to Current
  - Volunteer Childbirth Educator
  - Teach Childbirth Education classes, empowering and educating women and their partners, allowing them to make informed decisions, ultimately leading to a better birth experience. Support class curriculum development and contribute to blog.
- 2/42 Community Church
  - September 2017 to Current
  - Volunteer in Elementary Ministry, leading children ages 6 to 10 through a small group experience, encouraging them to take next steps with God.

### **PROFESSIONAL REFERENCES**

(redacted)



# Board Monthly Financial Report

Fiscal Year to Date 09/30/19

Sub Function Code	Adopted Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
<b>Fund(COA) 11 - General Fund</b>							
Account Type <b>Revenue</b>							
Function Code <b>R100 - Local Sources - 100</b>							
	5,576,058.00	71,767.87	162,568.71	.00	5,413,489.29	3	120,567.93
Function Code <b>R100 - Local Sources - 100 Totals</b>	<b>\$5,576,058.00</b>	<b>\$71,767.87</b>	<b>\$162,568.71</b>	<b>\$0.00</b>	<b>\$5,413,489.29</b>	<b>3 %</b>	<b>\$120,567.93</b>
Function Code <b>R200 - Non-Education Sources - 200</b>							
	5,574.00	.00	.00	.00	5,574.00	0	.00
Function Code <b>R200 - Non-Education Sources - 200 Totals</b>	<b>\$5,574.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,574.00</b>	<b>0 %</b>	<b>\$0.00</b>
Function Code <b>R300 - State Sources - 300</b>							
	30,896,849.00	.00	21,616.22	.00	30,875,232.78	0	10,385.38
Function Code <b>R300 - State Sources - 300 Totals</b>	<b>\$30,896,849.00</b>	<b>\$0.00</b>	<b>\$21,616.22</b>	<b>\$0.00</b>	<b>\$30,875,232.78</b>	<b>0 %</b>	<b>\$10,385.38</b>
Function Code <b>R400 - Federal Sources - 400</b>							
	1,661,797.00	.00	.00	.00	1,661,797.00	0	.00
Function Code <b>R400 - Federal Sources - 400 Totals</b>	<b>\$1,661,797.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,661,797.00</b>	<b>0 %</b>	<b>\$0.00</b>
Function Code <b>R500 - ISD / Other Sources - 500</b>							
	4,767,926.00	450.00	1,297.38	.00	4,766,628.62	0	2,572.57
Function Code <b>R500 - ISD / Other Sources - 500 Totals</b>	<b>\$4,767,926.00</b>	<b>\$450.00</b>	<b>\$1,297.38</b>	<b>\$0.00</b>	<b>\$4,766,628.62</b>	<b>0 %</b>	<b>\$2,572.57</b>
Function Code <b>R600 - In from other Funds - 600</b>							
	225,358.00	.00	.00	.00	225,358.00	0	.00
Function Code <b>R600 - In from other Funds - 600 Totals</b>	<b>\$225,358.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$225,358.00</b>	<b>0 %</b>	<b>\$0.00</b>
Account Type <b>Revenue Totals</b>	<b>\$43,133,562.00</b>	<b>\$72,217.87</b>	<b>\$185,482.31</b>	<b>\$0.00</b>	<b>\$42,948,079.69</b>	<b>0 %</b>	<b>\$133,525.88</b>
Account Type <b>Expense</b>							
Function Code <b>100 - Instruction</b>							
Sub Function Code 110 - Basic Functions - 110	21,037,297.00	1,403,088.48	3,933,121.84	23,658.09	17,080,517.07	19	1,522,926.98
Sub Function Code 120 - Added Needs - 120	4,542,572.00	270,430.02	605,512.39	400.00	3,936,659.61	13	262,303.16
Sub Function Code 130 - Adult/Continuing Education - 130	72,000.00	.00	.00	.00	72,000.00	0	.00
Function Code <b>100 - Instruction Totals</b>	<b>\$25,651,869.00</b>	<b>\$1,673,518.50</b>	<b>\$4,538,634.23</b>	<b>\$24,058.09</b>	<b>\$21,089,176.68</b>	<b>18 %</b>	<b>\$1,785,230.14</b>
Function Code <b>200 - Supporting Services</b>							
Sub Function Code 210 - Support Services-Pupil - 210	4,309,086.00	282,132.58	730,642.35	178,265.00	3,400,178.65	17	330,254.50
Sub Function Code 220 - Support Services-Instructional - 220	2,469,404.00	197,405.05	624,720.48	17,777.00	1,826,906.52	25	441,630.00
Sub Function Code 230 - Support Services-Administration - 230	591,521.00	41,892.96	158,157.11	.00	433,363.89	27	150,267.22
Sub Function Code 240 - Support Services-School Admin - 240	2,539,485.00	188,641.13	438,800.02	.00	2,100,684.98	17	429,100.66
Sub Function Code 250 - Support Services-Business - 250	690,386.00	37,547.50	123,028.90	5,594.60	561,762.50	18	123,262.59
Sub Function Code 260 - Operations and Maintenance - 260	3,751,197.00	255,813.02	700,071.30	331,803.69	2,719,322.01	19	597,975.03
Sub Function Code 270 - Pupil Transportation - 270	1,578,126.00	82,156.12	197,200.67	18,915.46	1,362,009.87	12	196,147.76
Sub Function Code 280 - Support Services-Central - 280	352,595.00	43,738.48	111,615.55	31,000.00	209,979.45	32	92,236.54
Function Code <b>200 - Supporting Services Totals</b>	<b>\$16,281,800.00</b>	<b>\$1,129,326.84</b>	<b>\$3,084,236.38</b>	<b>\$583,355.75</b>	<b>\$12,614,207.87</b>	<b>19 %</b>	<b>\$2,360,874.30</b>
Function Code <b>300 - Community Services</b>							
Sub Function Code 320 - Community Recreation - 320	257,444.00	28,295.48	43,398.12	47,646.90	166,398.98	17	35,265.82
Sub Function Code 330 - Community Activities - 330	.00	.00	.00	.00	.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	4,110.00	.00	.00	.00	4,110.00	0	.00
Sub Function Code 390 - Other Community Services - 390	.00	.00	.00	.00	.00	+++	.00
Function Code <b>300 - Community Services Totals</b>	<b>\$261,554.00</b>	<b>\$28,295.48</b>	<b>\$43,398.12</b>	<b>\$47,646.90</b>	<b>\$170,508.98</b>	<b>17 %</b>	<b>\$35,265.82</b>
Function Code <b>400 - Government Agencies &amp; Prior Period</b>							
Sub Function Code 400 - Other Government Agencies - 400	.00	.00	.00	.00	.00	+++	.00
Function Code <b>400 - Government Agencies &amp; Prior Period Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
Function Code <b>500-600 - Other Financing Uses</b>							



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Sub Function Code	Adopted Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
Sub Function Code 600 - Fund Modifications - 600	516,009.00	.00	.00	.00	516,009.00	0	.00
Function Code <b>500-600 - Other Financing Uses</b> Totals	<b>\$516,009.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$516,009.00</b>	<b>0 %</b>	<b>\$0.00</b>
Account Type <b>Expense</b> Totals	<b>\$42,711,232.00</b>	<b>\$2,831,140.82</b>	<b>\$7,666,268.73</b>	<b>\$655,060.74</b>	<b>\$34,389,902.53</b>	<b>18 %</b>	<b>\$4,181,370.26</b>
Fund(COA) <b>11 - General Fund</b> Totals	<b>\$422,330.00</b>	<b>(\$2,758,922.95)</b>	<b>(\$7,480,786.42)</b>	<b>(\$655,060.74)</b>	<b>\$8,558,177.16</b>	<b>-1,771 %</b>	<b>(\$4,047,844.38)</b>



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Sub Function Code	Adopted Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
<b>Fund(COA) 23 - Community Service Fund</b>							
Account Type <b>Revenue</b>							
Function Code <b>R100 - Local Sources - 100</b>							
	2,057,877.00	237,692.52	664,733.07	.00	1,393,143.93	32	658,604.33
Function Code <b>R100 - Local Sources - 100 Totals</b>	<b>\$2,057,877.00</b>	<b>\$237,692.52</b>	<b>\$664,733.07</b>	<b>\$0.00</b>	<b>\$1,393,143.93</b>	<b>32 %</b>	<b>\$658,604.33</b>
Function Code <b>R300 - State Sources - 300</b>							
	47,364.00	.00	(.50)	.00	47,364.50	0	.25
Function Code <b>R300 - State Sources - 300 Totals</b>	<b>\$47,364.00</b>	<b>\$0.00</b>	<b>(\$0.50)</b>	<b>\$0.00</b>	<b>\$47,364.50</b>	<b>0 %</b>	<b>\$0.25</b>
Function Code <b>R400 - Federal Sources - 400</b>							
	.00	35,154.25	35,154.25	.00	(35,154.25)	+++	.00
Function Code <b>R400 - Federal Sources - 400 Totals</b>	<b>\$0.00</b>	<b>\$35,154.25</b>	<b>\$35,154.25</b>	<b>\$0.00</b>	<b>(\$35,154.25)</b>	<b>+++</b>	<b>\$0.00</b>
Function Code <b>R500 - ISD / Other Sources - 500</b>							
	.00	.00	.00	.00	.00	+++	.00
Function Code <b>R500 - ISD / Other Sources - 500 Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$0.00</b>
Function Code <b>R600 - In from other Funds - 600</b>							
	516,009.00	.00	.00	.00	516,009.00	0	.00
Function Code <b>R600 - In from other Funds - 600 Totals</b>	<b>\$516,009.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$516,009.00</b>	<b>0 %</b>	<b>\$0.00</b>
Account Type <b>Revenue Totals</b>							
	<b>\$2,621,250.00</b>	<b>\$272,846.77</b>	<b>\$699,886.82</b>	<b>\$0.00</b>	<b>\$1,921,363.18</b>	<b>27 %</b>	<b>\$658,604.58</b>
Account Type <b>Expense</b>							
Function Code <b>100 - Instruction</b>							
Sub Function Code 110 - Basic Functions - 110	109,992.00	12,162.71	16,275.50	.00	93,716.50	15	18,357.08
Function Code <b>100 - Instruction Totals</b>	<b>\$109,992.00</b>	<b>\$12,162.71</b>	<b>\$16,275.50</b>	<b>\$0.00</b>	<b>\$93,716.50</b>	<b>15 %</b>	<b>\$18,357.08</b>
Function Code <b>200 - Supporting Services</b>							
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	4,701.71	5,600.26	10,152.31	66,097.43	7	13,153.13
Sub Function Code 270 - Pupil Transportation - 270	80,000.00	.00	.00	.00	80,000.00	0	5,786.50
Sub Function Code 290 - Support Services-Other - 290	688,709.00	61,811.43	100,060.23	10,342.89	578,305.88	15	90,163.87
Function Code <b>200 - Supporting Services Totals</b>	<b>\$857,634.00</b>	<b>\$66,513.14</b>	<b>\$105,660.49</b>	<b>\$20,495.20</b>	<b>\$731,478.31</b>	<b>12 %</b>	<b>\$109,103.50</b>
Function Code <b>300 - Community Services</b>							
Sub Function Code 310 - Community Services Direction - 310	274,806.00	23,322.01	63,169.88	.00	211,636.12	23	61,876.50
Sub Function Code 320 - Community Recreation - 320	379,471.00	11,857.37	59,503.49	33,948.98	286,018.53	16	82,089.68
Sub Function Code 350 - Care of Children - 350	855,946.00	66,116.07	178,410.80	.00	677,535.20	21	158,725.72
Sub Function Code 390 - Other Community Services - 390	.00	35,154.25	35,154.25	.00	(35,154.25)	+++	.00
Function Code <b>300 - Community Services Totals</b>	<b>\$1,510,223.00</b>	<b>\$136,449.70</b>	<b>\$336,238.42</b>	<b>\$33,948.98</b>	<b>\$1,140,035.60</b>	<b>22 %</b>	<b>\$302,691.90</b>
Function Code <b>500-600 - Other Financing Uses</b>							
Sub Function Code 600 - Fund Modifications - 600	83,524.00	.00	.00	.00	83,524.00	0	.00
Function Code <b>500-600 - Other Financing Uses Totals</b>	<b>\$83,524.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$83,524.00</b>	<b>0 %</b>	<b>\$0.00</b>
Account Type <b>Expense Totals</b>							
	<b>\$2,561,373.00</b>	<b>\$215,125.55</b>	<b>\$458,174.41</b>	<b>\$54,444.18</b>	<b>\$2,048,754.41</b>	<b>18 %</b>	<b>\$430,152.48</b>
<b>Fund(COA) 23 - Community Service Fund Totals</b>							
	<b>\$59,877.00</b>	<b>\$57,721.22</b>	<b>\$241,712.41</b>	<b>(\$54,444.18)</b>	<b>(\$127,391.23)</b>	<b>404 %</b>	<b>\$228,452.10</b>



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Sub Function Code	Adopted Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
<b>Fund(COA) 25 - School Lunch Fund</b>							
<b>Account Type Revenue</b>							
<b>Function Code R100 - Local Sources - 100</b>							
	1,088,255.00	133,527.25	145,194.02	.00	943,060.98	13	137,861.95
Function Code R100 - Local Sources - 100 Totals	\$1,088,255.00	\$133,527.25	\$145,194.02	\$0.00	\$943,060.98	13 %	\$137,861.95
<b>Function Code R300 - State Sources - 300</b>							
	75,938.00	.00	.00	.00	75,938.00	0	.00
Function Code R300 - State Sources - 300 Totals	\$75,938.00	\$0.00	\$0.00	\$0.00	\$75,938.00	0 %	\$0.00
<b>Function Code R400 - Federal Sources - 400</b>							
	304,337.00	153.91	153.91	.00	304,183.09	0	184.65
Function Code R400 - Federal Sources - 400 Totals	\$304,337.00	\$153.91	\$153.91	\$0.00	\$304,183.09	0 %	\$184.65
<b>Function Code R500 - ISD / Other Sources - 500</b>							
	141,728.00	6,097.39	6,097.39	.00	135,630.61	4	.00
Function Code R500 - ISD / Other Sources - 500 Totals	\$141,728.00	\$6,097.39	\$6,097.39	\$0.00	\$135,630.61	4 %	\$0.00
Account Type Revenue Totals	\$1,610,258.00	\$139,778.55	\$151,445.32	\$0.00	\$1,458,812.68	9 %	\$138,046.60
<b>Account Type Expense</b>							
<b>Function Code 200 - Supporting Services</b>							
Sub Function Code 210 - Support Services-Pupil - 210	.00	.00	.00	.00	.00	+++	.00
Sub Function Code 260 - Operations and Maintenance - 260	2,735.00	.00	1,357.77	.00	1,377.23	50	1,543.11
Sub Function Code 290 - Support Services-Other - 290	1,415,606.00	113,317.34	171,626.68	542,626.20	701,353.12	12	149,038.50
Function Code 200 - Supporting Services Totals	\$1,418,341.00	\$113,317.34	\$172,984.45	\$542,626.20	\$702,730.35	12 %	\$150,581.61
<b>Function Code 500-600 - Other Financing Uses</b>							
Sub Function Code 600 - Fund Modifications - 600	141,834.00	.00	.00	.00	141,834.00	0	.00
Function Code 500-600 - Other Financing Uses Totals	\$141,834.00	\$0.00	\$0.00	\$0.00	\$141,834.00	0 %	\$0.00
Account Type Expense Totals	\$1,560,175.00	\$113,317.34	\$172,984.45	\$542,626.20	\$844,564.35	11 %	\$150,581.61
Fund(COA) 25 - School Lunch Fund Totals	\$50,083.00	\$26,461.21	(\$21,539.13)	(\$542,626.20)	\$614,248.33	-43 %	(\$12,535.01)



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Sub Function Code	Adopted Budget	Current Month Actual	Actual FYTD	Encumbrances	Budget - Actual	% Rec'd/Spent	Prior Year FYTD
<b>Fund(COA) 29 - Student/School Activity Fund</b>							
Account Type <b>Revenue</b>							
Function Code <b>R100 - Local Sources - 100</b>							
	1,362,636.00	68,723.37	147,839.06	.00	1,214,796.94	11	.00
Function Code <b>R100 - Local Sources - 100 Totals</b>	<b>\$1,362,636.00</b>	<b>\$68,723.37</b>	<b>\$147,839.06</b>	<b>\$0.00</b>	<b>\$1,214,796.94</b>	<b>11 %</b>	<b>\$0.00</b>
Account Type <b>Revenue Totals</b>	<b>\$1,362,636.00</b>	<b>\$68,723.37</b>	<b>\$147,839.06</b>	<b>\$0.00</b>	<b>\$1,214,796.94</b>	<b>11 %</b>	<b>\$0.00</b>
Account Type <b>Expense</b>							
Function Code <b>200 - Supporting Services</b>							
Sub Function Code 290 - Support Services-Other - 290	1,362,636.00	30,556.93	135,465.69	63,591.65	1,163,578.66	10	.00
Function Code <b>200 - Supporting Services Totals</b>	<b>\$1,362,636.00</b>	<b>\$30,556.93</b>	<b>\$135,465.69</b>	<b>\$63,591.65</b>	<b>\$1,163,578.66</b>	<b>10 %</b>	<b>\$0.00</b>
Account Type <b>Expense Totals</b>	<b>\$1,362,636.00</b>	<b>\$30,556.93</b>	<b>\$135,465.69</b>	<b>\$63,591.65</b>	<b>\$1,163,578.66</b>	<b>10 %</b>	<b>\$0.00</b>
Fund(COA) <b>29 - Student/School Activity Fund Totals</b>	<b>\$0.00</b>	<b>\$38,166.44</b>	<b>\$12,373.37</b>	<b>(\$63,591.65)</b>	<b>\$51,218.28</b>	<b>+++</b>	<b>\$0.00</b>
Grand Totals	\$532,290.00	(\$2,636,574.08)	(\$7,248,239.77)	(\$1,315,722.77)	\$9,096,252.54	-1,362 %	(\$3,831,927.29)

## Committee of the Whole

### From Robert's Rules:

**52. Committees, Special and Standing.** It is usual in deliberative assemblies, to have all preliminary work in the preparation of matter for their action done by means of committees. The committee may be either a "standing committee," appointed for a definite time, as a session or a year; or a "special [or select] committee," appointed for a special purpose; or a "committee of the whole" consisting of the entire assembly. [For method of appointing committees of the whole, see 55; other committees, see Commit, 32.] **Committees of the whole are not used much except in legislative bodies, and when the word committees is used in this Manual, unless specified to the contrary, standing or special committees are meant.** Unless the assembly has appointed a chairman, either directly or through its presiding officer, the first named on a committee, and in his absence the next named member, becomes chairman, and so on and should act as such unless the committee by a majority of its number elects a chairman, which it has the right to do if the assembly has not appointed one, and which a standing committee usually does. The clerk should furnish him, or, in his absence, some other member of the committee, with notice of the appointment of the committee, the names of the members, the papers or matter referred to it, and such instructions as the assembly has decided upon. Upon the committee's request, all papers and books necessary for the proper performance of its duties should be turned over to it by the proper officers.

... Members of the society have a right to appear at the committee meetings and present their views on the subject before it at such reasonable times as, upon request, the committee may appoint. **But during the deliberations of the committee no one has a right to be present, except members of the committee.**

... **The committee constitute a miniature assembly, being able to act only when a quorum (a majority of the members) is present.**

Source: <http://www.rulesonline.com/rror-09.htm> Accessed November 7, 2019, 10:01am

- ◆ To say that committee members are appointed or elected indicates that the committee is usually not an autonomous group—in other words, they are responsible for and must answer to someone or some body.
- ◆ The committee's charge is what it was told to do. A committee can only do what it is charged to do—it should do no more and no less than its charge. A committee is charged with a task through the motion to *Commit* or *Refer* (see Chapter 12).

Committees are used when the membership feels it would be more appropriate to have a smaller group of people research, study, and discuss an issue and report their findings to the parent body rather than leave it up to the entire membership to do this. In some cases, the membership might also ask the committee to recommend an action.

## Kinds of Committees

Although committees can have countless names, they all fall into one of two categories: standing or special.

### Standing Committees

A standing committee exists from one year to the next and is typically charged with a continuing function. A typical standing committee is the finance committee. As long as you have money coming in and going out, you will always need a finance committee.

Standing committees are usually established by the bylaws, and the committees' functions are usually laid out there as well.



#### Parliamentary Pearls

An executive committee is a form of standing committee. It is usually made up of the officers of the organization. An executive committee exists only if it is authorized in the bylaws. Go to the bylaws to determine if there is an executive committee for your organization, who is on it, and exactly what power it has. The executive committee is usually a subsection of the board of directors, and when it is, it is frequently allowed to act on behalf of the board between meetings of the board.

## Special Committees

A special committee is formed to perform a specific task. It comes together, completes the task, gives its final report, and then ceases to exist. It cannot be appointed to perform a task that falls within the assigned function of a standing committee.

A special committee is sometimes referred to as a select committee, an ad hoc committee, a task force, or a work group. No matter what name it goes by, it is still a special committee.

Special committees are formed when a task comes up that doesn't fit the job description of any of the standing committees. Special committees are, or should be, short lived and specific in focus. For example, if your group decides to have a fundraiser, you might appoint a special committee to take charge of the fundraiser.



#### Gavel Gaffes

Before you form a special committee, check out the bylaws and make sure there isn't a standing committee that is assigned that task or a similar task. If there is, the task should be handled by the standing committee.

## Committee of the Whole Is Special

A version of a special committee is a committee of the whole and its variations. This is a parliamentary tool that is not used very much in deliberative assemblies. You will find it used more frequently in legislative bodies and governmental bodies. It allows the entire group to discuss an issue with the freedom of a committee.

The committee of the whole comes in the following three versions:

- ◆ Committee of the whole
- ◆ Quasi committee of the whole
- ◆ Informal consideration



### Parliamentary Pearls

The committee chairman is usually named by the same body that named the committee. The chairman of a committee is the leader of the committee, is responsible for calling and conducting the meetings, and should make sure that people follow up on tasks they volunteered for or were assigned to.

## How a Committee Works

Unless a committee is so large that it needs to function as a full assembly, a committee can follow the more relaxed rules described in Chapter 2. However, a committee cannot adopt its own rules unless authorized to do so in the instructions the committee was given or in the bylaws. In addition, committees don't have the power to punish a member. If a member is doing something that he or she shouldn't do, the committee should report that fact to the assembly.

### The Committee's Charge

Since a committee is not an autonomous group, it should get its charge from the parent body, whether that's the board or the membership. The charge might entail investigating an issue with no power to act, or it might give the committee full power to act. The exact nature of the charge can be spelled out in the motion that creates the committee in the first place, or for standing committees, it can be spelled out in the bylaws.

Whoever has the power to appoint a committee has the power to fill vacancies on the committee and to remove members from the committee. So if a committee member was appointed by the president and that member isn't doing his or her job, the president can remove that person from the committee and appoint someone else to serve on the committee.

### Keep Your Mouth Shut

Committee meetings are open only to members of the committee and anyone else the committee invites to attend. Just because you are a member of the organization does not give you the right to attend

a committee meeting. The whole idea is to give the assignment to a small, focused group. Allowing everyone to come and go as they wish would defeat the purpose.

In addition, whatever is discussed within the committee is confidential. If a member can't speak up in a committee meeting without fear of everyone in the organization knowing what was said, the freedom of discussion is lost.

## Subcommittees: Committees Within Committees

A committee can appoint a subcommittee made up of members of the committee to undertake particular tasks. This is a useful technique for dividing the labor.

### Point of Information

Frequently you will find in the bylaws a statement that the president is *ex officio* a member of all committees (hopefully it adds, "except the nominating committee"). That is, the president is a member of that committee by nature of the office he or she holds. When the president is *ex officio* a member of all committees, he or she has the right to attend committee meetings, discuss issues, and vote, but isn't required to do an equal share of the work and is not counted in determining a quorum. Note that the rules for a president as *ex officio* are different from a nonmember being *ex officio*.

## Committee Procedure Manual

It is tough to hit a target if you don't know where the target is located. Similarly, it is difficult for a committee to be successful if it isn't really clear on what its responsibilities are and what is expected of it. That is why I am a firm believer that every committee should have an updated procedure manual.

The committee's procedure manual should be created by the committee, approved by it, and then approved by whomever that committee reports to, usually the board of directors. In Chapter 17, I discussed the



October 10, 2019

Superintendent Chris Timmis  
Dexter Community Schools  
7714 Ann Arbor St  
Dexter, MI 48130

Dear Superintendent Timmis:

On behalf of the Michigan School Business Officials, it is my pleasure to inform you that Jennifer Mattison has successfully completed the MSBO Leadership Institute. This year-long program requires a significant commitment by the participants and helps them realize and develop their leadership skills.

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

The MSBO Leadership Institute begins its 10<sup>th</sup> cohort in 2020. We encourage you to consider supporting other staff participating in this very worthwhile program.

If you have any questions or want additional information, please call me or Scott Little at 517.327.5920.

Sincerely,

A handwritten signature in black ink that reads "David Martell".

David Martell  
Executive Director

DM/wh

cc: Jennifer Mattison



# Dexter Community Schools

## Nice Job Notes

### SEPTEMBER 2019

Amanda Albers (2)	Ed Gauthier	Linda Paciorka
Vicki Allie (2)	Diana Gignac (2)	Jackie Paddock
Angela Anderson	Patrick Glynn	Kimberley Pardo
Emily Arbour (2)	Karen Hackett	Rachel Parr
Laura Ayers (2)	Natalie Hanlon	Hollie Pastorino
Jess Baese	Brein Harpster	Mark Rakowski
Jennifer Baglio	Megan Hendricks	Tammy Reich (2)
Elaine Barbieri (2)	Melinda Hieber	Angela Ripka
Frances Bastion	Emily Hoepner	Maria Rodriguez
Gina Benson	Abby Holland	Amy Sadler
Betsy Bluhm	Roger Johnson	Rex Sanders
Morris Boyd	Mel Joling	Jessica Savoni
Jill Breitag	Amara Karapus	Betsy Schmidt
Sarah Breitner	Susan Karsch	Liz Schulte
Candice Brown (2)	Mollie Kemp	Angela Scott
Ryan Bruder (3)	Ashley Kerns	Katie See (3)
Donille Cabanaw	Beau Kimmey (2)	Mollie Sharrar
Cortni Chambers	Dave Kozakiewicz	Liz Shulte
Angela Chea	Erin Lamb	David Sinopoli
Sara Collier	Nate Lamb	Vicki Sipple
Janine Comella	Rebecca Lange	Chris Skiver
Karen Conroy	Mary Leach	Sandy Sloan
Jill Covington	Tammy Leventis	Al Snider
Trina Cox	Fred Ligrow	Shelly Sprague
Isabel Cude	Julie Liskiewicz	Jennifer Steele
Jeff Dagg	Becky Mann	Kimberley Steptoe (2)
Cheryl Darnton	Deb Marsh	Savannah Stiddom
Technology Department (2)	Craig McCalla (2)	Neil Stinebaugh
Hallie Dunham (2)	Dana McConville	Carmen Stinebaugh (2)
Anchor & Beacon F&N Team	Michael McHugh	Danielle Storzbach
Wylie F&N Team	Liz Melvin (3)	Lauren Straub
Creekside F&N Team	Rachoel Milkey	Lauren Thompson (3)
Mill Creek F&N Team	Chelsea Molloy	Hope Vestergaard
High School F&N Team	Brian Morey	Lori Welty
Beth Fowler	Olivia Mueller	Tricia Winder
Todd Fry	Vashti Newton	Stacey Wing
Lauren Garleff (2)	Meredith Nickerson	Jodi Zink
	Kelli Nowaczck	Amy Zubryckyj

**SEPTEMBER TOTAL = 136**

**RUNNING TOTAL = 37388**

**Dexter Community Schools  
Finance Committee  
DRAFT Meeting Minutes  
October 14, 2019**

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Board Members

Present – Daryl Kipke, Dick Lundy, Michael Wendorf

Staff Committee Members

Present – John Heuser, Sharon Raschke, Chris Timmis

Others Present – Kim Lindsay (Rehmann Robson); Business Office Staff: Jennifer Miceli and Donna Wahr

Other Community Present – None

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Meeting convened at 4:00 pm.

Audience Participation

None.

Approval of Minutes

A motion was made by Dick Lundy and supported by John Heuser to approve the finance committee meeting minutes of September 16, 2019. Approved.

Discussion Items

1. 2018-19 Audit Presentation

Kim Lindsay presented the financial audit for the fiscal year end 2018-19 and answered questions. The information will be presented to the full Board at tonight's meeting.

Meeting adjourned at 4:55 pm.

RHAC Meeting Agenda  
October 16, 2019  
Mill Creek Media Center  
DRAFT Meeting Minutes

- I. Member Attendance: Lisa Judge, Crystal Zurek, Kim Kirkey, MacKenzie Gabriel-Lazette, David Teddy
- II. Business
  - A. Set Future Meeting Dates: Future meetings will be held at 6:00pm on November 18th, January 27th, March 16th, and May 18th
  - B. New Curriculum Proposal
    1. Crystal will confirm with Mollie about the proposal process for new curriculum.
    2. Proposal editing - Crystal will send out proposal draft for review by RHAC members
    3. Next step will be to get proposal to Mollie and Chris to have them look it over
    4. We talked about getting students and parents to attend the Board Meeting.
    5. We plan to survey high school and middle school students - communicate with Kit Moran and Jami Bronson for approval
      - a) General Reproductive Health Survey
      - b) Crystal will contact Tory to ask about questions for student survey
      - c) We would like to have announcements in buildings, email reminder for survey
      - d) Anonymous survey is important
      - e) Plan to get survey out by early November so that we can have results by next meeting
      - f) We talked about the need for community survey
  - C. Special Needs Curriculum - Ask Anne Nakon if she has a special needs curriculum that we might be able to start looking over.
- III. For next meeting: Review Survey results, Special Needs Reproductive Health Curriculum
- IV. Adjourn

**Dexter Community Schools**  
**Policy Committee DRAFT Meeting Minutes**  
**10-31-19**  
**9:45am Copeland**

**In attendance:** Julie Schumaker (Chair), Mara Greatorex, Ron Darr, Barb Santo (HR Director, Chris Timmis (Superintendent)

**Guests:** Barbara Read, David Read

**Meeting called to order by Julie Schumaker at 9:46am**

1. Approval of Agenda: motion by Mara Greatorex, second by Ron Darr. Motion carried (unanimous).
2. Approve Meeting Minutes from 10/22/2019 - motion by Mara Greatorex, second by Julie Schumaker. Motion carried (unanimous).
3. Public Participation - none
4. Discussion: Policies for Review. The committee discussed the following policies:
  - a. The following policies are ready for the Board: 2414, 2410, 2418: reproductive health, referral prohibition, sex education (all edits necessitated by legislation signed in to law September 2019); 1420, 3220 (school admin & pro. staff evaluations); 2265 child care staff & volunteers; 2450 community and adult education; 2628 state aid incentives; 3210 staff ethics; 5230 late arrival and early dismissal; 5330.02 opioid antagonists; 6800 system of accounting; 7440.03 small unmanned aircraft systems; 8400 school safety info; 8462 student abuse and neglect; 1615, 3215, 425, 5512, 7434 all use of tobacco policies.
  - b. Policy 7300 disposition of real property needs review by CFO Sharon Raschke.
  - c. Mara Greatorex made a motion to recommend all policies discussed except 7300 be presented to the board for first reading at the next regular board meeting. Ron Darr seconded the motion. Motion carried (unanimous).
5. Public Participation - none
6. Future Business: Board bylaws, the social media toolkit from NEOLA, policies reviewed with NEOLA May 9th, policy 7217 and associated policies.
7. Set Next Meeting: November 19, 9:45am

At approximately 11:09am, Ron Darr made a motion to adjourn the meeting. Mara Greatorex seconded the motion. Motion carried (unanimous).

**Athletics Ad Hoc Committee DRAFT Meeting Minutes**  
November 5, 2019  
Copeland

**Meeting started:** 4:04pm

**Present at Meeting**

**Board:** Mara Greatorex (chair), Ron Darr, Julie Schumaker

**Staff:** Chris Timmis, Mike Bavineau, Kit Moran, Barb Santo, David Teddy

**Parents:** Maria Harshe, Jodi Kniestadt, Trish Machemer, Josh Fink, Rick Brandt

**1. Approval of Agenda**

- a. Ron Darr made a motion that the committee approve the agenda. Julie Schumaker seconded the motion. Motion Carried (unanimous).

**2. Approval of Minutes**

- a. Ron Darr made a motion that the committee approve the committee minutes from July 16, 2019. Mara Greatorex seconded the motion. Motion Carried (unanimous).

**3. Public Participation – none**

**4. Presentation & Discussion: Athletic Restructuring Proposal**

- a. Athletic Director Mike Bavineau and Superintendent Chris Timmis presented a proposed restructuring of the athletics department. The committee had the opportunity to ask questions and discuss this proposal. The committee set the next meeting date for November 12, 2019, 4:00pm at Copeland.

**5. Public Participation – none**

At approximately 5:46pm, Ron Darr made a motion to adjourn the committee meeting. Julie Schumaker seconded the motion. **Motion Carried (unanimous).**

/hlv

# A

## Code of Ethical Relationships

*for Board of Education Members  
and Educational Administrators*

### *Cooperating Organizations:*

Michigan Association of Community and Adult Education

Michigan Association of Intermediate School Administrators

Michigan Association of Professors of Educational Administration

Michigan Association of School Administrators

Michigan Association of Secondary School Principals

Michigan Elementary and Middle School Principals Association

Michigan School Business Officials

Michigan Association of School Boards

Formulated by the  
Joint Committee of the  
Michigan Association of  
School Boards and the  
Michigan Congress of  
School Administrator Associations

Developed — 1976  
Revised — 1982  
Revised — 1994  
Revised — 1999  
Revised — 2001

## **PURPOSE**

The intent of this document is to provide guidelines for ethical relationships which are essential to the successful operation of the educational system. This Code of Ethics presumes a relationship between boards of education, administrators and community which promotes trust, open and honest communication, credibility and educational purpose. The educational purposes are stated as beliefs in the Preamble. This document was developed with the expectation that boards of education and administrators will adhere to the high standards of ethical conduct which are presented as Five Principles.

## **APPLICATION**

MASB and MCSAA urge school boards and administrators to comply with statements and principles outlined in *Code of Ethical Relationships For Board of Education Members and Educational Administrators*. It is recommended that the school board and superintendent annually review and adopt or reaffirm this Code. School boards are encouraged to incorporate specific language into local board policy stating this intent. The articles of the Code are arranged so that the reader can easily correlate board responsibilities with administrator responsibilities by following across the pages from left to right.

## **PREAMBLE**

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### **WE BELIEVE:**

That in a society in which governance resides in the people, it is the function of government to administer to their common welfare; and that equal opportunity for justice, freedom of worship, of speech, of assembly, and of press are inherent rights of the individual.

That an effective public education program on the elementary, secondary and higher education levels contributes to society.

That education is a State function; that school districts are organized for the purpose of maintaining public schools; that their creation is authorized by constitutional provisions and by the general statutes which confer upon them all their powers, prescribe all their duties, and impose all limitations to which they are subject.

That pursuant to the preceding paragraph, the policies adopted by the board and the administrative rules and regulations relating thereto, as developed by school officials, should recognize the specific rights, duties and responsibilities of each party to take appropriate action in terms of these policies and rules and then regulations. The board should delegate the administrative functions of the district to the superintendent, and to other administrative officers, instructional and non-instructional personnel.

That decisions affecting the complex problems of organizing, of administering, of developing the curriculum, and of securing financial support for the district should be made in terms of what is best for the student.

That the development of effective public education demands that the rights, duties and responsibilities of the board of education, the superintendent, and other administrators be recognized and that appropriate relationships be established and observed as presented in this code:

## **CODE OF ETHICS FOR BOARD OF EDUCATION MEMBERS AND EDUCATIONAL ADMINISTRATORS**

Board of Education Members and Professional Educational Administrators are a Leadership Team that is dedicated to the following principles of behavior in the performance of their responsibilities.

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### **PRINCIPLE I: COMMITMENT TO BE TRUSTWORTHY**

*The Leadership Team must be self-governing. They will confine their performance to those services which elicit trust from the individuals and society whom they serve using their knowledge, skills and competencies.*

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### **PRINCIPLE II: COMMITMENT TO EDUCATIONAL MISSION**

*The Leadership Team has a common mission to implement educational programs and activities essential to the welfare of society.*

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### **PRINCIPLE III: COMMITMENT TO BE RESPONSIBLE**

*The Leadership Team is committed to responsible decisionmaking. The quality of decisions, actions and performance is in proportion to the contributing competence and skill of board members and administrators.*

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### **PRINCIPLE IV: COMMITMENT TO A PROFESSION**

*The Leadership Team shall strive to meet the standards of their professions. The Leadership Team will advocate, engage in and support professional development.*

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### **PRINCIPLE V: COMMITMENT TO SERVE OTHERS ABOVE SELF**

*The Leadership Team is dedicated to improving the status and conditions of humankind by serving society.*

**PRINCIPLE I:**

**The Ethic of Responsibility—To Elicit Trust**

---

**10.00**

**BOARD MEMBERS**

- 10.10 Board members are elected at large to represent the interests of all constituents. In determining policy, board members shall represent the general welfare and individual rights of all citizens.
- 10.20 Board members recognize and respect fully the uniqueness, worth and dignity of each individual in all procedures and leadership actions.
- 10.30 The board, as the legal policy making body, delegates executive responsibilities to the superintendent to administer the district in accordance with statutory law, requirements prescribed by the State Constitution, the State Board of Education and adopted bylaws and policies of the Board of Education.
- 10.40 The board recognizes that the authority to act rests with the entire board of education and that business shall be transacted only in official meetings.
- 10.50 The board is impartial in the development of bylaws and policies and in exercising judicial functions.
- 10.60 The board consults with the superintendent to acquire essential data and information before developing policy or making decisions.

*The members of the board and all administrators must be self-governing if they are to be responsible. They will recognize the limits of their knowledge, skills and competencies and will confine their performance to those services that elicit trust from the individuals and the society whom they serve.*

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**11.00 ADMINISTRATORS**

- 11.10 The superintendent is employed by the board to serve as the executive officer of the board and the chief administrator of the district. The superintendent has the responsibility to represent the educational interests of the community in providing professional expertise to assist the board in establishing policy. Other administrators having assigned areas of specialized expertise are employed to assist the superintendent in advising the board in policy development.
- 11.20 Administrators recognize and respect fully the uniqueness, worth and dignity of each individual in all procedures and leadership actions.
- 11.30 Administrators respect the legislative and judicial functions of the board and accept delegated responsibility as assigned.
- 11.40 Administrators, as agents of the board, refrain from making commitments not covered by board policy or board action, which may obligate the district.
- 11.50 In the development of bylaws and policies and in exercising judicial functions, the superintendent and other administrators, through the superintendent, have the responsibility to be impartial in advising and counseling all board members.
- 11.60 The superintendent confers with the other appropriate administrators to obtain essential data, information and ideas relevant to their areas of specialization before making recommendations to the board.

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**BOARD MEMBERS** *(continued)*

- 10.70 The board acts in a judicial review capacity to resolve conflicts and administer justice.
- 10.80 The board seeks full disclosure to all sides of issues or conflicts before passing judgment, adheres to legal due process and presumes innocence until guilt has been established beyond a reasonable doubt.
- 10.90 Board members in all situations refrain from using their position of the board of education for personal and/or family gain of any nature.

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**ADMINISTRATORS** *(continued)*

- 11.70 Administrators act in a judicial review capacity to resolve conflicts and administer justice and shall provide such expert testimony and records as may be essential to the equitable judgment of all conflicts.
  
- 11.80 Administrators keep or cause to be kept essential records, provide accurate accounts to the board and provide due process in accordance with the law.
  
- 11.90 Administrators in all situations refrain from using their position for personal and/or family gain of any nature.

**PRINCIPLE II:**

**Commitment to the Educational Mission—Purposes and Goals**

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**20.00 BOARD MEMBERS**

- 20.10 The board places the highest priority on the establishment of educational purposes and goals and reviews these on a regular basis.
- 20.20 The board, in establishing purposes and goals, will act in the best educational interests of individuals and the school community.
- 20.30 The educational purposes and goals of the community are translated by the board into policy.
- 20.40 The board adopts those fiscal policies necessary to support the approved programs and activities.
- 20.50 The board works with local citizens and office holders to see that educational purposes and goals of the community are met.

*The members of the board and all administrators have a mission in common to implement educational programs and activities essential to the general welfare of society.*

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**21.00 ADMINISTRATORS**

- 21.10 Administrators, through the superintendent, provide the data and expertise in the development of educational purposes and goals.
- 21.20 The administrators, through the superintendent, counsel and recommend to the board the scope and content of educational programs as they may apply to the development of the purposes and goals.
- 21.30 Administrators implement board policies through the development of administrative rules and regulations that shall be reviewed with the board.
- 21.40 The superintendent, after counsel with administrative staff, recommends to the board for adoption, a budget which supports programs and activities essential to meeting the established educational purposes and goals of the board and community.
- 21.50 The administrator represents the board when appropriate in working with other government officials.
- 21.60 The administrators will assist the board in the formulation of new policies and the revision of existing policies.

**Principle III:**

**Commitment to be Responsible**

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**30.00 BOARD MEMBERS**

- 30.10 The board causes policy to be developed and adopted based upon the best knowledge, research available, and superintendent’s counsel. Each board member adheres to and supports adopted policies until altered.
- 30.20 The board acts on policy matters only after seeking and receiving pertinent information, receiving the superintendent’s recommendation, and following full board discussion.
- 30.30 The board acts on policy matters in accordance with current laws, and to advance the purposes and goals of the district.
- 30.40 The board employs the most competent persons available for administrative positions.
- 30.50 The board develops policies to assure fairness and competence in all assignments of personnel in keeping with the purposes and goals of the district.
- 30.60 Individual board members will keep the superintendent advised of community concerns, listen courteously to citizens without promising outcomes, refer persons with personal requests and criticisms to the appropriate authority.

*The members of the board and all administrators are committed to cause the best possible decisions to be made. The quality of responsible decisions, actions and performance is in proportion to the contributing competence and skill of board members and administrators.*

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**31.00 ADMINISTRATORS**

- 31.10 Administrators cause decisions relative to their area of responsibility to be made based upon the best knowledge and research available and in accordance with existing adopted board policies. Administrators adhere to and support adopted policies.
- 31.20 Administrators, through the superintendent, provide the best possible information essential to the development of policies and administrative rules and regulations. The superintendent makes recommendations on all matters requiring board action.
- 31.30 Administrators apply their expertise in maintaining board policies and administrative rules and regulations which are consistent with current laws and the purposes and goals of the district.
- 31.40 The superintendent, after counsel with appropriate administrative staff, recommends for employment only the best-qualified candidates. Candidates for administrative positions represent objectively and honestly their qualifications.
- 31.50 Administrators, through the superintendent, make objective recommendations with adequate supporting data on assignments, transfers, promotions, demotions, nonrenewal of contracts, or dismissals of all personnel in accordance with board policies, administrative rules and regulations, and existing law.
- 31.60 The superintendent keeps board members and appropriate administrators informed of community concerns. Individual administrators, through the superintendent, keep the board and other administrators apprised of community concerns as they arise.

**BOARD MEMBERS** *(continued)*

- 30.70 The board shall encourage and support the administration to be adequately informed concerning state and national educational trends and developments.
- 30.80 The board conducts its meetings based on a planned written agenda prepared by the superintendent in consultation with the board president, and in accordance with board bylaws and state law.
- 30.90 The board maintains long-range plans including school improvement plans which anticipate the future needs, trends and fiscal requirements of the district.
- 30.100 The board develops policy to maintain a program of public information.
- 30.110 The board, to promote quality performance, encourages and supports continuing education through Certified Board Award classes. The board also supports other professional development opportunities.
- 30.120 Board members respect all confidential information received and refrain from disclosing opinions expressed in confidence by other board members and administrators.
- 30.130 Board members make a commitment to devote time, thought and study to the duties and responsibilities of a board member and recognize that regular attendance at board meetings is a requisite to the effective management of the district.
- 30.140 The board strongly encourages a well-maintained human resource system and approves the district process for hiring and maintaining quality personnel.
- 30.150 The board strongly encourages an administrative team concept of management.

**ADMINISTRATORS** *(continued)*

- 31.70 Administrators keep themselves and the board adequately informed concerning the current educational trends and developments appropriate to their area of responsibility.
- 31.80 The superintendent, in consultation with the board president, prepares a written agenda. The superintendent, with supportive data from other administrators and in accordance with board bylaws and policies, provides pertinent information and recommendations to the board in a timely manner.
- 31.90 Administrators, through the superintendent, propose long range plans, including school improvement plans and make recommendations using competent advice and assistance.
- 31.100 Administrators, through the superintendent, develop and maintain a public information program in accordance with board policies and administrative rules and regulations.
- 31.110 The superintendent accepts responsibility for placement planning for key positions as well as planning, initiating, maintaining and encouraging the use of an inservice program for administrators and board members.
- 31.120 Administrators respect all confidential information and refrain from disclosing opinions expressed in confidence by other administrators and board members.
- 31.130 The superintendent accepts responsibility for assisting board members in making a commitment to good boardsmanship and effective management of the district.
- 31.140 The superintendent will ensure the existence of the district's appropriate, fair and legal process for hiring and maintaining quality personnel including replacement of key positions.
- 31.150 The superintendent actively promotes and supports an administrative team concept of management.

**PRINCIPLE IV:**

**Commitment to a Profession**

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**40.00 BOARD MEMBERS**

- 40.10 Individual board members, as locally elected officials with state delegated responsibilities, by their words and actions, reflect upon all board members, even beyond their own district.
- 40.20 The organizations for board members (MASB and NSBA) provide the standards for professional competence and performance to which each board member should aspire.
- 40.30 The board develops policy and due process procedures to receive any charges of misconduct and/or incompetence and reviews the charges before taking any remedial action. The board may seek assistance from appropriate organizations before such remedial action is taken.
- 40.40 The board shall belong to and be active in associations and organizations for board members.
- 40.50 The board expects and supports its administrators to be active members in their professional associations.

*The members and the board and all administrators associated with those who by their deeds and words, honor the “ethic of responsibility” and cause those “who would knowingly or unknowingly do harm” to be offered counseling. The profession shall provide not only the standard to judge competence but the means to acquire it.*

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**41.00 ADMINISTRATORS**

- 41.10 Administrators, as professionals, by their words and actions, reflect upon all other administrators.
- 41.20 The professional organization related to the expertise of administrators provides the standards of professional competence and performance by which the member shall be judged.
- 41.30 Administrators cooperate in the development and enforcement of due process procedures in the administration of charges of misconduct and/or incompetence. Administrators may seek assistance from appropriate organizations.
- 41.40 Administrators shall belong to and be active in their professional associations.
- 41.50 Administrators support board members being active members of their professional association, the Michigan Association of School Boards.

**Principle V:**

**Commitment to Serve Others Above Self**

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**50.00 BOARD MEMBERS**

- 50.10 Board members serve to assure that the mission of the district is achieved without discrimination.
- 50.20 The board, as a prerequisite to autonomy and maintenance of professionalism, acts to provide appropriate compensation for all employees.
- 50.30 When mutual trust does not exist between the board and superintendent and when the board has adequately apprised the superintendent of any irreconcilable differences, a mutually acceptable termination is in order.
- 50.40 When vested interests or conflict of interests arise on any issue, the involved board member shall refrain from all related deliberations and decisions, and from influencing the decision of other board members on such issues.
- 50.50 A board member does not use the board position as a means of self-aggrandizement or for promoting other political aspirations.

*The members of the board and all administrators are committed to serve society and are dedicated to improving the status and conditions of humankind by serving others.*

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**51.00 ADMINISTRATORS**

- 51.10 Administrators are dedicated to administering their specific area of responsibility as an articulate part of the educational mission to provide, without discrimination, the right of each person to equal educational opportunity.
- 51.20 Administrators, through the superintendent, evaluate and recommend appropriate compensation for all personnel within their area of responsibility.
- 51.30 Administrators enter into contracts with full intent to fulfill them in every respect. When a board and administrator mutually agree upon termination before the completion of the contract term, there shall be adequate time for the orderly transfer of responsibilities.
- 51.40 When a vested interest or conflict of interest arises involving an administrator, that administrator shall refrain from any recommendations or deliberations related to the issue.
- 51.50 Administrators do not use their position in the district as a means of promoting political aspirations of board members or themselves.

## **Operational Principles and Procedures**

### **Board of Education-Administration Relationships**

Suggested bylaw, policy and contract ideas that address the management-leadership potential of Michigan schools and maximize the professional growth and equitable treatment of administrators based upon the adopted Michigan Code of Ethical Relationships.

### **RECOMMENDATIONS**

The Michigan Association of School Boards and the Michigan Congress of School Administrator Associations recommend that local boards of education adopt policies and procedures that insure the development of effective administrator teams. Such policies and procedures should deal with: (1) evaluation, (2) remediation and probation, (3) demotion, dismissal and non re-employment and (4) professional development.

The following descriptions are recommended for inclusion in board policy statement regarding these specific items.

#### **I. Evaluation:**

- A. Every administrative position shall have a written job description which specifies responsibilities and corresponding authority and support. Periodically, the superintendent, in consultation with the administrator, shall review the job description and modify it to reflect changes in the responsibilities of the position.
- B. The performance of every administrator shall be formally evaluated annually. This formal evaluation shall be based upon the job description, short-term and long-term goals and/or performance objectives. The formal evaluation procedures shall also:
  - (1) Be based on procedures and instruments understood by all parties at the outset of the contract period.

- (2) Indicate the person(s) responsible for performing the evaluation.
  - (3) Be followed by a written summary and a personal conference for re-enforcement.
- C. It is recommended that the board be solely responsible for continually evaluating the performance of its superintendent. Through its policies, the board should assign to the superintendent or designee the responsibility for evaluating other administrators.

## **II. Remediation and Probation The Superintendent**

### **The Superintendent**

- A. The board shall inform the superintendent of necessary remediation or possible probation in accordance with the existing contract terms.

### **Other Administrators**

- B. Annual formal evaluations of administrators shall be based on the job description, short-term and longterm goals and/or performance objectives. If deficiencies are identified, a plan of assistance will be cooperatively developed with the administrator indicating what is expected of the administrator and what the immediate supervisor will do to help the administrator achieve those expectations.
- C. A line of communication with continual observation and evaluation shall occur. A written evaluation and job status decision indicating remediation progress or failure to remediate should be made no less than 90 days (or in accordance with current law) before the end of the contract year.

### **III. Demotion, Dismissal and Nonrenewal:**

Every board should provide all administrators, other than the superintendent, who are not performing their professional responsibilities as prescribed by the board: (1) a notice and statement of reasons relating to the demotion, dismissal or nonrenewal of contract; (2) meeting with the board prior to demotion, dismissal, or nonrenewal of contract; and (3) the right to representation at the hearing to speak on their behalf

### **IV. Professional Development:**

Board bylaws and/or policy should recognize the need for professional development of administrators and board members. Bylaws and/or policies should encourage attendance at professional conferences, leadership in professional associations, completion of classes, seminars and workshops and other developmental activities. The bylaws and/or policies should describe provisions for released time, travel reimbursement, reporting results and other conditions appropriate for the exercise of professional development.

The board's bylaws, policies and procedures shall be reviewed as often as necessary and be continually updated to remain consistent with practice.

It is an expectation of the Michigan Association of School Boards and the Michigan Congress of School Administrator Associations that local boards and local administrators will adopt and comply with statements and principles outlined in this document by incorporating specific language in board bylaws and policy.





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