



Ford Administration  
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223  
www.hazelparkschools.org

**Agenda**

**Regular Meeting**

Ford Administration Building

1620 E Elza Avenue

Hazel Park, MI 48030

January 22, 2024

7:00 PM

**LOCATION AND FORMAT:** The meeting will be held at the Ford Administration Building, 1620 E Elza Hazel Park, Michigan. It will be live-streamed on YouTube. Members of the public wishing to speak during the public comment portion of the meeting may do so in-person or by emailing Board President, Rick Nagy, prior to the meeting at [rick.nagy@myhpsd.org](mailto:rick.nagy@myhpsd.org).

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF THE AGENDA (ACTION ITEM)**

**SPECIAL ORDER OF BUSINESS**

A. Board of Education Organizational Meeting

1) Election of Officers (Action Item)

- a. President
- b. Vice-President
- c. Treasurer
- d. Secretary

B. Board of Education Committee Appointments (Informational Item)

1) Board of Education Committees

- a. Finance
- b. Buildings and Grounds
- c. Personnel
- d. Policy
- e. Enrollment

2) Superintendent Committees

- a. Community Engagement
- b. Ruth Giese Fund
- c. Honoring HP Contributors

3) Local Appointments

- a. Designate and an Alternate to aid on the budget of Oakland Schools and to elect members to the Board of Oakland Schools
- b. Board Member to the Oakland County School Board Government Relations Committee
- C. 2024 Business Organizational Items (Action Items) 5
  - 1) Designation of District Legal Counsel Representation
  - 2) Establishment of Bank Accounts and Authorized Signers
  - 3) People Authorized to Make Investments
  - 4) People Authorized to Make Wire Transfers
  - 5) People Authorized to Enter into Agreements with Financial Institutions for Commercial
  - 6) People Authorized to Sign in the Name of Hazel Park Schools
  - 7) Newspaper for Official Publications
  - 8) Authorize Summer and Winter Tax Collection for Each Municipality
  - 9) Designation of Person Responsible for Implementing Public Notice Requirement of the Open Meetings Act
  - 10) Designation of Property/Liability & Workers Compensation Insurance Carriers
  - 11) Designation of Auditors
  - 12) Designation of Architect of Record
  - 13) Position Titles Authorized to use District Credit/Debit Cards
- D. Complete the Board of Education Meeting Calendar through January 2025 (Action Items) 9
- E. Student of the Month
- F. Advantage Presentation
- G. High School Representatives
- H. Junior High Representatives

### **PUBLIC COMMENT**

*The Board of Education recognizes the value of public comment on education items and the importance of allowing members of the public to express themselves on District matters. During this portion of public comment, each statement made by a participant shall be limited to three (3) minutes and participants must identify themselves by name and address.*

### **CONSENT AGENDA (Action Items)**

*The Board of Education shall use a consent agenda to keep routine matters within a reasonable time frame. A member of the Board may request any item to be removed from the consent agenda and defer it for more discussion and specific action.*

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F. DECA Competition	
G. Strategic Plan Update	
<b>REQUESTS FOR FUTURE AGENDA ITEMS</b>	
<b>CALENDAR DATES</b>	
<b>PUBLIC COMMENT</b>	
<i>During this portion of public comment, each statement made by a participant shall be limited to one (1) minute and participants must identify themselves by name and address.</i>	
<b>CLOSED SESSION</b>	
A. Motion to adjourn to closed session for the purpose of considering safety planning pursuant to section 8(k) & 8(a) for complaint and disciplinary actions of the Open Meetings Act.	
B. Emergency Operations Plan Approval (Action Item)	111

**BOARD MEMBER AND ADMINISTRATION COMMENTS  
ADJOURNMENT**

Any person with a disability who needs accommodation for participation in this meeting should contact the Superintendent's office at (248) 658-5220 at least five (5) days in advance of the meeting to request assistance.

All Official minutes of school board meetings are stored and available for inspection in the Ford Administration office at the above address.

This notice is given in compliance with Act No. 267 of the Public Acts Michigan, 1976

**SCHOOL DISTRICT OF THE CITY OF HAZEL PARK**  
**2024 ORGANIZATIONAL ITEMS**  
**January 22, 2024**

**1. Designation of District Legal Counsel Representation:**

That the following firms be designated as district legal counsel:

Clark Hill, P.L.C.  
Giarmarco, Mullins, & Horton, P.C.  
McGraw Morris P.C.  
Miller Canfield, P.C.

**2. Establishment of Bank Accounts and Authorized Signers:**

That the following bank accounts and authorized signers be established for Hazel Park Schools.

**A. Authorized Signers:**

Board of Education President  
Board of Education Treasurer  
Assistant Superintendent of Business and Operations  
Director of Business

**B. Bank Accounts:**

Huntington Bank:

Common Cash  
Common Debt  
Sinking Fund

MILAF

Common Cash  
Common Debt  
Sinking Fund

Authorized Investment Banks:

J.P. Morgan – Chase Bank  
Michigan Liquid Asset Fund Plus  
Michigan Class  
Michigan National Bank  
Comerica Bank  
U.S. Bank

Bank of America  
Bank of New York Mellon  
Harris Bank  
First Merit Bank  
Fifth Third Bank  
Huntington Bank

Bond Debt Service Accounts

Bank of New York Mellon  
US Bank  
Huntington Bank

**SCHOOL DISTRICT OF THE CITY OF HAZEL PARK**  
**2024 ORGANIZATIONAL ITEMS**  
**January 22, 2024**

**3. Persons Authorized to Make Investments:**

That the following persons be authorized to make investments on behalf of Hazel Park Schools:

Superintendent of Schools  
Assistant Superintendent of Business and Operations  
Director of Business

**4. Persons Authorized to Make Wire Transfers:**

That the following persons be authorized to make wire transfers on behalf of Hazel Park Schools:

Superintendent of Schools  
Assistant Superintendent of Business and Operations  
Director of Business

**5. Persons Authorized to Enter into Agreements with Financial Institutions for Commercial Card Agreements, Custodial Agreements, and Other Financial Transactions:**

That the following persons be authorized to enter into agreements with financial institutions for commercial card agreements, custodial agreements, and other financial transactions:

Superintendent of Schools  
Assistant Superintendent of Business and Operations  
Director of Business

**6. Persons Authorized to Sign in the Name of Hazel Park Schools:**

That the following persons be authorized to sign for the listed purposes in the name of the School District of the City of Hazel Park:

**A. Master Employee Contracts:**

Board President  
Superintendent of Schools

**B. Individual Employee Contracts**

Superintendent of Schools

**C. Third Party Contracts for Substitutes and Administrators**

Superintendent of Schools  
Assistant Superintendent of Business and Operations

**SCHOOL DISTRICT OF THE CITY OF HAZEL PARK**  
**2024 ORGANIZATIONAL ITEMS**  
**January 22, 2024**

D. Third Party Contracts for Non-Instructional Supporting Services

Superintendent of Schools  
Assistant Superintendent of Business and Operations

E. Third Party Contracts for Employee Benefit Programs and Services

Superintendent of Schools  
Assistant Superintendent of Business and Operations

F. Titles, Deeds, Leases, and Easement Agreements

Board President  
Superintendent of Schools  
Assistant Superintendent of Business and Operations

G. Reports to the State Department of Education

Superintendent of Schools  
Assistant Superintendent of Business and Operations  
Director of Student Services & Special Education  
Director of Business

H. Construction Contracts

Superintendent of Schools  
Assistant Superintendent of Business and Operations

I. Federal Aid Agreements and Reports

Superintendent of Schools  
Assistant Superintendent of Business and Operations  
Director of Business

J. Special Education Agreements

Superintendent of Schools  
Assistant Superintendent of Business and Operations  
Director of Student Services & Special Education  
Director of Business

K. Purchase Orders

Superintendent of Schools  
Assistant Superintendent of Business and Operations  
Director of Business

L. Grant Authorization

Superintendent of Schools  
Assistant Superintendent of Business and Operations  
Director of Business

**SCHOOL DISTRICT OF THE CITY OF HAZEL PARK**  
**2024 ORGANIZATIONAL ITEMS**  
**January 22, 2024**

**7. Newspapers for Official Publications:**

That C&G Newspapers be designated as the newspaper(s) for official publications for the Board of Education.

Oakland Press is alternate designee if publication times are not available with C&G Newspapers

**8. Authorize Summer and Winter Tax Collection for Each Municipality:**

That the Assistant Superintendent of Business and Operations or Director of Business be authorized to request summer and winter tax collection from each municipality.

**9. Designation of Person Responsible for Implementing Public Notice Requirements of the Open Meetings Act:**

That the Executive Assistant to the Superintendent be designated as the person responsible for implementing the public notice requirements of the Open Meetings Act, Section 5(1).

**10. Designation of Property/Liability & Worker's Compensation Insurance Carriers:**

That the following insurance carriers provide insurance coverage:

SET/SEG, for property, fleet, general, and other liability insurance coverage

SEG Worker Compensation Trust, worker's compensation insurance coverage

**11. Designation of Auditors:**

Plante Moran has been the designated auditors for financial statements and federal awards. They are appointed annually.

**12. Designation of Architect of Record:**

That the TMP Architects, Partners In Architecture and KingScott be designated as architect of record for the 2024 year.

**13. Designation of General Contractor of Record:**

That the Clark Construction be designated as the general contractor for the purpose of bond work for the 2024 year.

**14. Position Titles authorized to use District Credit/Debit Cards:**

Superintendent

Assistant Superintendent

Administrator

Building and Administrative Secretaries

Principal

Maintenance Staff

Supervisor/Coordinator

Business Office Staff

Other as designated by Superintendent





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## Suggested Calendar Holds Board of Education Meeting Dates 2024 School Year

Mon.	1/8/24	Board of Education Workshop	5:00pm
Mon.	1/22/24	Board of Education Regular Meeting	7:00pm
Mon.	2/5/24	Board of Education Workshop	5:00pm
Mon.	2/26/24	Board of Education Regular Meeting	5:30pm
Mon.	3/4/24	Board of Education Workshop	5:00pm
Mon.	3/18/24	Board of Education Regular Meeting	5:30pm
Mon.	4/1/24	Board of Education Workshop	5:00pm
Mon.	4/15/24	Board of Education Regular Meeting	5:30pm
Mon.	5/6/24	Board of Education Workshop	5:00pm
Mon.	5/20/24	Board of Education Regular Meeting	5:30pm
Mon.	6/3/24	Board of Education Workshop	5:00pm
Mon.	6/17/24	Board of Education Regular Meeting	5:30pm
Mon.	8/5/24	Board of Education Workshop	5:00pm

<b>Mon. 8/19/24</b>	<b>Board of Education Regular Meeting</b>	<b>5:30pm</b>
<b>Mon 8/26/24</b>	<b>Board of Education Workshop</b>	<b>5:00pm</b>
<b>Mon. 9/16/24</b>	<b>Board of Education Regular Meeting</b>	<b>5:30pm</b>
<b>Mon. 10/7/24</b>	<b>Board of Education Workshop</b>	<b>5:00pm</b>
<b>Mon. 10/21/24</b>	<b>Board of Education Regular Meeting</b>	<b>5:30pm</b>
<b>Mon. 11/4/24</b>	<b>Board of Education Workshop</b>	<b>5:00pm</b>
<b>Mon. 11/18/24</b>	<b>Board of Education Regular Meeting</b>	<b>5:30pm</b>
<b>Mon. 12/2/24</b>	<b>Board of Education Workshop</b>	<b>5:00pm</b>
<b>Mon. 12/16/24</b>	<b>Board of Education Regular Meeting</b>	<b>5:30pm</b>



SCHOOL DISTRICT OF THE  
CITY OF HAZEL PARK  
COUNTY OF OAKLAND AND STATE OF MI  
Agenda  
Regular Meeting  
December 18, 2023 5:30 PM

**CALL TO ORDER**

*The regular meeting of the Hazel Park Board of Education was called to order on December 18, 2023 at 5:30 pm.*

**ROLL CALL**

*Members Present: Fortress, Hinton, Laframboise, Rattee, Nagy*

*Members Absent: Baldwin, Rice*

*Others Present: Kruppe, Zirnis, Dulmage*

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF THE AGENDA (ACTION ITEM)**

Moved by Fortress, supported by Rattee, that the Board of Education approve the agenda as written.

Discussion

Roll Call

Yays: Fortress, Hinton, Laframboise, Rattee, Nagy

Nays:

**Motion carried.**

**SPECIAL ORDER OF BUSINESS**

- A. Student of the Month*
- B. Advantage Representative*
- C. Junior High Representatives*
- D. High School Representatives*
- E. Webster Presentation*
- F. PBIS / Discipline Data*

**PUBLIC COMMENT**

**CONSENT AGENDA (Action Items)**

- A. Approval of Minutes*
  - 1. Board Meetings*
  - 2. Committee Meetings*
- B. Monthly Financial Reports*
- C. Personnel Recommendations*
- D. Conference Requests*

Moved by Fortress, supported by Rattee, that the Board of Education approve the Consent Agenda, as presented.

*Discussion*

Roll Call

Yays: Fortress, Rattee, Hinton, Laframboise, Nagy

Nays:

**Motion carried.**

***NEW BUSINESS***

***A. Bond Approval (Action Item)***

Moved by Fortress, supported by Rattee, that the Board of Education approve the Bond Language as presented for the 13 Millage Tax Levy for \$150,000,000.

*Discussion*

Roll Call

Yays: Rattee, Nagy

Nays: Fortress, Hinton, Laframboise,

**Motion failed.**

***B. Budget Amendment (Action Item)***

Moved by Fortress, supported by Laframboise, that the Board of Education approve the 2023/24 Budget Amendment for the General Fund, as presented.

*Discussion*

Roll Call

Yays: Fortress, Laframboise, Hinton, Rattee, Nagy

Nays:

**Motion carried.**

***C. School of Choice Resolution (Action Item)***

Moved by Rattee, supported by Laframboise, that the Board of Education approve the continuation for School of Choice, as presented.

*Discussion*

Roll Call

Yays: Rattee, Laframboise, Fortress, Hinton, Nagy

Nays:

**Motion carried.**

***D. LOA on MERC (Action Item)***

Moved by Fortress, supported by Rattee, that the Board of Education approve the LOA on MERC, as presented.

*Discussion*

Roll Call

Yays: Fortress, Rattee, Hinton, Laframboise, Nagy

Nays:

**Motion carried.**

***E. Board Training (Action Item)***

Moved by Fortress, supported by Hinton, that the Board of Education approve the Board Member Training, as presented.

*Discussion*

12

Roll Call

Yays: Fortress, Hinton, Laframboise, Rattee, Nagy

Nays:

**Motion carried.**

***F. Early Middle College Approval (Action Item)***

Moved by Rattee, supported by Hinton, that the Board of Education approve a five year EMC program of study that requires enrollment in a math or math related course to be taken in the fifth year for Early Middle College students.

*Discussion*

Roll Call

Yays: Rattee, Hinton, Fortress, Laframboise, Nagy

Nays:

**Motion carried.**

***G. Camp Hazelwood Oversight (Action Item)***

Moved by Fortress, supported by Hinton, that the Board of Education approve the search for a suitable person to live on site at Camp Hazelwood and maintain the equipment and property as needed.

*Discussion*

Roll Call

Yays: Fortress, Hinton, Laframboise, Rattee, Nagy

Nays:

**Motion carried.**

***H. Employment of a Paraprofessional (Action Item)***

Moved by Fortress, supported by Rattee, that the Board of Education approve the resolution for the Employment of a Paraprofessional, as presented.

*Discussion*

Roll Call

Yays: Fortress, Rattee, Hinton, Laframboise, Nagy

Nays:

**Motion carried.**

***I. Readmission of Student (Action Item)***

Moved by Rattee, supported by Fortress, that the Board of Education approve the re-entry of the student to Hazel Park Schools, as presented.

*Discussion*

Roll Call

Yays: Rattee, Fortress, Hinton, Laframboise, Nagy

Nays:

**Motion carried.**

***J. Student Discipline (Action Item)***

Moved by Rattee, supported by Fortress, that the Board of Education approve the student discipline, as presented.

*Discussion*

Roll Call

Yays: Rattee, Fortress, Hinton, Laframboise, Nagy

Nays:

**Motion carried.**

### ***SUPERINTENDENT REPORT***

- A. Enrollment*
- B. Fundraisers*
- C. Alliance of Coalitions*
- D. 2023-24 ADK-Mu Classroom Grant Award*
- E. Youth Assistance Grants for Youth*
- F. Holiday Baskets*
- G. 2024 Board Dates*

### ***CALENDAR DATES***

### ***PUBLIC COMMENT -***

### ***BOARD MEMBER AND ADMINISTRATION COMMENTS***

Debbie Laframboise, Board Trustee

Congratulations to the Students of the Month. I am very excited to have this back. I'm glad the Drama club had an amazing learning experience in Lansing. Hopefully we can bring the bond back in November. Thank you for the gifts and Merry Christmas.

Monica Rattee, Board Treasurer

I'm so glad to have Student of the Month back because I love it! I love the Advantage Representative and how he acts nervous but he secretly loves it. I voted yes for the bond because the 7 of us, or the 5 of us shouldn't make a decision for the public. Their voices should be heard on this. I'm disappointed. Kudos to everyone on their holiday concerts! The sport events are definitely more packed now and I love seeing that! I just want to thank everyone for their hard work. Merry Christmas.

Beverly Hinton, Board Trustee

Congratulations to Todd Ross, he always does a great job! The junior high was the only concert I was able to make time to attend and it was so good! The presentations were good and I'm glad to have the Student of the Month back, it's awesome! Youth Assistance passed out 90

Grinch bags! It was such a successful event and a lot of fun. Thank you for the gifts and I wish everyone a happy and safe holiday.

Heidi Fortress, Board Trustee

I agree the junior high concert was concert was amazing! Hoover was great, they're so cute! Bev, Debbie and I went to the Oakland County dinner and we sat with Clawson. They have moved all their schools to one campus as community schools. I enjoyed it, it's always nice to meet fellow board members from other districts. I have questions that have not been answered about the bond. As a Board member, I do my due diligence to get the answers. Thank you for the gifts and for sticking around for this meeting. I appreciate the staff and all they do and wish everyone a Merry Christmas!

Dr. Amy Kruppe, Superintendent

The Grinch bags are such a great event! I hope next year we can do the Grinch together!

Rick Nagy, Board President

I'm a big advocate of working together. I haven't heard anything negative regarding the bond except from two city people. I would have liked to see it move forward. Thank you to everyone for being here tonight. I enjoyed the students, I always enjoy when the students are here. Thank you for the gifts. Merry Christmas and Happy New Year!

*Moved and supported that the meeting be adjourned at 8:08 PM*

*Unanimous Approval.*



SCHOOL DISTRICT OF THE  
CITY OF HAZEL PARK  
COUNTY OF OAKLAND AND STATE OF MI  
Agenda  
Special Meeting  
December 20, 2023 3:00 PM

**CALL TO ORDER**

*I will now call the special meeting of the Hazel Park Board of Education to order on this, December 20, 2023 is called to order at 3:05 pm.*

**ROLL CALL**

*Members Present: Baldwin, Fortress, Hinton, Laframboise, Rattee, Rice, Nagy*

*Members Absent:*

*Others Present: Kruppe, Zirnis, Dulmage*

**APPROVAL OF THE AGENDA (ACTION ITEM)**

Moved by Baldwin, supported by Rattee, that the Board of Education approve the agenda as written.

Discussion

Roll Call

Yays: Baldwin, Rattee, Fortress, Hinton, Laframboise, Rice, Nagy

Nays:

Motion carried.

**PUBLIC COMMENT -**

*Clint Adkins*

*1301 W Maxlow Ave.  
Hazel Park MI 48030*

*Mr Adkins served on the school board for 28 years and worked with bond issues since 1985. The bonds were the same, he doesn't feel it's the board to make the decision; it should be submitted to the state and then put to the community to hear their voice. The people in Hazel Park should be given the opportunity to make the decision.*

**NEW BUSINESS**

**A. Bond Approval (Action Item)**

Moved by Baldwin, supported by Rattee, that the Board of Education approve to send the application to the state, as presented.

Discussion

Amended Motion: Moved by Baldwin, supported by Rice, that the Board of Education move the qualification forward to the Treasury, as presented.



Roll Call

Yays: Baldwin, Rice, Fortress, Hinton, Laframboise, Rattee, Nagy

Nays:

Motion carried.

**PUBLIC COMMENT -**

*Clint Adkins*

*1301 W Maxlow Ave.  
Hazel Park MI 48030*

*Mr Adkins stated frustration and disappointment in those who did not want to give the vote to the people of Hazel Park.*

*Eric McPherson*

*33639 Poplar Ct*

*Mr McPherson commended the School Board for approving the bond to let citizens vote. Many cities have done this, the longer you wait the more it's going to cost. We need to build this community.*

**BOARD MEMBER AND ADMINISTRATION COMMENTS**

Heidi Fortress, Board Trustee

I appreciate comments made during this meeting but in order for this to go to the public it has to go through the board first. I don't believe that was adequately done, we have made no decisions in this project. If the board was listened to and heard and we had a say in it then yes maybe I would have made that decision to have it go to the public. As you see they rescinded the vote from Monday's meeting and it is going to the public for a vote. We will see what happens at the polls on the 7th.

Beverly Hinton, Board Trustee

West Bloomfield had several of its board Members vote against the bond going to community and it passed because this is going on to the Treasury. Nothing was wrong with West Bloomfield's board voting against it. Everybody has a right to an opinion, I think taxpayers deserve a break and our kids deserve all this stuff that's on the table. If the parents get a tax break maybe they can pay a light bill, ect. I don't know. Kids can benefit in a different way. I appreciate this meeting, absolutely, for sure. I got a lot of answers tonight. People are

paying \$8,000. I went to a city council meeting and they are grandfathering these taxes in somehow. The lady two doors down from me spoke that night, she's paying \$8,000. It's time of great inflation, people are struggling all over the country. People are lining up here for food all the time. So for the meantime, we can go back in November. It would have to be for less but we can. We're going to get one new school when we have four of that age group? I'd like to have all new schools with the right size classrooms. Anyway, I'm done. Thank you for coming out and talking to us again.

Melissa Baldwin, Board Vice President

I appreciate all the questions. I have a better understanding, it's very interesting. I think the community will support this bond issue. This is for our kids. I would also like to say it's not the school's fault the tax system is broken. We all do not like how heavily property tax, everyone's taxes are going up. The grandfathering is a new enterprise zone and it's awesome for those new residents. We do need all new schools but let's start with one. Thank you!

Dawn Rice, Board Secretary

I have been looking into the tax thing. Two millages coming off will be \$42 a year. We started asking for 15, took it down to 13. We are only looking to maintain what we are already getting, my bill is going down \$42. It's three something a month. I was voted in to look out for our kids, I want our kids to get everything and if we can help them we need to do that. I appreciate all the hard work that went into this because it's about these kids. They can't be better if we don't give them better. Thank you!

Monica Rattee, Board Treasurer

I think our citizens should vote on this. We need to let them have the vote. I am happy and

I learned a lot today. I learned a lot from Debbie's questions. Thank you. Everyone have a good holiday.

Debbie Laframboise, Board Trustee

I was not totally against the bond, or sending it to the citizens. I was against the amount, the timing, and the lack of understanding. I think the community was not totally informed. I would think we can do a better job before we reach out asking for \$150 million dollar bond and \$150 million dollars in interest. Thank you gentleman for answering all my questions and for being patient. I have a lot of questions all the time.

Dr. Amy Kruppe, Superintendent

Thank you for being here. Please feel free to give me a call to come in for a visit. The next vote not for the bond but to put the question out to the taxpayers.

Rick Nagy, President

Thank you for all your information that helped me out a little more. Debbie's questions also helped me out too. It's a tough thing talking about \$150 million dollars. No one wants to spend that kind of money but we did it 20 years ago. We didn't do everything because we didn't have enough money to do it. Safety is important and changing doors and windows, heating and cooling, and just making our buildings safer for our students. The high school is always cold according to my granddaughter. People need to come into our buildings and see and understand why this needs to be done. The residents have no idea buying expensive homes they have aren't aware of what the buildings need. Thank you everyone for being here.

*Moved and supported that the meeting be adjourned at 4:44 PM  
Unanimous Approval.*



SCHOOL DISTRICT OF THE  
CITY OF HAZEL PARK  
COUNTY OF OAKLAND AND STATE OF MI  
Agenda  
Workshop Meeting  
January 8, 2024 5:00 PM

**CALL TO ORDER**

The Workshop Meeting of the Hazel Park Board of Education was held on January 8, 2024 and was called to order by President Nagy at 5:00 p.m.

Roll Call Vote:

Members Present: Hinton, Laframboise, Rattee, Nagy

Members Absent: Baldwin, Fortress, Rice

Others Present: Kruppe, Zirnig, Dulmage

Approval of the Agenda (Action Item)

Moved by Rattee, supported by Laframboise, that the Agenda be approved as written.

Amended Motion: Moved by Rattee, supported by Laframboise, that the Agenda be approved as written with the exception of item C being moved to A.

Discussion

Roll Call Vote:

Yeas: Rattee, Laframboise, Hinton, Nagy

Nays:

Motion carried.

Public Comment - None

NEW BUSINESS

A. January Meeting (Action Item)

Moved by Laframboise, supported by Rattee, that the time change for the January meeting be approved as presented.

Discussion

Roll Call

Yeas: Laframboise, Rattee, Hinton, Nagy

Nays:

Motion carried.

B. Bond Questions

Mr. Zirnig shared the process regarding the next steps in the Bond process allowing for members of the board to ask any questions they have. Friday that state approved the pre-qualification application with no revisions. On January 22, 2024 at our Regular Meeting we will present the ballot language to the board. Mr. John Davids explained the basic language and how it covers a broad area purposely so that the process has an easier flow. Mrs. Hinton stated that she read you cannot change how bonds are being

used. Mr. Davids responded that you can submit a letter to the state for approval of any changes that may arise during the process. Mr. Zirnig continued with the process, stating it had to be sent to the county by February 13, 2024 and the community meetings will be conducted after this step has been completed. This would put the question on the ballot in May to ask the residents.

### C. Student Achievement

Dr Dulmage presented information on the student data. The report had data compiled from 2019 - 2023. We show an increase in many areas and are maintaining it. The first section of the report showed third grade students, the graphs show how we are closing the learning gaps of students who are not proficient. Dr Dulmage explained how school grades are no longer in play as Governor Whitmer has recently removed it. This method did not accurately represent the growth that is happening in Hazel Park. The growth and change is determined over a period of time and it represents students who have remained in the district from 2019 - 2023. M-Step information was shared in the fall and as a reminder, we are seeing huge changes in the learning gaps that our students suffered during the pandemic, which is reducing the not proficient category.

### ~~C. January Meeting (Action Item)~~

Public Comment - None

Board Members and Administration Comments

Deborah Laframboise, Trustee

Thank you to everyone who presented tonight and has been here to answer questions. I hope everyone had a great holiday.

Monica Rattee, Treasurer

Thank you Dr Dulmage for the deep dive into the Data and thank you for always making sure our kids have what they need to be successful. Good luck to the Boys Basketball team and go blue!

Beverly Hinton, Trustee

Nice to have a short meeting. I wanted to mention that Chad Carr, a former hp graduate that was in my Cars class many years ago was sworn in at the Ferndale Fire Department tonight. I've kept in touch with the family over the years. It was so exciting to hear! Hazel Park has had a lot of success. Thank you for coming out and answering questions. Dr Dulmage for your report, there is a lot in there. It's a lot of time.

Dr Amy Kruppe, Superintendent

A reminder that Gleaners is tomorrow at 11:00 am. Concerned with the change in time but hopeful we have been able to communicate it out to everyone. There has been a lot of sad news with the passing of Leo Davids, Matt Bylski over the break and the loss of Marion Ginopolis, a former Superintendent of

Lake Orion. There was also some wonderful news as I was able to connect with the Hazel Park community and hear wonderful things like people becoming orthodontists, nurses and doctors. I will say it... Go blue! I have to root for that Michigan team. We also have a meeting tomorrow night (January 9, 2024) at 5:30pm for the Bond. There will be a letter coming out later tonight about the dates for those meetings as well as the time change for the regular meeting this month.

Rick Nagy, President

Thank you John for being here tonight and Dr Dulmage thank you for your presentation. It was very informative. Happy New Year to everybody.

Adjournment

Moved and supported that the meeting be adjourned at 5:59pm.  
Unanimous Approval.

Respectfully submitted,

Melissa Baldwin, Secretary  
Hazel Park Board of Education



Ford Administration  
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223  
www.hazelparkschools.org

To: Hazel Park Board of Education  
From: Dr. Amy Kruppe, Superintendent  
Subject: Personnel Recommendations Report  
Date: January 22, 2024

Please see the personnel actions as indicated on the *Hazel Park Board of Education Personnel Recommendations* report for the January 22, 2024 Board of Education regular meeting. The packet also includes supporting documentation.

**Goal Statement - Resources**

The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

**Recommendation**

That the Board of Education approve the Personnel Recommendations as presented.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**

\_\_\_\_\_  
Amy Y. Kruppe, Ed.D.  
Superintendent



NAME	EVENT	DATES OF EVENT	Location	ESTIMATED COST
David Cameron	Kids Who Challenge Us:	12/15/23	Zoom	\$0.00
Karen Ryan	Peer2Peer Meeting	2/2/24	In-Person	\$0.00
Jodi Cox	Peer2Peer Meeting	2/2/24	In-Person	\$0.00





Ford Administration  
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223  
www.hazelparkschools.org

To: Hazel Park Board of Education  
From: Amy Kruppe, Superintendent  
Subject: 2024 LIFT Conference  
Date: 1-22-2024

We are formally requesting approval for travel and accommodation arrangements related to the attendance of Dr Kruppe and Dr Dulmage at the Leadership Investing in Future Teachers Conference in San Diego, California, scheduled from March 24 to 27, 2024.

The conference, hosted by the Carnegie Foundation, offers a unique opportunity for professional development, networking, and collaboration in the field of improvement science and educational outcomes. To ensure our active participation at the event, we seek approval for the following:

1. **Travel Expenses:** Approval for travel expenses, including airfare or other transportation costs associated with attending the conference.
2. **Accommodation:** Approval for hotel accommodations for the duration of the conference.

The insights and knowledge gained from this conference will directly contribute to our ongoing efforts to enhance education within our district. We believe that participating in such events is essential for staying at the forefront of educational advancements and best practices. Below you will find a detailed breakdown of estimated costs for your review. The expenses for the conference registration, airfare, and hotel lodging will be reimbursed to the district.

Registration:	\$ 1,095	x2
Hotel:	\$ 1486	x2
Airfare:	\$ 845	x2

Total trip per person: \$ 2,666

**Strategic Goal Alignment -**

Curriculum & Instruction: Hazel Park Schools will develop innovative, independent, and persistent learners who think critically, communicate effectively, and positively influence the local and global community.

**Funding Source:**

- General Fund

**Recommendation**

The Board of Education to approve for Dr Kruppe and Dr Dulmage to attend the 2024 LIFT Conference, as presented.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**

Amy Y. Kruppe, Ed.D.,  
Superintendent





Happy New Year from LIFT

As we start this new year, we want to take this opportunity to thank you for your support and extend an invitation to help both of us move closer toward our mutual goals.

As you may already know, the Carnegie Foundation hosts an [annual summit conference](#) focusing on [improvement science](#) and [improving educational outcomes](#). Our grant budget allows us some flexibility on supporting conference attendance for our fellows and partners. As our 1<sup>st</sup> cohort is full but smaller than future cohorts, we'd like to invite you (Superintendent Amy Kruppe) and/or your Assistant Superintendent (Stephanie Dulmage) to attend this year's conference with us.

LIFT will cover the conference registration, airfare, and [hotel lodging](#) for March 24<sup>th</sup> through March 27<sup>th</sup> at the San Diego, CA. summit.

You may confirm acceptance of this invitation by Thursday, Jan. 18<sup>th</sup> and LIFT will register you for the conference with the [Early Bird registration](#) rate, then you can make your airfare reservations and hotel reservations on your own. (LIFT will cover "Main Cabin" airfare. Also see the list of [conference block hotels](#).)

After the conference, you can submit a pre-approved reimbursement request and LIFT will reimburse for the full airfare and block hotel lodging amount. (Reimbursements will be issued after attendance and receipts are received.)

During the conference days, we will have one LIFT gathering in which all the attending fellows and partners will meet and share goals, ideas, suggestions, and aspirations to result from this program. Throughout the conference you are on your own to learn and share all that you can.

Your partnership is valued. Attendance at this conference and our LIFT gathering will help solidify our partnership understanding and help propel us toward our mutual goal. We would love to have you there.

If you are not able to attend, please reply as soon as possible before Jan. 18<sup>th</sup> to allow others this opportunity. You may also recommend someone else from your district who can influence change and/or has a relationship with LIFT.

We look forward to hearing from you soon.

Yours,

Dr. Robert A. Martin, LIFT Program Director  
Dr. Albert Hodge, LIFT Program Manager  
Ms. Alaina Wood, LIFT Program Assistant



Ford Administration  
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223  
www.hazelparkschools.org

To: Amy Kruppe, Superintendent  
From: Jason Zirniss, Assistant Superintendent of Business and Operations  
Subject: Bond Approval  
Date: January 14, 2024

Administration is bringing to the Board a resolution for approval of Ballot Language to request a vote of the residents within the taxable boundaries of Hazel Park School District for a 13 Millage Tax Levy for improvements and construction not to exceed \$150,000,000. Bonds will be issued over 3 series for work across our education facilities to improve safety and security, construction of a new elementary school, upgrades to building systems and increase facilities available for the community.

As indicated by several Facility studies (2016 and 2021), review of our facilities by Kingscott and Clark Construction representatives as well as internal staff there is a significant amount of work that needs to be completed. The work is outlined in the attached prequalification application that was submitted to the Department of Treasury and reviewed for completeness.

The projects listed center around safety and security, heating and cooling, construction of a new elementary school, playgrounds, Camp Hazelwood improvement, interior and exterior door replacement, roof structure replacement, athletic field replacement among other needs throughout the District. The projects brought forth are needs and leaves a number of additional projects that will need to be undertaken in the future when additional funding becomes available.

Resolution attached.


**Goal Statement – Resource:** The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

**Funding Source: No direct financial impact**

**Recommendation**

That the Board of Education approve the Resolution of Ballot Language as presented for a 13 Millage Tax Levy for \$150,000,000.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**

  
\_\_\_\_\_  
Amy Y. Kruppe, Ed.D.  
Superintendent





GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RACHAEL EUBANKS  
STATE TREASURER

January 18, 2024

Ms. Amy Kruppe, Superintendent  
Hazel Park City School District  
1620 E. Elza  
Hazel Park, MI 48030

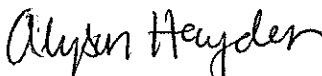
Dear Ms. Kruppe:

In accordance with Act No. 92 of the Public Acts of 2005, I am hereby authorizing preliminary qualification of the district's bond issue as described in the application numbered SBL/63-130-4-K12-15-01 dated December 20, 2023 covering the attached ballot proposition.

Michigan Compiled Laws 211.24f, 380.1361 and 388.1928 require ballot propositions for new bonding proposals to include certain mandatory information. We encourage your district to also provide taxpayers in your school district with information about the school district's participation in the Michigan School Bond Qualification and Loan Program.

This preliminary qualification is hereby authorized for an election to be held on May 7, 2024. The authorization is based on the current interest maturity schedule included in the bond application.

Sincerely,

  
for Rachael Eubanks  
State Treasurer

Attachment

cc: Jeremy S. Motz, Clark Hill PLC

Ms. Amy Kruppe, Superintendent  
Attachment  
January 18, 2024

**HAZEL PARK CITY SCHOOL DISTRICT  
COUNTY OF OAKLAND  
STATE OF MICHIGAN**

**SCHOOL IMPROVEMENT BONDING PROPOSAL**

Shall Hazel Park City School District, Oakland County, Michigan, borrow the sum of not to exceed One Hundred Fifty Million Dollars (\$150,000,000) and issue its general obligation unlimited tax bonds therefor, in one or more series, for the purpose of:

Constructing, equipping and furnishing a new school building, erecting, furnishing, equipping and re-equipping an addition to and partially remodeling, furnishing and refurbishing, equipping and re-equipping school facilities; acquiring, installing, equipping and re-equipping instructional technology for school facilities; constructing, equipping, developing and improving athletic facilities, playgrounds and play fields; and developing and improving sites.

The following is for informational purposes only:

The estimated millage that will be levied for the proposed bonds in 2024, is 5.65 mills (\$5.65 on each estimated \$1,000 of taxable valuation). The maximum number of years the bonds may be outstanding, exclusive of any refunding, is thirty (30) years. The estimated simple average millage anticipated to be required to retire this bond debt is 9.42 mills (\$9.42 on each \$1,000 of taxable valuation).

The School District expects to borrow from the State School Bond Qualification and Loan Program to pay debt service on these bonds. The estimated total principal amount of that borrowing is \$3,384,559 and the estimated total interest to be paid thereon is \$1,255,255. The estimated duration of the millage levy associated with that borrowing is 11 years and the estimated computed millage rate for such levy is 13 mills (\$13 per \$1,000 of taxable value). The estimated computed millage rate may change based on changes in certain circumstances.

The total amount of qualified bonds currently outstanding is \$31,890,000. The total amount of qualified loans currently outstanding is \$0.00.

Pursuant to State law, expenditure of bond proceeds must be audited, and the proceeds cannot be used for repair or maintenance costs, teacher, administrator or employee salaries, or other operating expenses.

**HAZEL PARK CITY SCHOOL DISTRICT  
OAKLAND COUNTY, MICHIGAN**

At a regular meeting of the Board of Education of the Hazel Park City School District, Oakland County, Michigan (the “School District”) held within the boundaries of the School District, on the 22<sup>nd</sup> day of January, 2024 at 7:00 p.m., local time.

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

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

**RESOLUTION APPROVING SCHOOL IMPROVEMENT BOND PROPOSAL TO  
BE VOTED ON AT A REGULAR ELECTION**

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

**RECITALS:**

1. The School District is contemplating undertaking various capital improvements within the School District which include constructing, equipping and furnishing a new school building, erecting, furnishing and equipping additions to and partially remodeling, furnishing and refurbishing, equipping and re-equipping school facilities; acquiring, installing, and equipping instructional technology for school facilities; constructing, equipping, developing and improving athletic facilities, playgrounds and play fields; and developing and improving sites, all as more fully detailed on the School Improvement Bonding Proposal attached as **Exhibit A** (collectively the “Projects”)
2. In the opinion of the Board of Education of the School District, it is necessary and expedient to ask the School District’s voters whether to approve a bonding proposal in order to finance the Projects.
3. The School District estimates the necessary cost of the Projects to be One Hundred Forty-Nine Million Nine Hundred Nine Thousand Eight Hundred Sixty-Two Dollars (\$149,909,862).
4. It will be necessary for the School District to borrow the sum of One Hundred Fifty Million Dollars (\$150,000,000) and issue the bonds of the School District for the Projects.
5. This School District intends to submit a bonding proposal to the voters at a regular election to be held on Tuesday, May 7, 2024, in accordance the Michigan Election Law, Act 116, Public Acts of Michigan, 1954, as amended (the “Michigan Election Law”).
6. In accordance with the Michigan Election Law, on or before 4:00 p.m. on Tuesday, February 13, 2024, the Board of Education of the School District shall certify the ballot proposition to be submitted to the voters at such election to the School District’s Election Coordinator designated to conduct elections within the School District (the “Election Coordinator”).

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The “Bonding Proposal” attached hereto as **Exhibit A**, is hereby approved and shall be submitted to the electors at a Regular Election to be held on Tuesday, May 7, 2024.
2. The bonding proposition to be voted on at the aforementioned regular election shall be stated on the ballots in substantially the form as set forth in **Exhibit A**.

3. The Election Coordinator is requested to:
  - a. Utilize the Madison-Park News (C&G Newspapers) or the Oakland Press, each a newspaper published or of general circulation within the School District, for publication of notices in accordance with the Michigan Election Law requirements.
  - b. Utilize ballot proposition summary information, as prepared by legal counsel, in the forms of the notices of last day of registration and election in the form as set forth as **Exhibit B** attached hereto.
  - c. Provide a proof copy of the ballot to the School District and its legal counsel in sufficient time to allow the ballot to be proofread prior to printing.
4. The School District estimates the period of usefulness of the improvements for which bonds of the School District in the amount of One Hundred Fifty Million and 00/100 Dollars (\$150,000,000.00) are to be issued to be not less than thirty (30) years.
5. The Secretary of the Board of Education of the School District is hereby authorized and directed to file a copy of this resolution with the Election Coordinator and with any Election Clerk of clerks designated to conduct elections within the School District by 4:00 p.m. on Tuesday, February 13, 2024.
6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: \_\_\_\_\_

\_\_\_\_\_

Nays: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
 Dawn Rice  
 Secretary, Board of Education

The undersigned duly and qualified and acting Secretary of the Board of Education of Hazel Park City School District, Oakland County, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a regular meeting held on January 22, 2024, the original of which is part of the Board’s minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the “Open Meetings Act” (Act 267, Public Acts of Michigan, 1976, as amended).

\_\_\_\_\_  
 Dawn Rice  
 Secretary, Board of Education

**EXHIBIT A**

**HAZEL PARK CITY SCHOOL DISTRICT  
COUNTY OF OAKLAND  
STATE OF MICHIGAN**

**SCHOOL IMPROVEMENT BONDING PROPOSAL**

Shall Hazel Park City School District, Oakland County, Michigan, borrow the sum of not to exceed One Hundred Fifty Million Dollars (\$150,000,000) and issue its general obligation unlimited tax bonds therefor, in one or more series, for the purpose of:

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The following is for informational purposes only:

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The School District expects to borrow from the State School Bond Qualification and Loan Program to pay debt service on these bonds. The estimated total principal amount of that borrowing is \$3,384,559 and the estimated total interest to be paid thereon is \$1,255,255. The estimated duration of the millage levy associated with that borrowing is 11 years and the estimated computed millage rate for such levy is 13 mills (\$13 per \$1,000 of taxable value). The estimated computed millage rate may change based on changes in certain circumstances.

The total amount of qualified bonds currently outstanding is \$31,890,000. The total amount of qualified loans currently outstanding is \$0.00.

Pursuant to State law, expenditure of bond proceeds must be audited, and the proceeds cannot be used for repair or maintenance costs, teacher, administrator or employee salaries, or other operating expenses.



**EXHIBIT B**

SUMMARY OF BALLOT PROPOSITION TO BE INSERTED IN THE  
NOTICES OF LAST DAY OF REGISTRATION AND ELECTION:

HAZEL PARK CITY SCHOOL DISTRICT  
GENERAL OBLIGATION UNLIMITED TAX BOND PROPOSAL FOR  
BUILDING AND SITE PURPOSES IN THE AMOUNT OF  
NOT TO EXCEED \$150,000,000

Full text of the ballot proposal may be obtained at the administrative offices of Hazel Park City School District, 1620 E. Elza, Hazel Park, Michigan 48030; Telephone: (248) 658-5200.

PLEASE TAKE FURTHER NOTICE THAT THE BONDS OF THE SCHOOL DISTRICT, IF APPROVED BY A MAJORITY VOTE OF THE ELECTORS AT THIS ELECTION, WILL BE GENERAL OBLIGATION UNLIMITED TAX BONDS PAYABLE FROM GENERAL AD VALOREM TAXES.



Ford Administration  
Jason Zirnis, Assistant Superintendent of Business and Operations  
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5217 | F: 248-544-5443  
www.hazelparkschools.org

TO: The School District of the City of Hazel Park  
Board of Education

FROM: Jason Zirnis  
Assistant Superintendent, Business & Operations

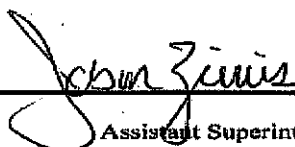
RE: Treasurer's Report Decmebr 2023

DATE: January 12, 2024

Attached is the check register (including current period voids), a listing of ACH debits, wire transfers, and P-Card purchases made during the period

GENERAL FUND (11)		1,420,695.17	
	<i>Total - General Fund</i>	<u>\$ 1,420,695.17</u>	
CENTER PROGRAM (22)		9,687.22	
COMMUNITY SERVICE (23)		340.90	
FOOD SERVICE FUND (25)		239,420.23	
COMMON DEBT (31-39)		0.00	
CAPITAL PROJECTS (41-49)		13,660.05	
	<i>Total - Special Revenue Funds</i>	<u>\$ 263,108.40</u>	
INTERNAL ACCOUNT FUNDS (29)		16,735.96	
	<i>Total - Other Funds</i>	<u>\$ 16,735.96</u>	
<b>TOTAL CHECK DISBURSEMENTS</b>		<u><u>\$ 1,700,539.53</u></u>	\$ 1,700,539.53
ACH DEBITS			1,882,718.96
PAYROLL			2,335,317.85
OUTGOING WIRE TRANSFERS			2,668,368.49
P-CARD PURCHASES			<u>104,128.23</u>
			6,990,533.53
<b>TOTAL DISBURSEMENTS IN PERIOD</b>			<u><u>\$ 8,691,073.06</u></u>

I certify that the disbursements listed on the attached check registers and listing of ACH debits, wire transfers, and P-Card purchases were payments made for obligations of The School District of the City of Hazel Park and that all materials or services listed on the invoices have been received or performed.

  
\_\_\_\_\_  
Jason Zirnis  
Assistant Superintendent, Business & Operations

**Monthly Summary of EFT's from HP Bank Accounts**

**12/31/2023**

<u>Date</u>	<u>Amount</u>	<u>Bank Acct Taken From</u>	<u>Reason</u>
12/4/2023	541.96	Gen Funds	Latchkey Fees
12/5/2023	6,147.65	Gen Funds	Health Equity Payment
12/18/2023	5,208.06	Gen Funds	Health Equity Payment
12/29/2023	1,000.00	Gen Funds	Health Equity Payment
12/4/2023	37,255.74	Gen Funds	EduStaff Payment
12/14/2023	16,919.24	Gen Funds	EduStaff Payment
12/28/2023	16,278.06	Gen Funds	EduStaff Payment
12/21/2023	23,227.84	Gen Funds	Penserv Payment
12/6/2023	23,941.56	Gen Funds	Penserv Payment
12/4/2023	\$44,013.27	Tax W/H	Payroll State Tax Withholding November 3rd
12/18/2023	\$40,325.33	Tax W/H	Payroll State Tax Withholding November 17th
12/29/2023	\$40,537.84	Tax W/H	Payroll State Tax Withholding November 17th
12/21/2023	\$104,128.23	Tax W/H	Huntington Credit Card
12/1/2023	\$301,578.88	Tax W/H	Payroll Federal Tax Withholding November 17th
12/15/2023	\$268,727.18	Tax W/H	Payroll Federal Tax Withholding November 17th
12/14/2023	\$414,600.60	Ret W/H	Payroll Retirement Withholding October 20th
12/14/2023	\$78,195.70	Ret W/H	Payroll Retirement Withholding November 3rd
12/29/2023	\$460,091.82	Ret W/H	Payroll Retirement Withholding November 17th

<b>1,882,718.96</b>	<b>Total ACH Debits</b>
---------------------	-------------------------

<u>Date</u>	<u>Amount</u>	<u>Payroll</u>
12/1/2023	\$761,225.79	General Payroll
12/15/2023	\$786,105.07	General Payroll
12/30/2023	\$787,986.99	General Payroll

<b>\$2,335,317.85</b>	<b>Total Payroll</b>
-----------------------	----------------------

<u>Date</u>	<u>Amount</u>	<u>Wires</u>
12/26/2023	\$2,668,368.49	MVCA Wire State Aid

<b>\$2,668,368.49</b>	<b>Total Wires</b>
-----------------------	--------------------

<u>Date</u>	<u>Amount</u>	<u>P-Card Purchases</u>
12/21/2023	\$104,128.23	General P-Card charges Huntington Bank

<b>\$104,128.23</b>	<b>Total P-Card Purchases</b>
---------------------	-------------------------------

# Hazel Park Schools

## Check Register by Fund

Check Date From 12/1/2023 TO 12/31/2023

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
<b>Fund: 110</b>					
12/06/2023	EH 00000938	100397	SCHOOL SPECIALTY	P2400181	138.33
12/06/2023	HP 00502942	100322	CITY HAZEL PARK WATER		5,013.40
12/06/2023	HP 00502944	100335	OAKLAND COUNTY TREASURER		1,935.87
12/15/2023	EH 00000939	100600	A C BUILDERS HARDWARE INC		2,530.00
12/15/2023	EH 00000940	100351	AIRGAS GREAT LAKES		244.65
12/15/2023	EH 00000941	100550	AMAZON CAPITAL SERVICES INC		3,849.22
12/15/2023	EH 00000942	100495	C G NEWSPAPERS		315.00
12/15/2023	EH 00000944	100431	CLARK HILL PLC		6,588.00
12/15/2023	EH 00000945	100574	INSTITUTE FOR EXCELLENCE IN ED		1,500.00
12/15/2023	EH 00000946	100292	INVEST CENTERS LLC		57,485.86
12/15/2023	EH 00000947	100430	JG POLY SALES		582.35
12/15/2023	EH 00000948	100745	KSS ENTERPRISES		4,431.28
12/15/2023	EH 00000949	100444	LIGHTING SUPPLY COMPANY		109.42
12/15/2023	EH 00000950	101330	MICHIGAN STAGE		5,000.00
12/15/2023	EH 00000951	100959	PROCARE THERAPY		6,600.00
12/15/2023	EH 00000952	100538	PROJECT LEAD THE WAY INC		1,200.00
12/15/2023	EH 00000953	100445	ROCKET ENTERPRISE INC		255.00
12/15/2023	EH 00000954	100428	ROYAL ROOFING		1,175.00
12/15/2023	EH 00000955	100397	SCHOOL SPECIALTY		792.00
12/15/2023	EH 00000956	100548	SEG SELF INSURERS WORKERS DISABILITY		21,747.00
12/15/2023	EH 00000957	100241	SPINA ELECTRIC		650.00
12/15/2023	EH 00000958	100515	STAFF CONNECTIONS LLC		4,693.84
12/15/2023	EH 00000959	100357	STAPLES BUSINESS ADVANTGE	P2400187	530.07
12/15/2023	HP 00502945	100361	DOWNRIVER REFRIGERATION SUPPLY		165.13
12/15/2023	HP 00502946	100458	ACE TRANSPORTATION		4,788.00
12/15/2023	HP 00502947	101104	AMERICAN READING COMPANY INC	P2400053	9,816.00
12/15/2023	HP 00502948	100544	ASCENSION MICHIGAN EMPLOYER SOLUTIONS		334.00
12/15/2023	HP 00502949	101169	ASSET ACCEPTANCE LLC		393.74
12/15/2023	HP 00502950	100354	AUTO ZONE		94.99
12/15/2023	HP 00502951	100412	AVENTRIC TECHNOLOGIES		1,275.00

# Hazel Park Schools

## Check Register by Fund

Check Date From 12/1/2023 TO 12/31/2023

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
12/15/2023	HP 00502952	101334	BANACH BANACH & CASSIDY INC		21,500.00
12/15/2023	HP 00502953	100485	BARNES AND NOBLE	P2400188	21,979.30
12/15/2023	HP 00502954	100347	BILLINGS LAWN EQUIPMENT		69.89
12/15/2023	HP 00502955	100403	BSN SPORTS		8,053.20
12/15/2023	HP 00502956	100378	BUCKLES & BUCKLES		483.14
12/15/2023	HP 00502957	100735	BURKES SPORT HAVEN		105.00
12/15/2023	HP 00502958	100526	CAROLINA BIOLOGICAL SUPPLY CO	P2400170	773.80
12/15/2023	HP 00502959	100512	CHAPT 13 TRUSTEE-TAMMY L TERRY		840.00
12/15/2023	HP 00502960	100080	CITY OF FERNDALE-WATER		5,348.51
12/15/2023	HP 00502961	100308	COCHRANE SUPPLY		408.47
12/15/2023	HP 00502962	100309	CONSUMERS ENERGY		7,647.26
12/15/2023	HP 00502963	100438	CONTRACTORS CLOTHING COMPANY		1,538.64
12/15/2023	HP 00502964	101335	CORKER CONSULTING LLC		2,250.00
12/15/2023	HP 00502965	101336	CRDN OF MICHIGAN AND NORTHWEST OHIO		22,273.32
12/15/2023	HP 00502966	100479	CRISIS PREVENTION INSTITUTE		4,639.92
12/15/2023	HP 00502967	101146	DANNY KUSKOWSKI		85.00
12/15/2023	HP 00502968	100609	DAVID RUSKIN		1,113.16
12/15/2023	HP 00502969	101269	DEES SPORT SHOP INC		3,123.00
12/15/2023	HP 00502970	100889	DIVINE CHILD HIGH SCHOOL		300.00
12/15/2023	HP 00502971	100865	DO APPAREL		220.00
12/15/2023	HP 00502972	100313	DTE ENERGY		34,146.46
12/15/2023	HP 00502973	101132	ENTECH MEDICALL STAFFING		1,253.53
12/15/2023	HP 00502975	100446	FAR THERAPEUTIC & PERFORMING ARTS		2,235.46
12/15/2023	HP 00502976	100640	FIBER LINK INC		39.00
12/15/2023	HP 00502977	100488	HOME DEPOT CREDIT SERVICES		1,585.48
12/15/2023	HP 00502978	101224	HOPSKIPDRIVE INC		67,974.39
12/15/2023	HP 00502980	101326	INCLUSION RULES LLC		3,500.00
12/15/2023	HP 00502981	100079	INTEGRITY TESTING & SAFETY ADM		187.00
12/15/2023	HP 00502982	100729	MACOMB INTERMEDIATE SCHOOL DISTRICT		65.00
12/15/2023	HP 00502985	100089	MCNAUGHTON-MCKAY ELECTRIC COMP		249.04
12/15/2023	HP 00502986	101166	MCTIGHE AND ASSOCIATES	P2400198	5,880.00

User: ZIRNISI - Jason Zirmis  
 Report: OSAP5009 - OSAP5009: Check Register by Fund  
 Selection: OH\_DTL.[oh\_ek\_dt] <= '12/31/2023' AND OH\_DTL.[oh\_ek\_dt] >= '12/01/2023'

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Current Date: 01/19/2024  
 Current Time: 13:47:30

# Hazel Park Schools

## Check Register by Fund

Check Date From 12/1/2023 TO 12/31/2023

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
12/15/2023	HP 00502988	100387	MISDU		2,338.40
12/15/2023	HP 00502989	101130	NAVIGATE 360 LLC		8,162.75
12/15/2023	HP 00502990	101009	NICHOLL, KENNETH J		260.00
12/15/2023	HP 00502991	101052	NORTHSTAR MAT SERVICE		849.00
12/15/2023	HP 00502992	100380	OAKLAND SCHOOLS		7,065.63
12/15/2023	HP 00502993	100202	ORKIN LLC		148.99
12/15/2023	HP 00502994	100497	OTIS ELEVATOR		725.00
12/15/2023	HP 00502995	101297	ROBERT M. WEISS		635.06
12/15/2023	HP 00502996	101240	SCOTTYS POTTIES		593.55
12/15/2023	HP 00502997	100740	SPECTRUM WIRELESS USA INC		3,194.64
12/15/2023	HP 00502998	100853	SUNDE BUILDING INC		3,995.00
12/15/2023	HP 00502999	101296	SZUBA & ASSOCIATES PLLC.		1,087.28
12/15/2023	HP 00503001	101123	VALUE CARPET N MORE		5,320.00
12/15/2023	HP 00503002	101332	WWT WRESTLING		350.00
12/19/2023	EH 00000961	100550	AMAZON CAPITAL SERVICES INC		780.32
12/19/2023	EH 00000962	100520	PEDIATRIC HEALTH CONSULTANTS INC		8,076.50
12/19/2023	HP 00503004	100544	ASCENSION MICHIGAN EMPLOYER SOLUTIONS		100.00
12/19/2023	HP 00503006	100361	DOWNRIVER REFRIGERATION SUPPLY		160.69
12/19/2023	HP 00503007	101132	ENTECH MEDICAL STAFFING		895.38
12/19/2023	HP 00503009	100081	GUARDIAN AUTOMATIC FIRE PROTEC		1,740.00
12/19/2023	HP 00503010	101177	JORDANO GRAPHICS & SIGNS LLC		306.00
12/19/2023	HP 00503013	100327	MICHIGAN EDUCATION SPECIAL		498,744.27
12/19/2023	HP 00503014	100380	OAKLAND SCHOOLS		45.00
12/19/2023	HP 00503015	100312	R L DEPPMANN		621.00
12/19/2023	HP 00503016	101333	RICHARD GAGE DESIGN STUDIO LLC		5,151.84
12/19/2023	HP 00503017	101123	VALUE CARPET N MORE		5,320.00
12/19/2023	HP 00503018	100364	VIGILANTE SECURITY INC		1,047.00
12/22/2023	EH 00000963	100045	A & I ENTERPRISES		204,289.63
12/22/2023	EH 00000964	100550	AMAZON CAPITAL SERVICES INC	P2400200	325.84
12/22/2023	EH 00000965	100851	EXECUTIVE ENERGY SERVICES LLC		600.00
12/22/2023	EH 00000966	100292	INVEST CENTERS LLC		201,436.62

# Hazel Park Schools

## Check Register by Fund

Check Date From 12/1/2023 TO 12/31/2023

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
12/22/2023	EH 00000967	100745	KSS ENTERPRISES		40.90
12/22/2023	EH 00000968	100548	SEG SELF INSURERS WORKERS DISABILITY		51,108.00
12/22/2023	HP 00503019	101104	AMERICAN READING COMPANY INC	P2400057	2,400.00
12/22/2023	HP 00503020	100544	ASCENSION MICHIGAN EMPLOYER SOLUTIONS		50.00
12/22/2023	HP 00503021	100459	CONVERGENT TECH PARTNERS		23.75
12/22/2023	HP 00503022	100031	DEAF COMMUNITY ADVOCACY NETWORK		137.69
12/22/2023	HP 00503024	101132	ENTECH MEDICALL STAFFING		895.38
12/22/2023	HP 00503025	100446	FAR THERAPEUTIC & PERFORMING ARTS		543.80
12/22/2023	HP 00503026	101273	MADISON HEIGHTS PLBG & HTG SUPPLY INC		961.92
12/22/2023	HP 00503027	101339	NORTH COAST STUDIOS INC		2,000.00
12/22/2023	HP 00503029	100013	SECRET WARDLE LYNCH HAMPTON		460.74
12/22/2023	HP 00503030	101099	T-SHIRT PRINTING PLUS INC		3,059.78
12/22/2023	HP 00503032	100701	UCP SEGUIN INFINITEC OF CHICAGO		2,142.00
12/22/2023	HP 00503033	100556	UNIVERSITY TRANSLATORS SERVICES LLC		317.57
12/22/2023	HP 00503034	101123	VALUE CARPET N MORE		5,002.50
12/22/2023	HP 00503035	100395	WEINGARTZ SUPPLY COMPANY		33.64
12/29/2023	EH 00000970	100430	JG POLY SALES		2,547.45
12/29/2023	HP 00503036	101169	ASSET ACCEPTANCE LLC		196.87
12/29/2023	HP 00503037	100378	BUCKLES & BUCKLES		241.57
12/29/2023	HP 00503038	100512	CHAPT 13 TRUSTEE-TAMMY L TERRY		420.00
12/29/2023	HP 00503039	100309	CONSUMERS ENERGY		9,484.99
12/29/2023	HP 00503040	100609	DAVID RUSKIN		556.58
12/29/2023	HP 00503041	100455	GRAINGER		21.82
12/29/2023	HP 00503043	100352	MICHIGAN SCHOOL BAND AND ORCHESTRA		280.00
12/29/2023	HP 00503044	100589	MILLENNIUM BUSINESS SYSTEMS		3,755.88
12/29/2023	HP 00503045	100387	MISDU		1,169.20
12/29/2023	HP 00503046	101297	ROBERT M. WEISS		317.53
12/29/2023	HP 00503047	100987	SUPERIOR GROUNDCOVER INC		3,400.00
12/29/2023	HP 00503048	101296	SZUBA & ASSOCIATES PLLC.		350.55
12/29/2023	HP 00503049	100032	VERIZON WIRELESS		309.55
<b>Total:</b>					<b>1,420,695.17</b>

# Hazel Park Schools

## Check Register by Fund

Check Date From 12/1/2023 TO 12/31/2023

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
<b>Fund: 220</b>					
12/06/2023	EH 00000937	100550	AMAZON CAPITAL SERVICES INC	P2400177	386.36
12/15/2023	EH 00000941	100550	AMAZON CAPITAL SERVICES INC	P2400183	522.45
12/15/2023	EH 00000958	100515	STAFF CONNECTIONS LLC		2,160.00
12/15/2023	HP 00502974	101331	EQUINE ESCAPE INC		400.00
12/15/2023	HP 00502975	100446	FAR THERAPEUTIC & PERFORMING ARTS		2,737.96
12/15/2023	HP 00502984	100413	MCGRAW HILL BOOK CO	P2400180	2,569.30
12/15/2023	HP 00503000	100356	UNITY SCHOOL BUS PARTS INC		270.34
12/29/2023	HP 00503044	100589	MILLENNIUM BUSINESS SYSTEMS		640.81
			<b>Fund 220 Total:</b>		<b>9,687.22</b>
<b>Fund: 230</b>					
12/15/2023	EH 00000941	100550	AMAZON CAPITAL SERVICES INC	P2400196	340.90
			<b>Fund 230 Total:</b>		<b>340.90</b>
<b>Fund: 250</b>					
12/15/2023	EH 00000943	100118	CHARTWELLS DINING SERVICES		204,386.74
12/15/2023	HP 00502983	101315	MACOMB SALES & SERVICE LLC		287.30
12/22/2023	HP 00503023	101230	DOUGLAS FOOD STORES INC		30,759.15
12/22/2023	HP 00503028	101298	POLAR PARADICE INC		1,350.00
12/29/2023	HP 00503042	101315	MACOMB SALES & SERVICE LLC		2,557.77
12/29/2023	HP 00503044	100589	MILLENNIUM BUSINESS SYSTEMS		79.27
			<b>Fund 250 Total:</b>		<b>239,420.23</b>
<b>Fund: 290</b>					
12/06/2023	HP 00502943	101005	LIPARI FOODS		3,276.86
12/15/2023	EH 00000941	100550	AMAZON CAPITAL SERVICES INC		255.13
12/15/2023	HP 00502979	100774	HOWARD MICHAELS FUNDRAISING CO		695.80
12/19/2023	HP 00503003	101338	ALTUS LAW PC		2,020.00
12/19/2023	HP 00503005	100309	CONSUMERS ENERGY		228.00
12/19/2023	HP 00503008	101181	FUN SERVICES		1,185.05
12/19/2023	HP 00503011	101337	LOANCARE		2,554.66
12/22/2023	HP 00503031	101211	THE GAZEBO BANQUET CENTER		6,041.06
12/29/2023	EH 00000969	100550	AMAZON CAPITAL SERVICES INC		479.40
			<b>Fund 290 Total:</b>		<b>16,735.96</b>

OH\_DTL.[oh\_ck\_dt] <= '12/31/2023' AND OH\_DTL.[oh\_ck\_dt] >= '12/01/2023'



# Hazel Park Schools

## Check Register by Fund

Check Date From 12/1/2023 TO 12/31/2023

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
<b>Fund: 420</b>					
12/15/2023	EH 00000960	100087	TMP ARCHITECTURE INC		3,680.00
12/19/2023	HP 00503012	100511	M L SCHOENHERR CONST INC		9,980.05
			<b>Fund 420 Total:</b>		<b>13,660.05</b>
			<b>Grand Total:</b>		<b>1,700,539.53</b>

End of Report

# Hazel Park Schools

## Budget to Actual by St Revenue and Function

As of 1/19/2024

W

St Revenue/Function	Description	Working Budget	Encumbrance	Actual	Balance	Percent
<b>Type: 4 Revenue</b>						
St Revenue: 100	Revenue from Local Sources	Total: 6,587,455.00	0.00	3,821,730.24	2,765,724.76	58.01%
St Revenue: 300	Rev from State Sources	Total: 37,250,524.00	0.00	9,495,358.82	27,755,165.18	25.49%
St Revenue: 400	Rev from Federal Sources	Total: 1,733,196.00	0.00	-59,540.14	1,792,736.14	-3.43%
St Revenue: 500	Incoming Transfer/Oth Transact	Total: 3,174,222.00	0.00	654,913.08	2,519,308.92	20.63%
St Revenue: 600	Fund Modifications	Total: 1,892,000.00	0.00	0.00	1,892,000.00	0.00%
Type: 4	RevenueTotal:	50,637,397.00	0.00	13,912,462.00	36,724,935.00	27.47%
<b>Type: 5 Expense</b>						
Function: 000	Not Applicable	Total: 0.00	66.00	0.00	-66.00	0.00%
Function: 111	Elementary	Total: 7,662,882.00	8,318.40	3,812,928.79	3,841,634.81	49.86%
Function: 112	Middle/JR High School	Total: 3,252,642.00	25,078.37	1,738,380.82	1,489,182.81	54.21%
Function: 113	High School	Total: 8,954,509.00	38,723.20	4,456,872.04	4,458,913.76	50.20%
Function: 118	Pre-School	Total: 1,324,718.00	46,064.62	621,991.71	656,661.67	50.43%
Function: 119	Summer School	Total: 93,100.00	0.00	150,963.27	-57,863.27	162.15%
Function: 122	Special Education	Total: 5,574,099.00	7,311.23	2,694,042.10	2,872,745.67	48.46%
Function: 125	Compensatory Education	Total: 4,564,591.00	0.00	2,221,418.81	2,343,172.19	48.66%
Function: 127	Career & Technical	Total: 426,830.00	0.00	231,524.55	195,305.45	54.24%
Function: 212	Guidance Services	Total: 650,846.00	0.00	367,413.17	283,432.83	56.45%
Function: 213	Health Services	Total: 714,987.00	0.00	338,100.89	376,886.11	47.28%
Function: 214	Psychological Services	Total: 461,157.00	0.00	271,714.61	189,442.39	58.92%
Function: 215	Speech Path & Audiology	Total: 604,368.00	0.00	431,708.43	172,659.57	71.43%
Function: 216	Social Work Services	Total: 1,194,772.00	1,480.00	591,792.45	601,499.55	49.65%
Function: 219	Oth Pupil Support Svc	Total: 65,466.00	0.00	22,122.14	43,343.86	33.79%
Function: 221	Improve of Instruction	Total: 2,045,766.00	181,869.48	1,456,054.50	407,842.02	80.06%
Function: 222	Ed Media Services	Total: 303,822.00	0.00	106,991.06	196,830.94	35.21%
Function: 225	Technology Assisted Instructn	Total: 0.00	0.00	0.00	0.00	0.00%
Function: 226	Supv/Dir Instr Staff	Total: 845,871.00	820.55	535,197.36	309,853.09	63.36%
Function: 227	Academic Student Assessment	Total: 2,000.00	0.00	0.00	2,000.00	0.00%
Function: 231	Board of Education	Total: 181,200.00	0.00	47,896.89	133,303.11	26.43%
Function: 232	Exec Administration	Total: 625,088.00	0.00	345,039.81	280,048.19	55.19%
Function: 241	Principal Office	Total: 2,137,172.00	2,531.98	1,238,359.81	896,280.21	58.06%
Function: 252	Fiscal Services	Total: 755,895.00	7,916.00	429,660.32	318,318.68	57.88%
Function: 259	Oth Business Svcs	Total: 56,000.00	0.00	38,759.69	17,240.31	69.21%
Function: 261	Oper Bldg Svcs	Total: 5,081,495.00	90,211.93	3,011,877.35	1,979,405.72	61.04%
Function: 266	Security Services	Total: 518,658.00	0.00	542,576.92	-23,918.92	104.61%
Function: 271	Pupil Transportation Services	Total: 543,393.00	6,920.00	136,688.71	399,784.29	26.42%
Function: 282	Communication Services	Total: 144,735.00	0.00	82,672.19	62,062.81	57.11%
Function: 283	Staff/Personnel Svcs	Total: 621,542.00	0.00	312,161.89	309,380.11	50.22%
Function: 284	Support Svcs Tech	Total: 703,769.00	22,061.29	629,885.53	51,822.18	92.63%
Function: 285	Pupil Accounting	Total: 223,244.00	0.00	128,484.61	94,759.39	57.55%
Function: 289	Other Central Services	Total: 178,260.00	0.00	70,797.52	107,462.48	39.71%
Function: 291	Pupil Activities	Total: 0.00	0.00	0.00	0.00	0.00%
Function: 293	Athletic Activities	Total: 642,792.00	5,199.21	367,980.28	269,612.51	58.05%
Function: 331	Community Activities	Total: 63,000.00	80.90	313,850.67	-250,931.57	498.30%
Function: 391	Other Community Services	Total: 171,706.00	537.04	92,203.78	78,965.18	54.01%
Function: 445	Pymt to not for Profit Ent	Total: 343,000.00	0.00	984.52	342,015.48	0.28%
Function: 452	Site Improvement Services	Total: 0.00	0.00	0.00	0.00	0.00%
Function: 511	Debt Svc LT-Principal	Total: 33,000.00	0.00	33,000.00	0.00	100.00%

User: ZIRNISJ - Jason Zirnis

Page

Current Date: 01/19/2024

Report: OSGL6022A - OSGL6022A: Budget to Actual by St Reve

1

Current Time: 14:03:39

Selection:

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FY = '2024' AND GLBA\_BUDACT\_MSTR.[glba\_gr] = 'GL' AND GLBA\_BUDACT\_MSTR.[glba\_level] = 'OB' AND Dist Fund = '110'

# Hazel Park Schools

## Budget to Actual by St Revenue and Function

As of 1/19/2024

W

St Revenue/Function	Description		Working Budget	Encumbrance	Actual	Balance	Percent
<b>Function: 611</b>	Fund Mod-General Fund	<b>Total:</b>	4,000.00	0.00	0.00	4,000.00	0.00%
<b>Function: 632</b>	Fund Mod-OB Debt Fund	<b>Total:</b>	290,000.00	0.00	16,543.75	273,456.25	5.70%
<b>Type: 5</b>		<b>Expense Total:</b>	52,060,375.00	445,190.20	27,888,640.94	23,726,543.86	54.42%
		<b>Grand Total:</b>	-1,422,978.00		-13,976,178.94		
End of Report							



January 15, 2024

Dear HPSD Board Members,

First, I would like to thank you for the approval, encouragement, and support of our 8th grade Washington, DC trip in May of 2023. I hope many of you had the opportunity to use the Google Picture Link that was shared right before the trip and were able to view the experiences that students were having throughout each day. Because of the positive response from both students and families, as well as the amazing learning opportunities, I am requesting permission for our current 8th graders to go to Washington, DC, from May 7, 2024, through MAY 10, 2024.

The cost of the trip for students this year is \$699.00. This includes bus transportation, a 3-night hotel stay, meals, sites/attractions, guided tours, and medical coverage for students while we are on the trip. I had family informational meetings in both the spring and fall of 2023 for the current 8th graders so families would have as much time as possible for the monthly payment plans that are offered, and many took advantage of this opportunity. We also have reached out to the community looking for any organizations that would like to donate or scholarship students who might need financial support to be able to go. Our goal is to get every 8th grader interested in going to Washington, DC, on the buses that will be departing on May 7th.

This year's trip agenda includes:

<ul style="list-style-type: none"> <li>★ White House picture stop</li> <li>★ Lincoln Memorial</li> <li>★ Korean Memorial</li> <li>★ Vietnam Memorial</li> <li>★ Pentagon Memorial</li> <li>★ Arlington National Cemetery: Kennedy gravesites, Tomb of the Unknown Soldier, Challenger Memorial, Changing of the Guard</li> <li>★ Iwo Jima Marine Memorial</li> <li>★ Pentagon City Mall</li> <li>★ Flight 93 National Memorial</li> </ul>	<ul style="list-style-type: none"> <li>★ Museum of American History</li> <li>★ Natural History Museum</li> <li>★ Washington Monument</li> <li>★ Martin Luther King Jr. Memorial</li> <li>★ National Zoo</li> <li>★ Embassy Row</li> <li>★ Capitol Hill, Supreme Court, &amp; Library of Congress</li> <li>★ September 11th Pentagon Memorial</li> <li>★ World War II Memorial</li> <li>★ Air &amp; Space Museum</li> <li>★ Flight 93 National Memorial</li> </ul>
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Based on some family and student feedback from last year's trip, I will also be planning a 4-day **Virtual Washington, DC Trip**. From May 7th through May 10th, 8th-grade students who choose or are not able to attend the actual trip will be at HPJH engaged in Washington-focused activities. This Virtual Trip will include online interactions with various sites/attractions/memorials, collaborative tasks, digital scavenger hunts, video conferencing about sites/attractions/jobs, a Google Maps planning project that includes a budget, and much more! I want every student to feel included in the Washington trip experience, whether they get on a bus or not and feel that the Virtual Trip will do that!

Thank you again for your consideration, time, and support! I look forward to hearing back from you.

*Carla Beach*

Carla Beach

Assistant Principal, Hazel Park Junior High



**HAZEL PARK**  
**SCHOOLS**



# Hazel Park Junior High School's 8th Grade Washington D.C. 23-24 Trip Meeting

Message all your friends & their parents to join the meeting!



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# In This Meeting...



01

**Our Trip** and all that we're going to see and do

02

**What's Included** in our travel program

03

**Our Travel Partner** 47  
WorldStrides and why we are so excited to work with them

04

**How to Sign Up** for this incredible opportunity

# A Trip You'll Remember for Years to Come



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Play video



# Our Trip Includes

- Hotel Accommodations
  - Transportation to & from our destination, and throughout the trip
  - Meals
  - Attractions & Activities
  - Course Leader
  - Academic Credit
  - Discovery Journals
  - Safety and Support
- Now for the fun part...let's look at everything we're going to do and see!***





*Arlington National Cemetery*



*Tomb of the Unknown Soldier*



50  
*Marine Corps Memorial*

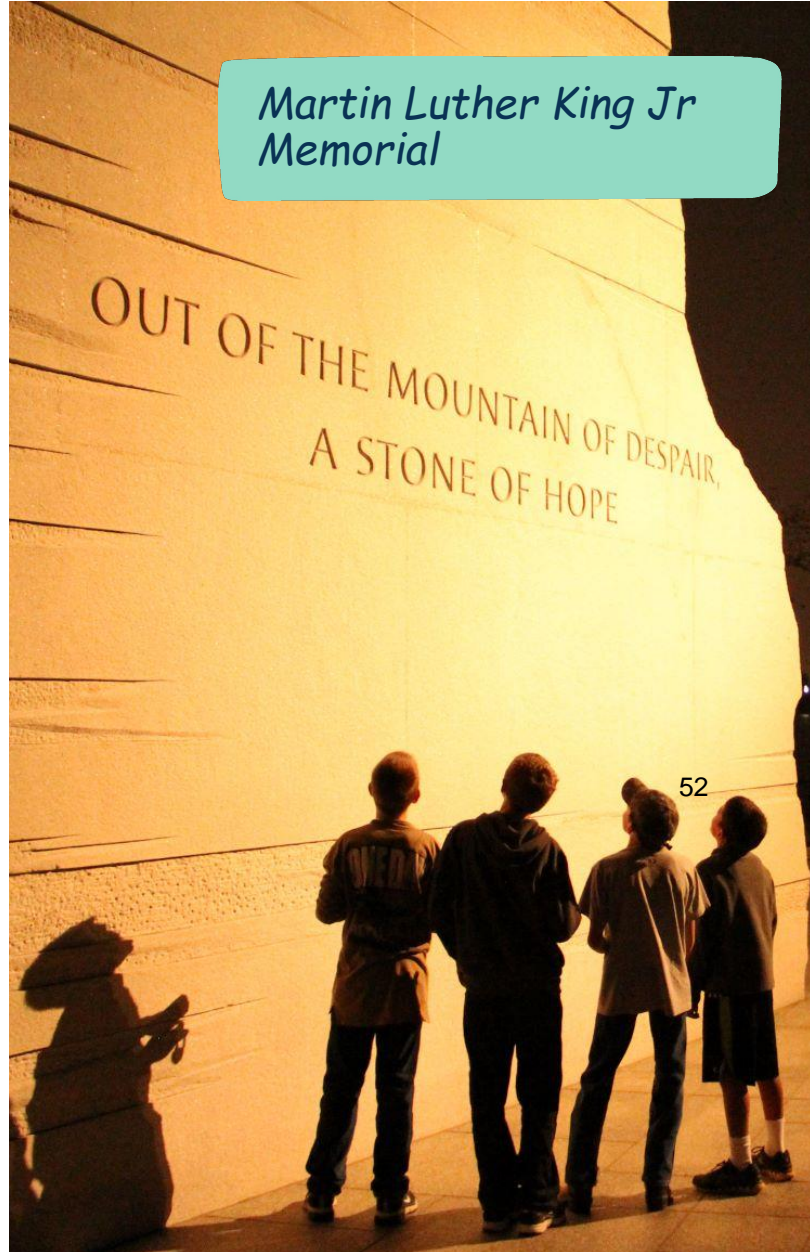


*United States Capitol. Supreme Court. Library of Congress.*

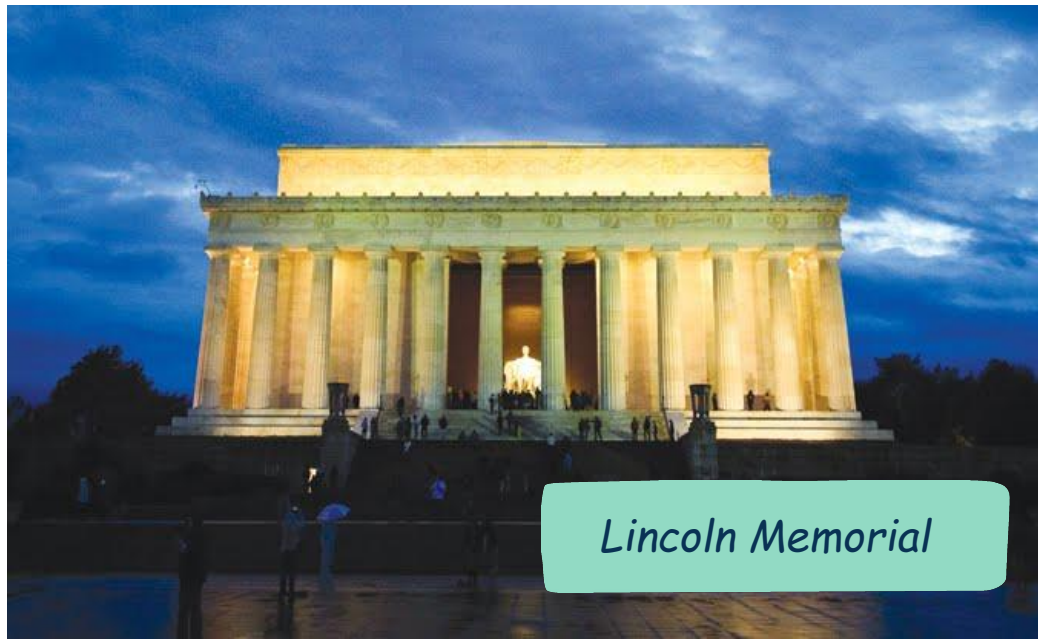




*Jefferson Memorial*



*Martin Luther King Jr Memorial*

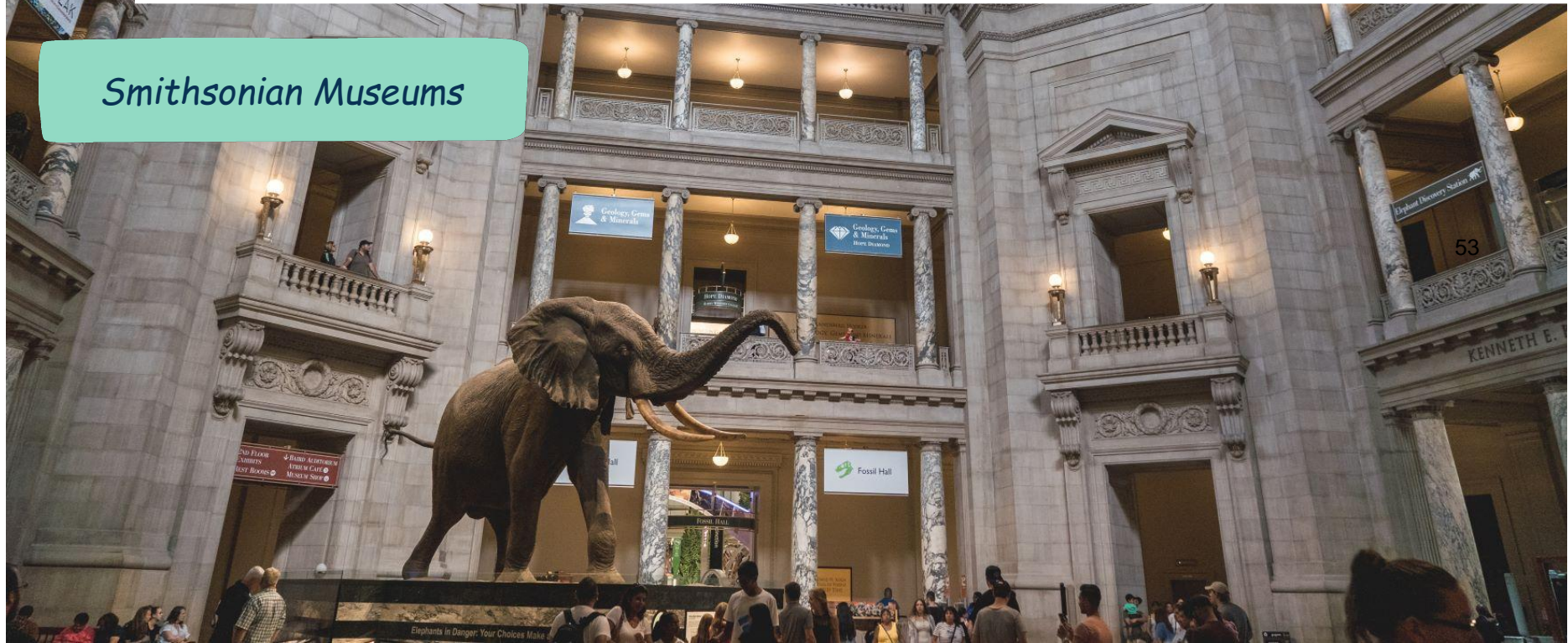


*Lincoln Memorial*



World War II Memorial

Smithsonian Museums



*White House*



*Korean War Memorial*

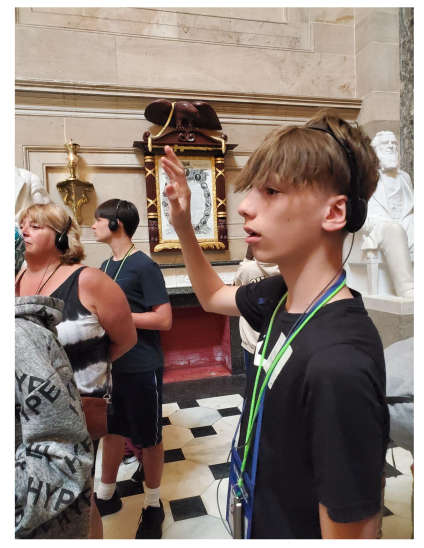


*Vietnam Veterans Memorial*



*Washington Monument*





IN THIS TEMPLE  
AS IN THE HEARTS OF THE PEOPLE  
FOR WHOM HE SAVED THE UNION  
THE MEMORY OF ABRAHAM LINCOLN  
IS ENshrINED FOREVER.



IN HONOR AND REBUCK OF  
THE UNITED STATES MARINE CORPS  
WHO GAVE TO THEIR COUNTRY  
SINCE NOVEMBER 1945







# Our Trip Details

**Trip Dates:** May 7<sup>th</sup>-10<sup>th</sup>, 2024

**Price:** \$699.00 for students, \$811.00 for adults in a double room \*Monthly payment plans are available. (These prices include the \$50 credit if you register by Sept. 22)

Family members and dependents of current educators, the military, and first responders receive a 5% discount off the base trip price.

**Deposit:** \$49 to reserve each spot.

**Our Registration Deadline is:** 10/11/2023 \*Anyone that registers after this date will have an \$18 fee added to their total cost of the trip.

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**Trip ID:** 207642

**Full Refund Protection Plan:** \$115

Provides a full refund of all monies paid to WorldStrides (minus the cost of the FRP program and any other non-refundable fees) should you have to cancel for any reason.

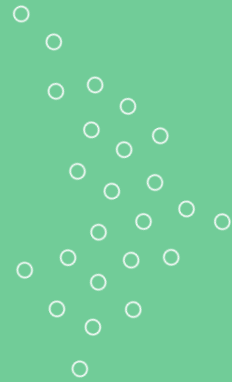
**Fundraising Opportunities:** We will do a at least 1 fundraiser to help lower the cost of the trip for students that participate.

# FLAG Financial Assistance



- More than \$2.5 million in financial assistance given out each year
- Families with an annual adjusted gross income of \$85,000 or less may qualify
- Learn how much may be available to you by calling 800-468-5899

# The Gift of Education



**WorldStrides**  
Educational Travel & Experiences

Gift of Education ▾ Fundraising Ideas | Scholarships and Financial Assistance ▾

## WorldStrides Fundraising Can Get You There



WorldStrides is committed to giving every student the opportunity to experience the life-changing things that happen on our programs every day. That's why we have a whole website dedicated to funds and fundraising. Let's do this – together!

---



**Send an E-Card**  
Our most successful fundraising tool! Raise money from friends and family.



**Share on Facebook**  
Want to spread the word and raise funds using Facebook?



**Set-Up a Fundraiser**  
Rely on the experience of thousands of participants from previous fundraisers.



- Students can send e-cards, share links on social media, or send letters to friends and family<sup>59</sup>
- 100% of the money raised goes to offset the trip price



Get started at  
[worldstridesfundraising.com](http://worldstridesfundraising.com)

# Affordable Payment Plans



- Only a small initial deposit required to sign up for the trip
- Remaining balance spread out into small installments and paid monthly prior to travel
- Payments can be auto-deducted from your account

# Selecting a Payment Plan When Signing Up

**Payment Options**

WorldStrides offers multiple payment options. Select the payment plan option below that best meets your needs.

*If you are traveling by air, you might be eligible for the Advantage Payment Plan which can reduce your monthly payment amount. A Customer Service Representative can switch you to this payment plan after completing your online registration.*

We also offer an **Advantage Payment Plan** or an **Extended Payment Option** which can lower my monthly payment amount. You can contact a Customer Service Representative to help you switch to this payment plan after completing your online registration.

Pay In Full     Pay Monthly

**EZPay:** I would like monthly payments automatically deducted from my checking account, credit card, or debit card, saving me time and money.

**Manual Pay:** I would like a monthly invoice sent. A \$6.00 processing fee will be added to each invoice.

**Automated Payment Deductions (EZPay)**

Choose a Deposit Amount for each Traveler (Minimum deposit of \$49.00 for each traveler due today)

Initial Payment ⓘ    Review your payment schedule for Traveler 1

\$     Your Initial Payment    \$49.00

- Extended plans also available

- Select *Pay Monthly* option
- You will see the initial deposit and then your monthly payment amounts
- On next screen, enter your banking information for payments to be auto-drafted each month.

Sign up at [worldstrides.com/register](https://worldstrides.com/register) or by calling 800-468-5899

# Our Trip Details

**Trip Dates:** May 7<sup>th</sup>-10<sup>th</sup>, 2024

**Price:** \$699.00 for students, \$811.00 for adults in a double room \*Monthly payment plans are available. **(These prices include the \$50 credit if you register by Sept. 22)**

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62

**Trip ID:** 207642

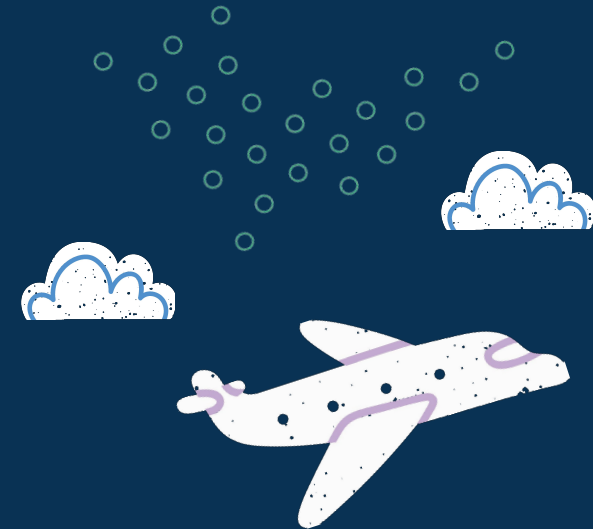
**Full Refund Protection Plan:** \$115

Provides a full refund of all monies paid to WorldStrides (minus the cost of the FRP program and any other non-refundable fees) should you have to cancel for any reason.

**Fundraising Opportunities:** We will do a at least 1 fundraiser to help lower the cost of the trip for students that participate.

# Thank You for Attending!

Sign up **TONIGHT!**  
Our Trip ID is 207642



**Online:** [worldstrides.com/register](https://worldstrides.com/register)



**Phone:** 800-468-5899



**Questions?**

Email [carla.beach@myhpsd.org](mailto:carla.beach@myhpsd.org)



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We can't wait to see you all in  
Washington, D.C.!



# WorldStrides®

Educational Travel & Experiences



# Hazel Park Junior High School IS GOING TO **Washington, D.C.** AND YOU'RE ALL INVITED!



Here's all  
that we're  
going to do  
and see!



## IMPORTANT TRIP INFO MEETING

All students and their families are invited to attend!

Date: Wednesday, 09/20/2023

Time: 6:00 PM

Location: In the Junior High Auditorium

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See reverse side for other important information including easy-to-use tools to help pay for this incredible opportunity!



SCAN  
FOR DETAILS

Our trip dates are:

5/7/24 - 5/10/24

Attend the Parent Meeting and receive \$50 off your trip,

# Educational Travel is for Everyone

At WorldStrides, our passion is student travel. We believe every student should have the opportunity to enjoy the life-changing impact of travel (check out the stats below to see why!), and that's why we offer several tools to help make these experiences possible.

## Financial Assistance

- WorldStrides provides over \$2.5 million in financial assistance each year to thousands of families
- Families with annual adjusted gross incomes of less than \$85,000 may qualify
- One simple call to 800-468-5899 and you'll know how much may be available for your trip

Financial assistance is given on a first-come, first-served basis.

## Fundraising

- Student-driven fundraising where 100% of the money raised goes to pay for your trip
- Easy-to-use e-cards, letters, and shareable Facebook links students can send to friends and family
- Thousands of students pay for their entire trip each year through the **Gift of Education**

## Payment Plans

- Sign up for the trip with a small deposit
- Remaining payments are spread out into smaller amounts and paid monthly prior to travel
- Set up auto-deductions from your checking account to save time and money

## You're in Good Hands with WorldStrides

WorldStrides has been tackling the unprecedented for the last 55 years. Our experienced team is leading the way, constantly evolving to meet the ever-changing landscape for student travel. In addition, we have an extensive network in place to ensure the health and safety of all our participants. Here are just a few examples:

### Field Specialist

to meet your group at the airport and assist with bags

### On Site Coordinator

your behind-the-scenes hotel expert to assist your group should the need arise

### Course Leader

your destination expert to lead your group and make learning come to life

### Night Chaperones

stationed on each hallway, each night, to keep a watchful eye over the students

### WorldAssist

a 24/7 support hotline staffed by WorldStrides employees who are trained to handle any situation

### Doctors on Call

an exclusive partnership with The George Washington University Department of Emergency Medicine that grants us access to doctors for consultations and treatment recommendations

Through our Discovery for Credit program, students traveling on a WorldStrides trip can receive free high school credit, and high school students in grades 9-12 may be eligible to receive up to three college credits. See [worldstrides.com/academic-credit](http://worldstrides.com/academic-credit) for details.

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## The Amazing Benefits

of Educational Student Travel

This trip will provide endless chances to actively engage with the places and landmarks you've only seen in textbooks. We call this LEAP—Learning through Exploration and Active Participation—and it's a key driver behind the stats below.

Students who travel have a...



**54% increased willingness to know, learn, and explore new things**



**36% increased desire to attend college/university**



**50% increase in self-confidence, independence, and self-esteem**



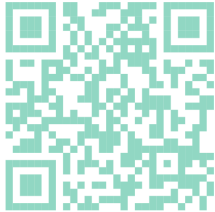
**37% increased marketability to potential employers**

# Don't miss this trip!

Sign up today.



ONLINE:



WORLDSTRIDES.COM/REGISTER

CALL:

**800-468-5899**

USE THIS TRIP ID TO SIGN UP: 207642

## Tools to help pay for your trip

We offer several tools to help make these experiences possible for every student!

**Financial Assistance:** Over \$2.5 million in assistance is given out each year to families with annual adjusted gross incomes of \$85,000 or less

**Gift of Education:** An effective fundraising tool where 100% of the money raised goes to pay for your trip

**Payment Plans:** Spread out payments and set up auto-deductions to save time and money

Visit [worldstridesfundraising.com](https://worldstridesfundraising.com) for more details.

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## The Amazing Benefits of Educational Student Travel



**54% increased willingness to know, learn, and explore new things**



**36% increased desire to attend college/university**



**50% increase in self-confidence, independence, and self-esteem**



**37% increased marketability to potential employers**



---

Ford Administration  
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223  
www.hazelparkschools.org

**State of Michigan  
State Board of Education**

**Resolution**

**Local School Board Member Recognition Month  
January 2024**

**WHEREAS**, providing for the education of Michigan's school-aged children is a fundamental duty of state government, as stated in Article VIII section 2, of the Michigan Constitution of 1963; and

**WHEREAS**, the education of our youth is the foundation upon which the economic, social, and intellectual capital of our state is built; and

**WHEREAS**, Hazel Park school boards play an important and vital role in a representative democracy, and decisions made by local boards of education directly influence instruction in Michigan's public schools; and

**WHEREAS**, Hazel Park Board Members contribute hundreds of hours each year leading their districts - whether it is by deliberating important decision about curriculum; adopting policies; hiring top notch personnel and administrators; listening to staff, parent, and student concerns; or recognizing outstanding programs - board members always keep their eyes on the goal of student achievement; and

**WHEREAS**, these decisions affect the present and future lives of children, and also set direction to prepare all students to be competitive in a local, state, national, and global knowledge economy; and

**WHEREAS**, local school board members are exceptional people who tackle the enormous job of governing school districts, and demonstrate to the students they serve the high character of civic duty and responsibility that all citizens should engage; and

**WHEREAS**, Hazel Park School Board Member Recognition Month provides an opportunity to build stronger relationships between the thousands of women and men who champion the cause of public education as board members, their schools, and the communities they serve; now, therefore, be it



---

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[www.hazelparkschools.org](http://www.hazelparkschools.org)

**RESOLVED**, That the Hazel Park community recognizes contributions of the Hazel Park Board of Education to the academic behavior and mental health of public school students, and express its sincerest appreciation to our board members for their focus on the well-being and achievement of children throughout our district; and be it finally

**RESOLVED**, That the Hazel Park School Board of Education declare January 2024 as Local School Board Member Recognition Month, and encourage Hazel Park staff to appropriately recognize our dedicated local school board members.

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President, Board of Education

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Superintendent, Hazel Park Schools



Ford Administration  
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223  
www.hazelparkschools.org

To: Hazel Park Board of Education  
From: Dr. Amy Kruppe, Superintendent  
Subject: Policy 6423 Review use of Debit/Credit Card  
Date: January 22, 2024

We are presenting the Board of Education with Policy 6423 - Use of Debit/Credit Card for your approval. Please review the attached documents.

**Goal Statement - Resources**

The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

**Recommendation**

That the Board of Education approve policy 6423 - Use of Debit/Credit Card, as presented.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**

\_\_\_\_\_  
Amy Y. Kruppe, Ed.D.  
Superintendent





Book	Policy Manual
Section	6000 Finances
Title	USE OF CREDIT/DEBIT CARDS
Code	po6423
Status	Active
Adopted	May 15, 2017

**6423 - USE OF CREDIT/DEBIT CARDS**

The Board of Education recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

The Board, therefore, authorizes the use of District credit cards/debit cards. The authorization, handling and use of credit/debit cards have been established to provide a convenient and efficient means to purchase goods and services from vendors. Credit/Debit cards, however, shall not be used in order to circumvent the general purchasing procedures established by State law and Board policy. The Board affirms that credit/debit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit/debit card. However, under no circumstances shall credit/debit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

The Superintendent shall develop administrative guidelines that specify those authorized to use credit/debit cards, the types of expenses which can be paid by credit/debit card, and their proper supervision and use. Inappropriate or illegal use of the credit/debit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit/debit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

The Superintendent shall annually submit for Board approval the position titles authorized to use District credit/debit card(s) in conducting of District business.

The Superintendent shall be responsible for giving direction to and supervising such employees' use of District credit/debit card(s).

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**Last Modified by Brenna Sparger on February 25, 2019**







Ford Administration  
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223  
www.hazelparkschools.org

To: Hazel Park Board of Education  
From: Dr. Amy Kruppe, Superintendent  
Subject: Board of Education Code of Ethics (Policy 0144.2) Conduct and Operating Principles  
Date: January 22, 2024

We are presenting the Board of Education Code of Ethics (Policy 0144.2) Conduct and Operating Principles for your approval. Please review the attached documents.

**Goal Statement - Resources**

The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

**Recommendation**

That the Board of Education approve the Code of Ethics (Policy 0144.2) Conduct and Operating Principles, as presented.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**

\_\_\_\_\_  
Amy Y. Kruppe, Ed.D.  
Superintendent





Book	Policy Manual
Section	0000 Bylaws
Title	BOARD MEMBER ETHICS
Code	po0144.2
Status	Active
Adopted	May 15, 2017

#### 0144.2 - **BOARD MEMBER ETHICS**

As members of the Board of Education, Board members will strive to improve public education and to that end they will:

- A. attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- B. recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
- C. render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- D. encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;
- E. work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the Superintendent;
- F. communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
- G. inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the State and National School Boards Associations;
- H. support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- I. avoid being placed in a position of conflict of interest, and refrain from using their Board positions for personal partisan gain;
- J. take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law;
- K. remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.

Source: Board of Directors, National School Boards Association.

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**Last Modified by Brenna Sparger on February 25, 2019**





Today's Learners, Tomorrow's Leaders

### **Vision Statement**

Inspire and Empower All Learners

### **Mission Statement**

The Hazel Park School District in collaboration with all stakeholders prepares and supports students for the future.

### **Beliefs**

- The school district supports the social, emotional, physical and academic needs of each child in a caring, healthy and safe environment
- A culture that celebrates diversity and promotes equity
- Student achievement and social emotional learning are the core of every decision
- All students have the ability to learn
- Students are successful when staff, families and community are engaged and support learning
- Research based curriculum, aligned with state standards is the foundation for high quality instruction
- Student driven learning environments foster self-efficacy and individual ownership learning
- Student success is fostered and supported through multiple pathways toward graduation

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## HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

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In effective school systems, the Superintendent and the Board function as a “Board Team.” A structured approach to first developing a vision for the district and setting goals is enhanced by first developing a system of standard operating procedures. The School Board is the corporate policy making body for the district and the Superintendent and staff provide the leadership to cause Board policies to be implemented. Therefore, the Hazel Park Board of Education and superintendent function as a “Board Team” to provide open communication to the staff and patrons of the district.

The Hazel Park Board of Trustees adopts these guidelines as Standard Operating Procedures to effectively communicate among trustees and with staff and members of the district.

### Code of Ethics

As members of the Hazel Park Board of Education, we realize that to be the most effective advocates for children, we, as a Board, must function as a team and at all times treat each other and the people we serve with the utmost courtesy, dignity, respect and professionalism. Should we, for whatever reason, fail to follow these guidelines, we ask that our fellow Board members call it to our attention. Should that occur, we pledge to accept the feedback without anger or retribution, and to renew our efforts to follow this Code of Conduct and Board Operating Procedures. We shall promote the best interests of the school district as a whole, and, to that end, we shall adhere to the following educational and ethical standards.

- I will bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, administrative rules and regulations, court orders pertaining to schools and district policies and procedures.
- I will make decisions in terms of the educational welfare of all children in the District, regardless of ability, race, religion, creed, sex, sexual orientation, national origin, disability or social standing.
- I will recognize that the Board must make decisions as a whole, as a body corporate, and make no personal promise or take private action that may compromise the role and integrity of the Board.
- I will focus Board action on policy making, goal setting, planning and evaluation as outlined in Board policy and state law.
- I will vote to appoint the best qualified personnel available after due consideration of the recommendation by the Superintendent. I will insist on regular and impartial evaluation of all staff by the Superintendent.
- I recognize that the role of the Board is to govern and oversee the management of the District. I will delegate authority to the Superintendent for the day to day operations of the district.
- I will not step outside my role to govern and oversee the management of the district by seeking to participate in the administration of the day to day operations of the District.
- I will hold confidential all matters that if disclosed may have a negative impact on the District. I will respect the confidentiality of information that is privileged under applicable law, including closed session discussions.
- To the extent possible, I will attend all regularly scheduled and specially set Board meetings, arrive on time, and I will be informed of the issues to be considered at the meetings.

## HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

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- I will assist in making policy decisions only after full discussion at publicly held Board meetings, and I will render all decisions based on available facts, and I refuse to surrender judgment to individuals or special groups.
- I will refrain from using my Board position for personal or partisan gain.
- I will disagree in an agreeable manner. I will not hold grudges or question other Board member's ethics or motives as to their vote or views on issues.
- I will be firm, fair, just and impartial in all decisions and actions.
- I will respect the majority decision as the decision of the Board.
- I will encourage the free expression of opinion by all Board members. I will make a good faith effort to understand and accommodate the views of others.
- I recognize the appropriate channels to refer complaints to the Superintendent and will do so.
- I will seek communication between the Board, students, staff, and the community at Board meetings as required, to conduct Board business.
- I will communicate to fellow Board members and the Superintendent at appropriate times, expression of public concerns.
- I will become informed about current educational issues and seek continuing education opportunities such as those sponsored by state and national Board associations.
- I will disseminate pertinent information gathered at training workshops and conventions with the Superintendent and fellow Board members.
- I will share school district information with other Board members.

### As Board President...

- I will make sure that persons addressing the Board follow established Board Policy guidelines as outlined in Board Policy.
- I will make sure that persons addressing the Board do so in a professional manner and not allow inappropriate communication to be directed to the Board or the Superintendent during Board meetings.
- I will ensure that all Board members are given an opportunity to reflect their views. I will work toward building consensus among all Board members.

## 1.0 **MEETINGS**

### 1.1 **Developing the Board Meeting Agenda**

#### 1.1.1. **Who Can Place Items on Agenda and the Guidelines**

- A. Agendas are created by the Superintendent and Board President and are presented to the Board trustees for review on the Thursday prior to the Monday Meeting.
- B. Board members must request in writing or verbally to the Superintendent or Board President any item they desire to have placed on the agenda.
- C. In accordance with the Michigan Open Meetings Act, no item can be placed on the agenda less than 72 hours in advance of the meeting, except in an emergency as defined by law.

#### 1.1.2 **Use of Consent Agenda**

- A. When the agenda is prepared, the Superintendent and the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature such as, but not limited to field trips, meeting minutes, personnel, recurring reports and bill payments grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote.

Consent items typically include but not limited to:

1. All routine items
2. Shared Service Agreements
3. Budget amendments
4. Insurance contracts
5. Association memberships
6. Routine expenditures
7. Updates of Board policy
8. Routine personnel items
9. Routine bid considerations
10. Items recommended by the Superintendent

#### 1.1.3 **Regular Board Meeting Agenda Outline**

- A. Shall be aligned with the district strategic plan and include but not be limited to:
  - Call to order
  - Invocation ( do we want to bring this back)
  - Pledge of Allegiance
  - Approval of Agenda
  - Special Order of Business
  - Public Comment



## HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

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- Consent Agenda
- Unfinished Business
- New Business
- Superintendent Report
- Board request for future agenda Items( do we want to do this when we have a process up above)
- Future Meetings
- Public Comment
- Board Opportunity to make a comment/statement
- Adjournment

### 1.1.4 Annual Board Meeting Agenda Items

2023-24 YEARLY BOARD AGENDA CALENDAR

Revised 6/11/2023

January	Board of Education Organizational Meeting School Board Appreciation Month New Board Member Training (when applicable) Review Board of Education Code of Ethics (Policy 0144.2) Conduct and Operating Principles Approve Protocols of the Board Summer School proposal Strategic plan update Approve committee dates / special meetings Review Policy 6423 ~ Use of Debit/Credit Cards
February	Review three year plans ( technology, Facilities, financial project, Food, Communication, Curriculum) Review count day enrollment Oakland Schools Outstanding Teacher of the Year 1st Semester Attendance Presentation I-Ready / Data Presentation Leo written presentation
March	Present staffing approval for next school year Renew Food Service Contract Support Person of the Year Budget Amendment/tentative / Review budget for next school year. LEO written report. Superintendent Evaluation Check In: written
April	Act on non-renewal for staff for next school year Renew Administrative Contracts Museum contract Resolution for Teacher Appreciation Strategic Plan update

## HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

	School Year Calendar
May	<p>Staff Appreciation  Retiree Celebration  Resolution to Approve/Disapprove Oakland ISD Budget  Final Leo report to the board  PBIS Update  Board Self-Evaluation shared  Debt levy to Board for Approval (L-4029)</p> <p>Student Handbook/ Athletic Handbook /EL Handbook  Course Handbook Update</p>
June	<p>Budget Presentation  Approval of Budgets  Approval of Tax Rate Requests  Approval of Resolution authorizing State Aid Notes  MHSAA Resolution  Review Board Self assessment  2nd Semester Attendance Presentation  Superintendent Self-Evaluation at special meeting  Board Evaluation approval @ regular meeting</p>
July	<p>Annual School Bond Loan Activity Resolution (due 8/1)  Strategic Plan update /refresh  Superintendent Evaluation Goal Setting  Approval of SIP  Approval of Alternative Ed waiver applications</p>
August	<p>Board Goals  Vote on OCSBA Bylaws/Resolutions when applicable  Integrated pest management  LEO presentation ( 10 minutes )</p>
September	<p>MStep  Summer School Update  Teacher Tenure list  Course Handbook Update  New Staff Introduction  AP Testing Students Celebrating  District Improvement Plan  Superintendent Check in : Letter</p>
October	<p>Audit Presentation and Approval  Review Sinking fund Plan  National Principals Month  Strategic plan update  Superintendent Check in</p>
November	<p>Audit Presentation and Approval  Review Sinking fund Plan  National Principals Month</p>

## HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

	Strategic plan update Superintendent Check in LEO Quarterly Report : written report
December	Superintendent Evaluation Formal Check in Choose Additional Factors for new evaluation period PBIS/discipline data School of Choice Resolution Approve Sinking fund projects for BID

### 1.2 Board Member Preparation for Meetings

- A. Board members will come to Board Meetings prepared to discuss and take action on all agenda items.
1. Study the material in the Board Packet sent to them prior to the meeting.
  2. Whenever possible, requests for additional information should be addressed through the Superintendent prior to each Board meeting.

### 1.3 Board Member Participation/Conduct during Meetings

#### 1.3.1. Board Meeting Protocol

- A. Board members will maintain professional and courteous behavior throughout the meeting.
- B. Board members will demonstrate respect to fellow Board members, district staff and public participants through the following behavior:
- Listen and treat each other respectfully
  - Be cordial when disagreeing
  - Say what needs to be said as briefly and clearly as possible
  - Direct comments solely to the business under deliberation
  - Address each staff, and public by title and last name
  - Only speak after acknowledgement from the Board President, yield to other board members and only speak during appropriate times
  - Support hearing the voice of all Board members on each agenda item that is being discussed and refrain from dominating the conversation
  - Refrain from condescending or critical comments to members of the staff, public or Board
  - Focus on issues, not people or personalities
  - Courteously accept other viewpoints and Board votes, which were not supported by self
  - Seek solutions and reasonable compromises or consensus when there are differences of opinions
  - Make decisions in the context of what is best for all students in the District
  - Avoid immediate decisions and votes and possible shorter-term solutions when the issues calls for more discussion, understanding, and a more in-depth approach or solution to the issue (except in emergency situations)

## HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

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- Be willing to publicly apologize to staff, patrons or Board members if behavior is inappropriate or disruptive to the progress of the meeting
- Promote dialogue from multiple perspectives to increase understanding on agenda items.
- As a courtesy to others, electronic devices will be set in a non-audible mode during Board meetings. Emergency situations warrant exceptions.

### **1.3.2 Persons Addressing the Board**

- A. Audience participation at Board meetings is limited to the portions of the meeting designated as Public Comments. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless recognized by the presiding officer.
- B. A person may address the Board on an agenda or non-agenda item by registering their intention to participate in the public portion of the meeting upon their arrival at the meeting. Each person shall be limited to three (3) minutes at the beginning of the meeting and one (1) minute at the public comment session at the end of the meeting.
- C. At regular meetings the Board shall allot a total of 30 minutes to hear persons who desire to make comments to the Board. Persons who wish to participate in the Citizen Comments shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.
- D. Delegations of more than five persons are encouraged to appoint one person to present their views before the board.
- E. The President or presiding officer will
  1. Prohibit public comments which are frivolous, repetitive or harassing;
  2. Interrupt, warn, or terminate a participant's statement when the statement is to lengthy, personally directed, abusive, obscene or irrelevant;
  3. Request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting;
  4. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly process of the meeting;
  5. Call or a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
  6. Waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business

### **1.3.3 Board Response to Persons Addressing The Board**

- A. Board members shall listen intently.
- B. Board President may direct administration to investigate item(s) and report back to the Board.
- C. Board members shall refrain from responding to or entering into discussion with the audience during the meeting as:

1. Items on the agenda will be discussed as appropriate and scheduled on the agenda;
2. Items not on the agenda do not permit Board members to respond or discuss except to make factual statements or refer to Board policy.
3. Board president may exercise discretion in allowing patron comments to exceed 5 minutes or to extend the 30 minute time allotted for Open Forum.
4. Board members may request that the Board President extend the Open Forum times set out in this policy.

### **1.3.4 Discussion of Employee/Student Issues**

- A. The Board will not encourage or actively participate with negative comments on individual employees or students in public sessions.
- B. The presiding officer will request persons addressing the Board refrain from sharing personally identifiable information on employees, individuals or students in public session.

### **1.3.5 Hearings, Grievances, Student/Employee Discipline**

- A. The Board will conduct all hearings or discipline due process, in accordance with the applicable Board policies
- B. During hearings, Board members will seek legal counsel as deemed necessary.
- C. The Board shall not use an employees or student's name in any public discussion.
- D. Student due process hearings will be held in a closed special meeting if requested.

### **1.3.6 Discussion of Motions**

- A. All discussions shall be directed solely to the business currently under deliberation.
- B. The Board President or designated chair has the responsibility to keep the discussion to the motion at hand shall halt discussions that do not apply to the business currently before the Board.
- C. A Board member prior to giving their comments shall ask for and receive recognition by the presiding officer.

## **1.4 Board Member Participation in Discussion, Debate and Voting**

- A. All Board members shall vote on all action items unless a conflict of interest applies.
- B. All Board members may make motions, second motions and enter into discussion on all agenda items.
- C. In case of a tie, the action item fails. The item may be brought back to the Board on a subsequent agenda.
- D. In case of a less than unanimous vote, the Board will support the majority decision and go forward in harmony.
- E. Once a final decision is reached, each member has the responsibility to support the decision and aid in its implementation.
- F. A majority of the entire Board is needed to pass an action item.

## HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

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### 1.5 Board Members Responses to Inquiries about Closed Sessions

- A. Board members are to refer any inquiries about closed sessions to the Superintendent or the Board President.
- B. Any confidential information from a closed session shall not be discussed outside of the closed session.

### 1.6 Participation by People other than Board Members in Closed Session

Participants are limited to:

- A. The person requesting the closed session, their council, a union representative (an employee issue), a student and their parent(s) or guardian(s) where applicable.
- B. Representatives of the administration that have pertinent information.
- C. Additional persons that the Board approves.

### 1.7 Board Organization

#### 1.7.1 Officers (Bylaw 0152)

- A. The Board shall elect a President and Vice-President as well as a Secretary and Treasurer.
- B. Election of officers shall be by a majority of the full Board. Where no such majority exists on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.
- C. Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify. An officer may be removed for cause by a majority vote of the full Board. The Board shall fill a vacancy in any Board officer position within thirty (30) days of the occurrence of the vacancy.

#### 1.7.2 Role and Authority of Officers

- A. No Board member or officer has authority outside the Board meeting.
- B. No Board member can direct employees in regard to performance of their duties.
- C. Duties of officers
  - Please refer to Policy Bylaws 0171.1, 0171.2, 0171.3 and 0171.4

### 1.8 Selection and Operation of Board Committees (Bylaw 0155)

- A. Committees of Board members shall perform the duties as assigned by the Board, which may include deliberating, making decisions/recommendations or taking other actions specifically authorized by the Board.
- B. All committees shall comply with the Open Meetings Act in accordance with the applicable requirements set forth in 0160 Bylaws. A committee may meet in closed session to review the specific contents of an employment application provided when the applicant for employment requests that the information remains confidential. It may not, however, meet in closed session to protect an applicant's identity.
- C. The President is authorized to appoint, as soon after the organizational meeting as practicable, members of the Board to the standing committees where they shall serve a term of one (1) year.

## HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

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- D. Ad hoc committees may be created and changed at any time by the President or the Superintendent with the approval of the Board. Members of Ad hoc committees shall serve until the committee is discharged.
- E. The Superintendent shall service as an ex-officio member of each committee.
- F. A member may request (or refuse) appointment to a committee. Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.
- G. Each Board committee shall be convened by a chairperson who shall report for the committee and shall be appointed by the President.

### **2.0 COMMUNICATION**

#### **2.1 Board member communication with each other**

- A. Board members shall not deliberate issues outside the board meetings.
- B. Electronic communications:
  - 1. Shall abide by the spirit and letter of the Open Meetings Act
  - 2. Restrict to 1 on 1 communications, informal inquiries, historical perspectives
  - 3. General information may be provided to the board with no reply to all as a response.

#### **2.2 Board member's responses to community or employee contacts**

The Board recognizes that as elected officials there will be requests and contacts from the Public and/or employees; therefore, strict adherence to this procedure is required.

- A. The Board member shall refer the citizen to the appropriate person/chain of command as appropriate
- B. The Board member should not become involved personally or individually in the issue.
- C. The Board member will notify the Superintendent of all concerns.

#### **2.3 Board member communication with the media**

- A. The Superintendent shall be the official spokesperson for the district.
- B. The Board President shall be the official spokesperson for the entire Board to the media/press.
- C. All Board members who receive calls from the media should direct them to the Board's President or designee.

##### **2.3.1 Board members Social Media posting expectations:**

- A. Social Media, as defined in Bylaw 0100, shall not be used to conduct any form of Board business (Bylaw 0167.6)
- B. 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 (Bylaw 0143.1)
- C. If a Board Trustee develops a website, blog or podcast that will mention the District, employees, students, etc., the Board Trustee would identify who they are and that the views expressed on the blog or website, podcast belong to that Board Trustee.
- D. If a Board Trustee develops a site or a blog that mentions the District, as a courtesy, please inform fellow Board Trustees.

## HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

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- E. Board Trustees may not share information that is confidential. Board Trustees must be careful not to blog about things learned in closed session or in private conversation with fellow Board Trustees, staff, or administration. Board Trustees could be held personally liable for any such disclosures.
- F. Board Trustees must not use District logos and trademarks. Use of logos, and trademarks imply that a board Trustee is speaking for the District.
- G. Speak respectfully about the District and current and potential employees, students, and parents.
- H. Do not engage in name calling or behavior that will reflect negatively on a board Trustees' reputation.
- I. Note that the use of copyrighted materials, unfounded or derogatory statements, or misrepresentation is not viewed favorably by your community and can result in legal entanglements.
- J. Write knowledgeably, accurately, and using appropriate professionalism. Despite any disclaimers, board Trustee's Web interaction can result in members of the public forming opinions about board Trustees, the District, staff and the community.
- K. Honor the privacy rights of fellow Board Trustees, staff and parents by asking permission before writing about or displaying internal happenings that might be considered a breach of their privacy and confidentiality.
- L. Board Trustees should be very careful about selling any product or service in a blog about the District.
- M. Recognize that Board Trustees may be legally liable for anything written or presented online. Board Trustees can be sued by District employees, parents, student, or any individual who view the commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous, or creating a hostile work environment.

### **2.4 Board member communication with the community**

- A. The Board will communicate with the community through public hearings, regular Board meetings and regular publications.
- B. Individual Board members cannot speak in an official capacity outside the Board room.

### **2.5 Administration communications with Board members**

- A. The Superintendent will exercise his/her best judgment and discretion to determine when information should be shared with board members based on the specific situation.
- B. Three types of communication with board members:
  - 1. Not urgent or not in the media - Board Packet
  - 2. Very important but not crisis - Email/text to each board member
  - 3. Crisis / Emergency situation - Phone/text call to each board member
    - a. In the case of an emergency or crisis, the superintendent or designee will provide

The following six pieces of information:

- What, Where, When, Who. Action taken and a public statement for the Board members.
- b. Phone calls will be placed in the following order:
  - President, VP, Secretary, Treasurer and Trustees
- c. The Superintendent or designee will provide updates as practicable.



## HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

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### 2.6 Community electronic communications with the Board

- A. The Board will have a contact link on the District website to allow community members to email their questions to the entire board.
  1. The website and/or form will state in a conspicuous place the following: “The School Board members are trustees primarily charged with the vision, budget, goals and policy for all children in the district. Any operational or staffing issues should go through the building principal first, then to the administration”.
  2. An automated email response will acknowledge the receipt of the citizen’s inquiry containing the text:  
“Thank you for your inquiry to the Hazel Park Board of Education. It will be shared with all the Board members. The President or a School Administrator will get back to you shortly.”
- C. The Board President or designee shall determine the appropriate response and who respond to the inquiry. Any response shall go to all Board members.

### 2.7 Community communication directly to a Board member

- A. This does not apply to casual conversation with community members. If applicable, the Board member should contact the Board President about the issue:
  1. To determine if other Board members and/or the administration received the communication.
  2. To confirm the relative facts.
  3. To discuss the individual Board member’s potential response.
  4. Any response should be shared with other members.

### 2.8 Community member request for privacy in communications

- A. The Board encourages openness in all community communications.
- B. Any community member who requests privacy in communications should not expect a response.
- C. Any response may be subject to public disclosure in the future.

## 3.0 BOARD DEVELOPMENT

### 3.1 New member orientation

- A. Orientation to the Board/Board Responsibilities: The following items shall be provided or made available to the new Board member by the Board President or a Board trustee designated by the Board President as a “mentor” with the assistance of the superintendent or the superintendent’s designee.
  - A personal copy or link of the written Board policy manual and explanation of its use, development, review, etc., including the following:
  - A copy or link and explanation of the district’s mission, vision, values and beliefs, and/or educational philosophy.
  - A copy or link and explanation of the district’s latest short-and long-range goals, along with related needs assessment results.
  - An explanation or link of any policies governing board member conduct and activities (i.e., Board Code of Ethics, travel expenses, conflict of interest, professional development, etc.)
  - An explanation of how board meetings are conducted, including parliamentary procedures used, Open Meetings Act requirements, placing items on the agenda, superintendent’s Board packets, etc.
  - A discussion about the Board’s speaking with one voice, the authority of the board vs. the authority of any individual board member, the chain of command, etc.
  - An explanation of Board processes: gathering community input,

## HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

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monitoring district progress, self-evaluation, communication with the media, etc.

- A historical perspective of the Board's current work, including minutes from the past year's board meetings;
- An explanation of the superintendent's informational packets.
- An explanation and list of Board and Board member development opportunities available throughout the year including MASB's CBA course offerings, and workshops, Certification process and annual conferences.

B. Orientation to Board/Superintendent Roles and Relationship: The following items are generally shared areas of expertise between the Board and superintendent, and therefore, should be a joint responsibility in the orientation process.

- Clarification of roles and responsibilities including discussion about "Who decides" particular types of issues.
- Explanation of how authority is delegated to the superintendent.
- Explanation of the District's administrative procedures manual.
- A copy / Link of the superintendent's job description and contract and discussion of how it evolved.
- A copy/ link of any superintendent evaluation materials and discussion of how and when they are used.
- An explanation of how communication flows between Board members and superintendent and how to use the chain of command.
- A review of written board policies governing the Board/Superintendent Relationship.

C. Orientation to the District: The following items are generally within the superintendent's areas of expertise and responsibility in the orientation process.

### 1. School Finance

- A copy/ link of the district's budget. Explanation of how, when and by whom it is prepared; how the district's mission and goals are translated into a dollars-and cents plan; where the money comes from, where it goes and how it is spent.
- An explanation of financial accountability processes: how funds are accounted for; how expenditures are authorized; what financial reports are provided and how to interpret them, etc.
- An explanation of the state's school finance plan and what it means in terms of local district budget.
- Data on district per pupil cost and expenditures.
- An explanation of the assessed valuation and tax structure of the district.
- An explanation of the funding process for the school district.
- A description of the district's student enrollment trends and projections.
- Data on the existing bond indebtedness of the district and when various building debts will expire.
- Information on federal and state aid to your district's education program.

### 2. School District Facilities

- A list showing the number, location, and condition of schools and other

- buildings owned/operated by the district.
  - An explanation of construction projects contemplated and in process.
  - A description of the district's building maintenance program.
3. School Curriculum and Instruction
- An explanation of curriculum standards required by state law and implemented by the State Board of Education.
  - Copies of recent state and/or accrediting agency evaluations.
  - An explanation of the district's overall curriculum program.
  - An explanation of local school improvement initiatives (what, why, who, how, etc.
  - An explanation of the educational organization of the district, including student groupings, departmentalization, team-teaching, shared pupils/teachers, etc.
  - An explanation of how elementary, middle school and secondary curricula are coordinated.
  - Student dropout statistics.
  - Information on MSTEP tests, other applicable standardized testing, recent test results, and the utilization of test results.
  - Data on the percentages of students who go on to college or other post high school programs.
  - An explanation of the ISD, the District's involvement with the Oakland ISD and, and other collaborative educational facilities/programs.
  - The district's special education program, programs/courses offered for students with impaired sight or hearing, and emotional, neurological and other problems.
  - Data on age and condition of textbooks and other school equipment
  - A description of libraries, technological tools and other instructional materials in use now or planned for the future.
  - A listing of extra-and co-curricular activities in the district.
4. Administration and Staff
- A copy / link of the job description of the superintendent, Board secretary and top administrators.
  - An organizational chart of the school district's management structure.
  - An explanation of personnel recruitment and hiring procedures.
  - A copy link of staff salary schedules and fringe benefit programs, including data on average and median salaries of teachers and administrators.
  - Data on staff-administrator ratios.
  - A copy/ link of the district's collective bargaining agreement(s), and a brief history of the recent collective bargaining activities in the district.
  - An explanation of the district's evaluation criteria and procedures for administrators, teachers and support staff.
  - An explanation of the district's orientation program for new teachers.
  - An explanation of the district's staff development program.

## HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

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### 5. School-Community Relations

- An explanation of programs, activities, and interests of education-oriented groups and associations (i.e., PTA's, booster clubs, the Promise Zone, advisory committees, etc).
- An explanation of the District's public relations program, the District "Brand", how it is coordinated, and what activities regularly take place.

### 3.2 Board officer transition process

- A. Present officers to relate duties and responsibilities of the position to their replacements.
- B. New officers to review written description of position before taking office.

### 3.3 Selecting of timing and activity for annual team building session and assessment of Board continuing education needs.

### 3.4 Annual board or team (board and supt.) self-evaluation and establishment of goals

- A. Evaluations are done annually in May.
- B. Evaluations are conducted in executive session by consensus.
- C. Evaluations are done as a team (board and superintendent).

### 3.5 Board member concerns about another board members performance

- A. If a board member has a concern about another board member's performance they should first discuss it with the offending member.
- B. If still unsatisfied with the results of the first meeting, then they should discuss it with the board president or other board officer.

### 3.6 Procedures for board travel and training opportunities

- A. Board members are encouraged to further their professional training and take advantage of available training or conferences within or outside of the district.
- B. Board members should arrange travel, accommodations and classes through the superintendent's office.
- C. All board members are to comply with the Board policy on travel expenditures and submitting travel/training expenses.
- D. Board members should report on their conference attendance at the next board meeting.

## 4.0 BOARD DISTRICT OVERSIGHT

### 4.1 Establishment of the districts vision, mission and annual goals

- A. The board shall develop district vision and mission statements, as needed.

### 4.2 Boards approval of district goals

- A. The superintendent shall examine district goals and if necessary develop or revise them at least on an annual basis.
- B. District goals shall be presented to the Board by the superintendent and approved by the Board at the August meeting. .

### 4.3 Boards approval of district and building performance objectives

- A. The superintendent shall develop performance objectives for District and campus performance from time to time and at least on an annual basis.

## HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

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- B. District and campus performance objectives shall be presented to the board by the Superintendent and approved by the board.

### **4.4 Boards approval of *District and Building***

- A. The Superintendent shall develop District Improvement Plans from time to time and at least on an annual basis.
- B. District Improvement Plans shall be presented to the board by the Superintendent and approved by the board.

### **4.5 Boards review of the districts progress toward goals accomplishments**

- A. Board members will be continually guided by what is best for all students in the district.
- B. The Board will annually review the district goals.
- C. Each Board member will be given by the administration a copy/ link of the district's progress towards goals prior to the review meeting.

### **4.6 Boards review of the instructional program**

- A. Board members will be continually guided by what is best for all students in the district.
- B. The Board will annually review the instructional program for each subject category.
- C. Each Board member will be given a copy of the instructional program prior to the meeting.

### **4.7 Boards review of programs other than instructional programs**

- A. Each Board member will be continuously guided by what is best for all students of the district.
- B. The Board will review annually non instructional programs (i.e. Athletics)

### **4.8 Development and adoption of the district budget (full cycle)**

- A. The Board president shall appoint three (3) members of the Board to be on the Finance Committee.
- B. The Finance committee shall meet with the administration as needed during the year to review the school budget and make changes as necessary to meet the district goals within the expected revenues and expenses.
- C. Board members will not individually undertake to observe the performance of employees, including classroom teachers, for the purposes of “evaluating” a teacher’s performance.

## **5.0 POLICY / PROCEDURES**

### **5.1 Review of Board policy**

- A. Board Policies are reviewed and updated annually as needed by the Board policy committee.
- B. Revised Board policies are approved by the Board.

### **5.2 Development of Board policy**

- A. New board policies are developed in response to requested district or administration needs to the Board policy committee.
- B. New board policies are approved by the Board.

## HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

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### **5.4 Development of administrative procedures**

- A. New administrative procedures are developed in response to district or administration by the Superintendent and presented to the Board policy committee.
- B. New administrative procedures are presented to the Board as informational.

## **6.0 PERSONNEL**

### **6.1 Evaluation of the superintendent (full cycle)**

An annual evaluation of the Superintendent shall be made a part of the Board's annual calendar. Each Board Member shall complete an evaluation, to be compiled by the Board President who will then share the results with Board Members.

- A. The Board will use a state-approved evaluation tool.
- B. Training on the evaluation tool must be provided to all evaluators, which include Board Members.
- C. The Board shall evaluate the Superintendent's performance annually unless he/she has received three Highly Effective Evaluations.
- D. The Superintendent may give the Board a self-evaluation including supporting Documentation.
- E. The Superintendent may choose to have his/her review during a closed or open Session of the Board.
- F. The Board will recommend and approve the Superintendent evaluation in open Session.
- G. The Board will review and recommend contract provisions for the Superintendent.

### **6.2 Board member's concerns about the superintendent's professional performance**

- A. We value the superintendent role in the community and how the district is represented. If this representation is less than favorable and witnessed by a Board member the Board member shall:
  - 1. Communicate their concerns directly to the superintendent
  - 2. Communicate with the Board President to address questions and/or concerns.

### **6.3 Hiring of personnel other than the superintendent**

- A. The Board does not directly hire any personnel other than the superintendent.
- B. The personnel changes shall be presented to the Board monthly by the administration and approved by the Board.



Ford Administration  
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www.hazelparkschools.org

To: Dr. Amy Kruppe, Superintendent  
From: Dr. Stephanie Dulmage, Assistant Superintendent of Teaching and Learning  
Subject: K-12 Math Task Force  
Date: 1/22/24

As a district, we recognize the critical need for a comprehensive transformation in the math instructional framework and teaching practices. To support this need, we are proposing the establishment of a K-12 math task force. This dedicated group, for which we seek funding, will concentrate on rigorous data analysis, extensive research into best practices, and the development of an enhanced framework for the delivery of high-quality math instruction. As this initiative unfolds, the task force may evolve to include elementary and secondary sub-committees tasked with piloting new resources. Phase 1 of this project will run from March 2024 to August 2024. This initiative is a pivotal long-term project that will extend into the 2024-2025 school year, with a commitment to submitting a follow-up proposal to sustain the work of the Math Task Force. The proposed timeline serves as a flexible guide that may be adjusted as needed throughout the project.

Math Task Force Members

The goal is to bring a team together that represents all grade bands, the instructional coaching team, and building administrators. This proposal is a request to compensate teachers for serving on the task force for meetings after school and in the summer.

Level	Minimum Number of Teachers	Max # of Teachers
Kindergarten	1	2
Grades 1-2	1	2
Grades 3-5	1	2
Grades 6-8	1	3
Grades 9-12	2	3
Special Education Teacher	1	1
Elementary Instructional Coach	1	N/A
JH Instructional Coach	1	N/A
HS Instructional Coach	1	N/A





Proposed Hours for Compensation

Months	Hours/Month	# of Months	Max # of Staff Members	Total Hours
March-May	3	3	16	144
June-August	6	3	16	288
			Total Hours	432

Staff Compensation (If applicable)

Budget Item	Salary	Benefits	Total Cost/Hour	Total Expenses
Staff Compensation	35	16	51	\$22,032
			<b>Grand Total</b>	<b>\$22,032</b>

**Funding Source:**

- General Fund - \$22,032

**Strategic Plan Goal Alignment**

- Curriculum & Instruction: Hazel Park Schools will develop innovative, independent, and persistent learners who think critically, communicate effectively, and positively influence the local and global community.

**Recommendation**

That the Board of Education approve the funds to compensate staff for serving on the Math Task Force in the amount of \$22,032.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**

\_\_\_\_\_  
Amy Y. Kruppe, Ed.D. Superintendent





Ford Administration  
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www.hazelparkschools.org

To: Amy Kruppe, Superintendent  
From: Stephanie Dulmage, Assistant Superintendent of Teaching and Learning  
Subject: ARC Reading and Writing Resource - Grade 10 HPHS  
Date: 1/22/24

We are committed to ensuring that every student has access to high-quality reading resources suitable for their grade level. Achieving this requires a district-wide, systematic approach to reading and writing instruction. To maintain uniformity in our high school, we are seeking approval for the acquisition of ACR Core specifically for 10th-grade students at Hazel Park High School. The phased expansion into 10th grade ensures steady and systematic curriculum growth, opportunities to provide intentional support for our teachers, and a smooth transition for students as they progress through the grades.

Hazel Park High School 10th Grade ARC Core	\$26925
IRLA tool Kits and ARC Accelerator	\$2430
Hazel Park High School - Additional Classroom Library or Research Books	\$2500
<b>Grand Total</b>	<b>\$31,855</b>

**Strategic Goal Alignment**

- Curriculum & Instruction: Hazel Park Schools will develop innovative, independent, and persistent learners who think critically, communicate effectively, and positively influence the local and global community.
- Climate and Culture: The Hazel Park School District will provide a unified system of support for all students, embracing diversity, and fostering a positive school climate.
- Resources: The Hazel Park School District will maximize its resources to assure high-quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

**Funding Source:** General Fund

**Recommendation**

That the Board of Education approves the purchase of the ARC reading resources for Hazel Park High School in the amount of \$31,855.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**

Amy Y. Kruppe, Ed.D.  
Superintendent





Ford Administration  
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223  
www.hazelparkschools.org

To: Dr. Amy Kruppe  
From: Kristy Cales, Human Resource Director  
Subject: Additional Paraprofessionals  
Date: 01/16/2024

We are seeking approval to add two additional paraprofessionals at Edison School. We are looking to hire an additional Elementary Class teacher, we had been holding the hiring of this staff member until we had the need based enrollment, the enrollment has indicated that students would benefit from a 3rd classroom, therefore we are seeking the approval to hire two additional paraprofessionals for classroom support.

**Resources:** The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

**Community Relations:** The Hazel Park School District through strong community relations and collaboration with all stakeholders will develop high-achieving students.

**Funding Sources:** General Fund

**Recommendation**

That the Board of Education approves the hiring of two additional paraprofessionals for Edison, as presented.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**

Amy Y. Kruppe, Ed.D.  
Superintendent





Ford Administration  
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223  
www.hazelparkschools.org

To: Dr. Amy Kruppe, Superintendent  
From: Stephanie Dulmage, Assistant Superintendent of Teaching and Learning  
Dr. Carla Postell, Executive Director of Teaching, Learning, and Equity  
Subject: Early Childhood - Grade 12 Summer Programming  
Date: January 22, 2024

**Early Childhood - Grade 8 Summer Programming**

Summer programming (academic and non-academic) is an important part of the learning experience available to Hazel Park School District students. These experiences are aligned with the strategic plan and supported by research as a best practice for supporting academic and social-emotional growth, and overall health and well-being. Extended learning time, a pillar of Community Schools, is essential to a school’s capacity to support students’ academic growth, as well as to help them develop socially, emotionally, and physically.

The goal of the Early Childhood-Grade 8 summer programming is to provide ongoing academic support in reading and math and offer engaging, non-academic experiences in STEM, Fine Arts, and sports. The budget outlined below represents the projected program costs for both the academic and non-academic portions of the summer programming. If additional funding is needed, a recommendation for approval will be brought to the Board of Education at a later date.

Early Childhood Summer Programming

A four-week summer experience will be offered to students who attended Webster Early Childhood Center during the 2023-2024 school year and will be entering Kindergarten in the Fall of 2024. Sessions will run for a period of 4 weeks, Monday - Thursday for 3 hours/day. The Webster summer experience is designed to build strong literacy and numeracy skills while engaging in immersive learning STEM and play-based learning. A focus on Kindergarten readiness skills will be a key component of the Early Childhood Summer Program.

Kindergarten-Grade 5 Summer Programming

The K-5 summer school experience will run for a period of 6 weeks, 3 hours per day, Monday - Thursday. The 3-hour morning session will focus on math and reading. During the afternoon sessions, students will have the opportunity to participate in various non-academic experiences including STEM, fine arts, and sports. Periodic pop-up literacy events will take place throughout the summer to further engage students and families. Hazel Park will be working with several community partners to offer these valuable non-academic experiences.

Grade 6 - 8 Summer Programming

The 6-8 summer school experience will run for a period of 6 weeks, 3 hours per day, Monday - Thursday. The 3-hour morning session will focus on math, reading, and non-academic experiences such as STEM, fine arts, or physical fitness. In addition to





the regular summer school, 6th-grade students will have the option to attend 6th-grade Boot Camp. Boot Camp is a one-week learning opportunity for incoming 6th-grade students that will welcome them into junior high school. Students will engage in core content learning experiences, team building, and other activities that will prepare students for their first day of junior high school.

Grades 9-12 Summer Programming

The HPHS Credit Recovery Summer School Program will follow the same format as past summers. The program will run for six weeks at Hazel Park High School. Students will be offered a free breakfast and lunch each school day as they were last year during summer school. The HPHS Credit Recovery Summer School Program will consist of offering Credit Recovery courses via our Edgenuity Platform. This program will allow students to earn credit in high school courses for remediation or acceleration.

The HPHS Math BootCamp is designed to prepare students for the math course they will be taking during the 2024- 2025 school year. We offer a camp for students needing and/or wanting to build their Algebra 1, Geometry, Algebra 2, and Pre-Calculus math skills. The sessions will be spent reviewing prerequisite knowledge and introducing new concepts that will be taught during the upcoming school year. Students will receive lessons that are hands-on and interactive. Class sizes are small (around 10 students), so students receive lots of individual attention and continuous feedback.

The HPHS Elective Course Offerings will consist of one face-to-face elective course offering during the eight-week summer programming. We are aiming to offer an Art elective to allow students to explore an art elective such as jewelry or pottery. Students who complete this course will earn a **.5 elective credit** for Visual, Performing, or Applied Art (VPAA) Credit.

**Early Childhood - Grade 8 Summer Programming Budget**

<b>Budget Category</b>	<b>Projected Budget Total</b>
EC Staffing - Salary and Benefits	\$15,096
K- 5 Staffing - Salary and Benefits	\$66,888
6 - 8 Staffing - Salary and Benefits	\$58,368
EC Supplies and Materials	\$1,000
K-5 Supplies and Materials	\$5,300
6-8 Supplies and Materials	\$3,400
K-5 Non-Academic Programming	\$3,960
Transportation (Camp Hazelwood)	\$575
<b>Grand Total</b>	<b>\$154,587</b>

**Grades 9-12 Summer Programming Budget**

<b>Budget Category</b>	<b>Projected Budget Total</b>
9- 12 - Salary and Benefits	\$57,456
9-12 Supplies and Materials	\$2,000,
<b>Grand Total</b>	<b>\$59,456</b>



**HAZEL PARK  
SCHOOLS**

**Funding Source:** General Fund/Grant Funded

**Strategic Goal Alignment**

Curriculum & Instruction: Hazel Park Schools will develop innovative, independent, and persistent learners who think critically, communicate effectively, and positively influence the local and global community.

Community Relations: The Hazel Park School District through strong community relations and collaboration with all stakeholders will develop high-achieving students.

**Recommendation**

That the Board of Education approves the Early Childhood-Grade 12 Summer Programming budget for \$214,043.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**

\_\_\_\_\_  
Amy Y. Kruppe, Ed.D.  
Superintendent



Ford Administration  
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223  
www.hazelparkschools.org

To: Amy Kruppe, Superintendent  
From: Kristy Cales, Director of Human Resources  
Subject: Technology Department Break/Summer Help  
Date: January 17, 2024

We are seeking approval for the use of help for the Technology Department during school breaks and the summer. In past years, we have had additional help to complete tasks that need to be completed in the summer. The 3 individuals would help with Chromebooks, teacher technology requests, and other open ticket items to help catch us up and prepare us for the return of school. Normally this is provided by interns, but this year we would like to open it up to all interested. Any one interested in this position would need to apply.

The 3 positions would work up to (13) 40 hour weeks at a rate of \$14.00 an hour. 3 people at 40 hours x 13 weeks @ 14.00 an hour (with est fringes of 35%) = \$36,036

**Strategic Goal Alignment -**

Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

**Funding Source: General Fund**

**Recommendation**

That the Board of Education approves the use of help for the Technology Department during the school break and the summer as presented.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**

Amy Y. Kruppe, Ed.D.  
Superintendent





Ford Administration  
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223  
www.hazelparkschools.org

To: Amy Kruppe, Superintendent  
From: Kristy Cales, Director of Human Resources  
Subject: Maintenance Department Break/Summer Help  
Date: January 17, 2024

We are seeking approval to add 5 temporary maintenance positions to work inside and outside of our buildings during the summer. The primary purpose of the positions will focus on the maintenance of the grounds at all our buildings. In the past, we have hired summer interns to provide on-the-job learning.

In addition to these positions we are also requesting 1 person per building to assist with tasks associated with cleaning and maintenance on both the winter and spring breaks.

We are proposing to offer the positions again to District employees during the breaks and open up the summer positions to past and present students.

**Cost impact to the District:**

Summer:

We would expect all employees to work 10 hours, 4 days a week (total 40 hours a week) at a rate of \$14.00 an hour during the summer. We are looking for the employees to work across the 11 weeks. Fringe benefits on the positions are not expected to exceed 35% of earnings. Total costs (salary and benefits) of the summer positions recommended are \$41,540.

Break:

We would expect all employees to work 8 hours, 5 days during the week (total 40 hours) at a rate of \$14.00 an hour during the winter break and 8 hours per day for 3 days over spring break. Fringe benefits on the positions are not expected to exceed 35% of earnings. Total costs (salary and benefits) of the winter and spring break positions recommended are \$6,048.

**Strategic Goal Alignment -**

Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.





**Funding Source: General Fund**

**Recommendation**

That the Board of Education approves the hiring of help for the maintenance department during the school breaks and the summer as presented.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**

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Amy Y. Kruppe, Ed.D. Superintendent





Ford Administration  
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223  
www.hazelparkschools.org

To: Amy Kruppe, Superintendent  
From: Jason Zirniss, Assistant Superintendent of Business and Operations  
Subject: FMX Software  
Date: January 17, 2024

As we strive to be more efficient in the time spent on projects, administration has determined that our current maintenance/calendar tracking system is not performing the tasks as required. We have evaluated several software systems that can replace our current one and have determined that FMX Solutions is the best fit for Hazel Park.

FMX solutions provides maintenance ticketing, technology ticketing, event scheduling that also estimates cost and tracks necessary documentation throughout the projects electronically. The annual cost for the services that we are currently replacing is \$9,740, the current software cost is \$15,516. Annually, this would save the District \$5,756. Initial setup and maintenance for the period through June 30th is being provided without cost allowing time for the conversion to FMX. FMX is charging training and setup fees of \$4,870 in the current year.

It is our recommendation that the Board approve the transition to FMX from School Dude.

**Goal Statement – Resource:** The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

**Funding Source: No direct financial impact**

**Recommendation**

That the Board of Education approve the FMX services agreement of \$9,740 for fiscal 2024 with \$4,870 for setup and training.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**

\_\_\_\_\_  
Amy Y. Kruppe, Ed.D.  
Superintendent





Ford Administration  
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223  
www.hazelparkschools.org

To: Hazel Park Board of Education  
From: Dr. Amy Kruppe, Superintendent  
Subject: Letter of Agreement - LOA Schedule B Testing Coordinators  
Date: January 22, 2024

We are presenting the Board of Education with the Letter of Agreement for the Schedule B Testing Coordinators between the district and the HPEA for your approval. Please review the attached documents.

**Goal Statement - Resources**

The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

**Recommendation**

That the Board of Education approve the LOA for the Schedule B Testing Coordinators, as presented.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**

\_\_\_\_\_  
Amy Y. Kruppe, Ed.D.  
Superintendent



Letter of Agreement  
Hazel Park Schools and  
Hazel Park Education Association  
**Schedule B Testing Coordinators**

**November 16, 2023 UPDATE**

Agreement between the Hazel Park Schools (hereafter “District”) and the Hazel Park Education Association (hereafter “Association”).

The circumstances leading to this agreement are as follows. The District needs bargaining unit members interested and capable of leading testing initiatives at different levels and buildings throughout the District.

The parties therefore agree as follows:

1. The District shall post the position Elementary School Testing Coordinator at each elementary building. Each position shall pay five hundred dollars (\$500.00).
2. The District shall post the position Middle School Testing Coordinator at the middle school building. That position shall be paid one thousand dollars (\$1,000).
3. The District Shall post the Advantage School Testing Coordinator at the Advantage School building. That position shall be paid one thousand dollars (\$1000).
4. The District shall post the position High School Testing Coordinator. At the high school level, two positions shall be offered. They shall be paid one thousand five hundred dollars (\$1,500).
5. All Accommodations shall be handled normally through the Special Education Department and shall not be part of the duties of Testing Coordinators at any level.
6. It is understood that these positions shall be given to HPEA members who express interest and with respect to appointment to these positions.

The parties understand and agree that this constitutes the entire agreement between them pertaining to the subject matter addressed herein and does not affect any other language in the collective bargaining agreement. This agreement shall expire on June 30, 2024.

For the District

Date

For the Association

Date

  
Amy Krupar (Dec 22, 2023 21:58 EST)

22/12/2023

  
Monica Gregory (Jan 3, 2024 10:58 EST)

03/01/2024



Ford Administration  
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223  
www.hazelparkschools.org

To: Hazel Park Board of Education  
From: Dr. Amy Kruppe, Superintendent  
Subject: Student Discipline  
Date: January 22, 2024

We are presenting this information as part of the expulsion process in accordance with the policy 5610:  
*The Superintendent will exercise discretion over whether or not to suspend or expel a student for persistent disobedience or gross misconduct. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Superintendent can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Superintendent will still consider these factors in making the determination.*

Students are afforded due process per policy 5610:  
*The Board recognizes exclusion from the educational programs of the District, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and is one that cannot be imposed without appropriate due process, since exclusion deprives a child of the right to an education. The Board also recognizes that it may be necessary for a teacher to remove a student from class for conduct disruptive to the learning environment, and that such removals are not subject to a prior hearing, provided the removal is for a period of less than twenty-four (24) hours.*

Per the policy Student 2023014, 2023015, 2023016, 2023017, 2023018, 2023019, 2023020 and Student 2023021 have been recommended for expulsion and as outlined in the letters have been provided with further required documentation to petition for reinstatement back into the school.

**Funding Source:** Not Applicable

**Strategic Goal Alignment:**

Climate and Culture: The Hazel Park School District will provide a unified system of support for all students, embracing diversity, and fostering a positive school climate.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**

\_\_\_\_\_  
Amy Y. Kruppe, Ed.D.  
Superintendent



Hazel Park City School District  
 Enrollment Analysis  
 Effective Date: 01/19/2024  
 Printed: 1/19/2024 9:19 AM

School	(All)
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Count of Student		Grade																			Grand Total
School Code	Track	-3	-2	-1	0	1	2	3	4	5	6	7	8	9	10	11	12	EA	PH		
01611	23/24 INVEST													82	78	73	70				303
01611 Total														82	78	73	70				303
01616	23/24 HIGH SCHOOL													144	136	125	129				534
01616 Total														144	136	125	129				534
01753	23/24 HOOVER				37	44	52	41	43	42											259
01753 Total					37	44	52	41	43	42											259
02176	23/24 MICH CYBER ACD													69	84	93	62				308
02176 Total														69	84	93	62				308
02399	23/24 ALL YR JARDON				1	1		2		1	1	2			1	1			9		19
	23/24 JARDON																	53			53
02399 Total					1	1		2		1	1	2			1	1		62			72
02954	23/24 VIKING VIRTUAL													2	8	15	32				57
02954 Total														2	8	15	32				57
04159	23/24 EDISON ELEM					3	2	1	2	3											11
	23/24 EDISON HS													7	5	12	4				28
	23/24 EDISON JHS											8	10	12							30
	23/24 EDISON PH																	4			4
04159 Total						3	2	1	2	3		8	10	12	7	5	12	4	4		73
04259	23/24 UNITED OAKS				57	52	70	52	61	44											336
04259 Total					57	52	70	52	61	44											336
04422	23/24 WEBSTER EARLY CHILDHOOD	12	33	95	1																141
	23/24 WEBSTER ECSE/EA	1	8	1										1				24			35
04422 Total		13	41	96	1									1				24			176
07829	23/24 ADVANTAGE											4	8	6	19	22	29	26			114
	23/24 ADVANTAGE ELEM				1	1	1	1	3												7
	23/24 ADVANTAGE VIRTUAL													7	9	15	71				102
07829 Total					1	1	1	1	3		4	8	6	26	31	44	97				223
09372	23/24 JUNIOR HIGH										146	142	139								427
09372 Total											146	142	139								427
09429	23/24 WEBB				64	46	59	58	59	38											324
09429 Total					64	46	59	58	59	38											324
Grand Total		13	41	97	160	147	184	153	170	127	159	161	159	331	343	363	394	24	66		3092

2023-24 Fundraisers

Sponsors Name	Organization	Type of Fundraiser	Purpose	Beginning Date	Principal/ Athletic Director Approved	Superintende nt Approved	Board Shared	Notes
HPDT	Hazel Park Dance Team	Hazel Park Dance Team Tubmler's	TO raise money for the dance teams	1/3/2024	Yes	Yes	1/22/2024	



Ford Administration  
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223  
www.hazelparkschools.org

To: Hazel Park Board of Education  
From: Dr. Amy Kruppe, Superintendent  
Subject: Emergency Operating Plan  
Date: January 22, 2024

We are presenting the Board of Education with an overview of the Emergency Operating Plan for your approval.

**Goal Statement -**

Climate and Culture: The Hazel Park School District will provide a unified system of support for all students, embracing diversity, and fostering a positive school climate.

**Recommendation**

That the Board of Education approve the LOA for the Testing Coordinators, as presented.

**APPROVED AND RECOMMENDED FOR  
BOARD ACTION**

\_\_\_\_\_  
Amy Y. Kruppe, Ed.D.  
Superintendent

