



Brandon School District

Quality

Service

Planning

Delivering the highest quality education so every student can soar!

Brandon Board of Education
Regular Meeting
Central Office Board Room and Zoom Platform
1025 S. Ortonville Road
Ortonville, Michigan 48462
November 16, 2020
6:30 PM

This meeting is a meeting of the Board of Education in public for the purpose of conducting the school district's business and is not to be considered a public community meeting. There is a time for public participation during the meeting.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Superintendent Report ~ Dr. Heidrich
 - A. Introduction of New Employees - Diane Zedan
 - B. COVID-19 Update
 - C. Snow Days
- V. Public Comments and Questions on Agenda Business
- VI. Approval of Consent Agenda

The Brandon Board of Education deems all items listed on the consent agenda non-controversial and routine in nature. The body will approve these items under one motion and there will be no discussion. A member of the Brandon Board of Education wishing to discuss an item on the consent agenda may request it be removed from the consent agenda, and placed on the regular agenda. The body will consider and discuss the item at that time.

 - A. Minutes of the October 19, 2020, Regular Meeting 4
 - B. General Fund Accounts Payable in the amount of \$ 1,851,183.56 7
- VII. Information and Discussion Items
 - A. Board of Education Report ~ Diane Salter
 - B. Finance Report ~ Janice Meek 8
 - C. Education Report ~ Carly Stone
 - I. NWEA Report
- VIII. Action Items
 - A. Approval of 8th Grade Out-of-State Trip to Washington, D.C. 12
 - B. Approval of Employment ~ Lauren Grider and Paige Anderson
 - C. Approval of Extended COVID-19 Continuity of Learning Plan
 - D. Approval of the First Reading Title IX Policy
 - E. Approval of Brandon Educational Support Personnel Association (BESPA) Stop-Gap Agreement
 - F. Approval of Substitute Pay Increase
 - G. Approval of Superintendent Search Firm Finalists
- IX. Citizens' Input
- X. Closed Session ~ Negotiations
- XI. Adjournment

Brandon 2025 Targets

- 1) By 2025, the Brandon School District will perform in the top 25% in the State in all tested areas.
- 2) Through participation in Brandon's many learning opportunities beyond the traditional school day, Brandon students will develop as well-rounded human beings:
 - By the year 2025, all Brandon graduates will participate in at least one learning opportunity beyond the traditional school day each year. These opportunities may include: interscholastic athletics, performing arts, service organizations, school clubs, continuing education programs, enrichment activities, involvement in community-based athletics, job related training or other organized learning opportunities beyond the traditional school day.
- 3) The Brandon School District will effectively prepare all students for success at the next level:
 - By 2025, 85% of Brandon graduates will gain acceptance to 4 year universities, community college, certification-based trade school programs, career-technical internship programs or enlist in the armed forces.
 - Within 6 years of graduation, 60% of Brandon graduates will have successfully completed a university degree, earned an associate's degree, a trade certification, completed a career-technical internship program or remain a member of the armed forces.

Public Participation at Board Meetings

We recognize the value of public comments and the importance of expressing yourselves to us on district matters.

Here are the guidelines:

- You must sign in
- Please recognize yourself by stating your name, address and group affiliation if any
- Each statement shall be limited to THREE (3) minutes
- The statements shall be directed at the board only
- Generally the board will not respond to public comments during the meeting
- To ensure due process and respect of individual rights, the district maintains a formal process for handling complaints against individuals. A problem involving an individual or specific incident is best handled through administrative channels. Such matter should be reduced to writing and sent to Dr. Outlaw or the board president.
- Speakers are asked to express themselves in a civil manner, with due respect for the dignity and privacy of others who may be affected by your comments.
- While it is not our intent to stifle public comment, speakers should be aware that if your statements violate the rights of others under the law of defamation or invasion of privacy, you may be held legally responsible. If you are unsure of the legal ramifications of what you are about to say, we urge you to consult first with your legal advisor.

The board wants to hear what people want to say. We expect each speaker will model for our students and others in the audience on how one can respectfully disagree with others' views or voice an opinion or ask questions.



Brandon School District

Brandon Board of Education
Regular Meeting
Central Office Board Room and Zoom Platform
1025 S. Ortonville Road
Ortonville, Michigan 48462

October 19, 2020
6:30 PM

UNOFFICIAL MINUTES

I. Call to Order – 6:30 p.m. by Diane Salter

II. Roll Call

Present: John Chartier, Melissa Clark, Marianne Dwyer, Lisa Kavalhuna, Kevin McClellan, Diane Salter, Kim Smith-Kulaga

Others present: Janice Meek, Executive Director of Business Services; Carly Stone, Executive Director of Curriculum / Instruction; Diane Zedan, Director of Preschool / Special Education; and Maria Schubring, Recording Secretary

III. Pledge of Allegiance

Led by the Board.

IV. Public Comments and Questions on Agenda Business

No one from the public wished to address the Board.

V. Approval of Consent Agenda

The Brandon Board of Education deems all items listed on the consent agenda non-controversial and routine in nature. The body will approve these items under one motion and there will be no discussion. A member of the Brandon Board of Education wishing to discuss an item on the consent agenda may request it be removed from the consent agenda, and placed on the regular agenda. The body will consider and discuss the item at that time.

Lisa Kavalhuna moved and John Chartier supported that the Brandon Board of Education approve the consent agenda as presented. Carried unanimously 7-0. Roll call vote: J. Chartier – yes; M. Clark – yes; M. Dwyer – yes; L. Kavalhuna – yes; K. McClellan – yes; D. Salter – yes; K. Smith-Kulaga – yes.

A. Minutes of the September 21, 2020, Regular Meeting

B. Minutes of the October 1, 2020, Special Meeting

C. Minutes of the October 5, 2020, Special Meeting

D. General Fund Accounts Payable in the amount of \$ 1,918,370.00

VI. Information and Discussion Items

A. Board of Education Report

Diane Salter shared that Dr. Heidrich visited our district last week and spent four hours with board members touring the buildings and meeting staff. He is expected to start next week.

B. Finance Report

1. Audit Report ~ Plante Moran

Janice Meek introduced Paul Bryant and Kasey Eason from Plante Moran. Mr. Bryant and Ms. Eason provided a detailed PowerPoint presentation including the summary of audit results for year ending June 30, 2020. Mr. Bryant stated that the district received an unmodified opinion which is the best opinion assigned by a single auditor. He publicly thanked Janice Meek and the business office staff for their assistance and preparedness during the virtual audit.

C. Education Report

Carly Stone provided a teaching and learning update. She shared a presentation highlighting what we've accomplished over the past month for in-person / online instruction, COVID-19 protocols, testing, NWEA assessments, virtual parent/teacher conferences; what we're working on -- early literacy program, education plan change requests, count day; and what we're looking forward to -- professional learning day for teachers, last day of first quarter, NWEA data review, early 3rd grade literacy program.

VII. Action Items

A. Approval of Interim Superintendent Contract

Lisa Kavalhuna moved and Melissa Clark supported that the Brandon Board of Education approve the Interim Superintendent Contract for Dr. Karl Heidrich as presented. Carried unanimously 7-0. Roll call vote: J. Chartier – yes; M. Clark – yes; M. Dwyer – yes; L. Kavalhuna – yes; K. McClellan – yes; D. Salter – yes; K. Smith-Kulaga – yes.

B. Approval of Employment

Kim Smith-Kulaga moved and Lisa Kavalhuna supported that the Brandon Board of Education approve to hire David Bremer as Choir Director at Brandon High School; and Catherine Dietiker, as School Counselor at Brandon High School as presented. Carried unanimously 7-0. Roll call vote: J. Chartier – yes; M. Clark – yes; M. Dwyer – yes; L. Kavalhuna – yes; K. McClellan – yes; D. Salter – yes; K. Smith-Kulaga – yes.

C. Approval of Brandon Administrators Association (BAA) Stop-Gap Contract

Melissa Clark moved and Lisa Kavalhuna supported that the Brandon Board of Education approve the BAA Stop-Gap Contract as presented. Carried unanimously 7-0. Roll call vote: J. Chartier – yes; M. Clark – yes; M. Dwyer – yes; L. Kavalhuna – yes; K. McClellan – yes; D. Salter – yes; K. Smith-Kulaga – yes.

D. Approval of Brandon Education Association (BEA) Stop-Gap Contract

Marianne Dwyer moved and John Chartier supported that the Brandon Board of Education approve the BEA Stop-Gap Contract as presented: Carried unanimously 7-0. Roll call vote: J. Chartier – yes; M. Clark – yes; M. Dwyer – yes; L. Kavalhuna – yes; K. McClellan – yes; D. Salter – yes; K. Smith-Kulaga – yes.

E. Approval of CARES Act Interlocal Agreement

Lisa Kavalhuna moved and Kevin McClellan supported that the Brandon Board of Education approve the CARES Act Interlocal Agreement as presented. Carried unanimously 7-0. Roll call vote: J. Chartier – yes; M. Clark – yes; M. Dwyer – yes; L. Kavalhuna – yes; K. McClellan – yes; D. Salter – yes; K. Smith-Kulaga – yes.

F. Approval of the 2019-2020 School District Audit

Kevin McClellan moved and Lisa Kavalhuna supported that the Brandon Board of Education approve the 2019-2020 School District Audit as presented. Carried unanimously 7-0. Roll call vote: J. Chartier – yes ; M. Clark – yes; M. Dwyer – yes; L. Kavalhuna – yes; K. McClellan – yes; D. Salter – yes; K. Smith-Kulaga – yes.

G. Approval to Issue an RFP for Superintendent Search Firm Consultant

Lisa Kavalhuna moved and Kevin McClellan supported that the Brandon Board of Education approve the issuance of an RFP for Superintendent Search Firm Consultant as presented. Carried unanimously 7-0. Roll call vote: J. Chartier – yes; M. Clark – yes; M. Dwyer – yes; L. Kavalhuna – yes; K. McClellan – yes; D. Salter – yes; K. Smith-Kulaga – yes.

H. Approval of Special Education Paraprofessional Rates

Melissa Clark moved and Lisa Kavalhuna supported that the Brandon Board of Education approve to increase special education paraprofessional rates as presented. Carried unanimously 7-0. Roll call vote: J. Chartier – yes; M. Clark – yes; M. Dwyer – yes; L. Kavalhuna – yes; K. McClellan – yes; D. Salter – yes; K. Smith-Kulaga – yes.

I. Approval of Extended COVID-19 Continuity of Learning Plan

Marianne Dwyer moved and Lisa Kavalhuna supported that the Brandon Board of Education approve the Brandon School District Extended Continuity of Learning Plan as required by Public Act 149. Carried unanimously 7-0. Roll call vote: J. Chartier – yes; M. Clark – yes; M. Dwyer – yes; L. Kavalhuna – yes; K. McClellan – yes; D. Salter – yes; K. Smith-Kulaga – yes.

VIII. Citizens' Input

No one from the public wished to address the Board.

IX. Adjournment – 7:28 p.m. by Diane Salter

Minutes prepared by Maria Schubring, Recording Secretary



Melissa Clark, Secretary

10-28-2020

Date

**BRANDON SCHOOL DISTRICT
ALL FUNDS
COVER SHEET**

**NOVEMBER
2020**

All Funds Check Register	\$ 322,420.71
BMO Harris Bank Purchase Card Register	\$ 7,896.43
Pre-pays	\$ -
Employee Reimbursements (10.09.2020)	\$ 3,165.81
Employee Reimbursements (10.23.2020)	\$ 567.83
MESSA Insurance	\$ 194,468.54
Set Seg Insurance	\$ -
EDUSTAFF	\$ 181,598.85
Payroll Runs - net of reimbursements shown above	
Payroll Run 10.09.2020 (Run 604)	\$ 567,406.72
Payroll Run 10.23.2020 (Run 605)	\$ 573,658.67

Total for Approval: \$ 1,851,183.56

Please contact Janice Meek at 248-627-1810 or by email at jmeek@brandon.k12.mi.us prior to the meeting if you have questions.

Brandon School District
Budget to Actual w MTD Actual by St. Fund-Type-St.RevX00-St.FuncX00
As of 10/31/2020

Code	Description	OB Budget	MTD Actual	Actual	Encumbrance	Balance	% of Utilization
St. Fund: 11							
Type: 4 Revenue							
St. Revenue X00:	100 Revenue from Local Sources						
111	Property Tax Levy	2,673,139.00	61,982.99	1,268,385.81	0.00	1,404,753.19	47.44%
119	Penalties on Delinquent Taxes	0.00	0.00	0.00	0.00	0.00	0.00%
141	Transportation Fees	0.00	0.00	0.00	0.00	0.00	0.00%
151	Earnings on Investment/Deposit	70,000.00	0.00	667.05	0.00	69,332.95	0.95%
171	Admissions	50,000.00	0.00	0.00	0.00	50,000.00	0.00%
173	Dues and Fees	52,000.00	3,375.00	32,125.00	0.00	19,875.00	61.77%
181	Rev from Comm Serv Activities	133,000.00	260.00	4,667.60	0.00	128,332.40	3.50%
193	Gain/Loss Sale of Fixed Assets	1,670.00	0.00	6,052.50	0.00	-4,382.50	362.42%
199	Misc Local Revenues	44,480.00	283.97	417.53	0.00	44,062.47	0.93%
	St. Revenue X00: 100 Revenue from Local Sources Total:	3,024,289.00	65,901.96	1,312,315.49	0.00	1,711,973.51	43.39%
St. Revenue X00:	300 Rev from State Sources						
311	Unrestricted from Grants	13,728,021.00	1,418,540.57	1,432,348.64	0.00	12,295,672.36	10.43%
312	Restricted from Grants	3,597,437.00	170,851.85	240,327.25	0.00	3,357,109.75	6.68%
317	Restricted from Public School	561,122.00	40,065.00	110,025.54	0.00	451,096.46	19.60%
	St. Revenue X00: 300 Rev from State Sources Total:	17,886,580.00	1,629,457.42	1,782,701.43	0.00	16,103,878.57	9.96%
St. Revenue X00:	400 Rev from Federal Sources						
414	Restricted from State	394,257.00	10,937.55	890,076.82	0.00	-495,819.82	225.76%
417	Restricted from Public School	600,766.00	0.00	0.00	0.00	600,766.00	0.00%
418	Unrestrict from Public School	4,555.00	0.00	0.00	0.00	4,555.00	0.00%
	St. Revenue X00: 400 Rev from Federal Sources Total:	999,578.00	10,937.55	890,076.82	0.00	109,501.18	89.04%
St. Revenue X00:	500 Incoming Transfer/Oth Transact						
513	ISD Collected Millage Tax	1,248,414.00	0.00	293,177.00	0.00	955,237.00	23.48%
519	Other Distribution frm oth PS	291,289.00	0.00	0.00	0.00	291,289.00	0.00%
552	Adj to Prior Period Exp	0.00	0.00	0.00	0.00	0.00	0.00%
594	Capital Lease Transactions	0.00	0.00	0.00	0.00	0.00	0.00%
	St. Revenue X00: 500 Incoming Transfer/Oth Transact Total:	1,539,703.00	0.00	293,177.00	0.00	1,246,526.00	19.04%
St. Revenue X00:	600 Fund Modifications						
625	School Lunch Fund Modification	80,000.00	0.00	0.00	0.00	80,000.00	0.00%
	St. Revenue X00: 600 Fund Modifications Total:	80,000.00	0.00	0.00	0.00	80,000.00	0.00%
Type: 4	Revenue Total:	23,530,150.00	1,706,296.93	4,278,270.74	0.00	19,251,879.26	18.18%

User: JMEEK - Jan Meek

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Current Date: 11/12/2020

Report: OSGL6037B - OSGL6037B: Budget to Actual w MTD Actu

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Current Time: 10:50:16

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FY = '2021' AND GLBA_BUDACT_MSTR.[glba_gr] = 'GL' AND GLBA_BUDACT_MSTR.[glba_level] = 'OB' AND GLK_KEY_MSTR.[glk_sec_part02] = '11'

Vers. 1

Brandon School District
Budget to Actual w MTD Actual by St. Fund-Type-St.RevX00-St.FuncX00
As of 10/31/2020

Code	Description	OB Budget	MTD Actual	Actual	Encumbrance	Balance	% of Utilization	
Type: 5 Expense								
St. Function X00:	100 Instruction							
111	Elementary	4,503,659.00	513,703.19	817,649.98	19,137.22	3,666,871.80	18.58%	
112	Middle/JR High School	2,351,601.00	238,357.92	384,322.38	612.71	1,966,665.91	16.36%	
113	High School	3,173,405.00	364,795.58	605,317.53	6,307.38	2,561,780.09	19.27%	
118	Pre-School	424,271.00	31,356.24	50,463.95	0.00	373,807.05	11.89%	
119	Summer School	18,004.00	0.00	16,536.15	0.00	1,467.85	91.84%	
122	Special Education	1,972,786.00	209,713.16	322,633.04	2,486.63	1,647,666.33	16.48%	
125	Compensatory Education	604,532.00	31,036.18	39,019.53	2,403.00	563,109.47	6.85%	
127	Career & Technical	21,688.00	173.87	5,165.87	0.00	16,522.13	23.81%	
221	Improve of Instruction	0.00	4,692.00	4,692.00	0.00	-4,692.00	0.00%	
St. Function X00:	100 Instruction	Total:	13,069,946.00	1,393,828.14	2,245,800.43	30,946.94	10,793,198.63	17.41%
St. Function X00:	200 Supporting Services							
212	Guidance Services	377,116.00	29,994.88	70,859.90	0.00	306,256.10	18.78%	
213	Health Services	116,124.00	9,540.10	16,094.20	33,905.80	66,124.00	43.05%	
214	Psychological Services	152,749.00	17,733.31	29,966.37	0.00	122,782.63	19.61%	
215	Speech Path & Audiology	226,838.00	22,712.71	37,608.81	0.00	189,229.19	16.57%	
216	Social Work Services	301,960.00	32,329.44	49,019.25	0.00	252,940.75	16.23%	
217	Visual Aid Services	0.00	0.00	0.00	0.00	0.00	0.00%	
218	Teacher Consultant	92,328.00	656.67	2,154.97	0.00	90,173.03	2.33%	
219	Othr Pupil Support Svc	45,873.00	2,073.16	2,647.09	0.00	43,225.91	5.77%	
221	Improve of Instruction	351,943.00	39,013.55	166,488.44	68.99	185,385.57	47.32%	
222	Ed Media Services	142,529.00	8,685.91	26,857.51	366.51	115,304.98	19.10%	
225	Technology Assist Instructn	4,104.00	-1,582.46	2,251.46	1,914.42	-61.88	101.50%	
226	Supv/Dir Instr Staff	267,683.00	27,618.56	68,399.84	0.00	199,283.16	25.55%	
227	Academic Student Assessment	22,701.00	0.00	21,401.50	0.00	1,299.50	94.27%	
229	Other Instructional Staff Svc	4,035.00	0.00	0.00	0.00	4,035.00	0.00%	
231	Board of Education	88,150.00	3,531.22	44,198.40	0.00	43,951.60	50.13%	
232	Exec Administration	382,071.00	52,119.12	139,815.78	0.00	242,255.22	36.59%	
241	Principal Office	1,183,989.00	123,142.59	234,750.93	1,112.69	948,125.38	19.92%	
249	Other School Administration	17,000.00	0.00	627.72	0.00	16,372.28	3.69%	
252	Fiscal Services	475,050.00	38,167.56	137,689.49	38.67	337,321.84	28.99%	
257	Internal Services	11,500.00	0.00	4,754.01	0.00	6,745.99	41.33%	
259	Oth Business Svcs	67,000.00	0.00	3,299.62	0.00	63,700.38	4.92%	

User: JMEEK - Jan Meek

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Current Date: 11/12/2020

Report: OSGL6037B - OSGL6037B: Budget to Actual w MTD Actu

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FY = '2021' AND GLBA_BUDACT_MSTR.[glba_gr] = 'GL' AND GLBA_BUDACT_MSTR.[glba_level] = 'OB' AND GLK_KEY_MSTR.[glk_sec_part02] = '11'

Vers. 1

Brandon School District
Budget to Actual w MTD Actual by St. Fund-Type-St.RevX00-St.FuncX00
As of 10/31/2020

Code	Description	OB Budget	MTD Actual	Actual	Encumbrance	Balance	% of Utilization	
261	Oper Bldg Svcs	2,504,819.00	168,250.88	1,058,762.24	125,120.38	1,320,936.38	47.26%	
266	Security Services	78,478.00	1,978.76	3,081.56	0.00	75,396.44	3.92%	
271	Pupil Transportation Svc	1,643,252.00	124,688.15	127,039.56	0.00	1,516,212.44	7.73%	
282	Communication Services	83,865.00	1,540.40	11,227.30	5,047.70	67,590.00	19.40%	
283	Staff/Personnel Svcs	148,049.00	10,402.41	43,311.74	0.00	104,737.26	29.25%	
284	Support Svcs Tech	375,073.00	29,975.93	123,722.74	6,578.00	244,772.26	34.74%	
285	Pupil Accounting	146,050.00	11,278.69	40,015.51	54.72	105,979.77	27.43%	
291	Pupil Activities	85,956.00	0.00	0.00	0.00	85,956.00	0.00%	
293	Athletic Activities	625,383.00	28,384.86	70,674.79	41,474.32	513,233.89	17.93%	
St. Function X00:	200 Supporting Services	Total:	10,021,668.00	782,236.40	2,536,720.73	215,682.20	7,269,265.07	27.46%
St. Function X00:	300 Community Services							
311	Community Services Direction	92,718.00	6,938.73	16,679.82	0.00	76,038.18	17.98%	
321	Community Recreation	9,921.00	0.00	133.10	0.00	9,787.90	1.34%	
331	Community Activities	0.00	0.00	0.00	0.00	0.00	0.00%	
St. Function X00:	300 Community Services	Total:	102,639.00	6,938.73	16,812.92	0.00	85,826.08	16.38%
St. Function X00:	400 Payments to Oth Gvnt Agencies							
411	Pymt to K12 Public W/In St	432,553.00	0.00	61,061.00	0.00	371,492.00	14.11%	
452	Site Improvement Services	0.00	0.00	0.00	0.00	0.00	0.00%	
491	Prior Period Adj Material	0.00	0.00	0.00	0.00	0.00	0.00%	
492	Prior Period Adj Non Matr	0.00	83.01	83.01	0.00	-83.01	0.00%	
St. Function X00:	400 Payments to Oth Gvnt Agencies	Total:	432,553.00	83.01	61,144.01	0.00	371,408.99	14.13%
St. Function X00:	500 Other Financing Uses							
511	Debt Svc LT-Principal	2,291.00	0.00	274,405.98	0.00	-272,114.98	11,977.56%	
St. Function X00:	500 Other Financing Uses	Total:	2,291.00	0.00	274,405.98	0.00	-272,114.98	11,977.56%
St. Function X00:	600 Transfers Out							
611	Fund Mod-General Fund	0.00	0.00	0.00	0.00	0.00	0.00%	
623	Fund Mod-Child Care Fund	41,643.00	0.00	0.00	0.00	41,643.00	0.00%	
639	Fund Mod-LT Debt Fund	0.00	0.00	0.00	0.00	0.00	0.00%	
St. Function X00:	600 Transfers Out	Total:	41,643.00	0.00	0.00	0.00	41,643.00	0.00%
Type:	5 Expense	Total:	23,670,740.00	2,183,086.28	5,134,884.07	246,629.14	18,289,226.79	22.73%
St. Fund:	11	Total:	-140,590.00	-476,789.35	-856,613.33	-246,629.14	962,652.47	784.72%

User: JMEEK - Jan Meek

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Current Date: 11/12/2020

Report: OSGL6037B - OSGL6037B: Budget to Actual w MTD Actu

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Current Time: 10:50:16

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Vers. 1

Brandon School District
Budget to Actual w MTD Actual by St. Fund-Type-St.RevX00-St.FuncX00
As of 10/31/2020

Code	Description	OB Budget	MTD Actual	Actual	Encumbrance	Balance	% of Utilization
	End of Report	Grand Total:	-140,590.00	0.00		-856,613.33	

User: JMEEK - Jan Meek

Report: OSGL6037B - OSGL6037B: Budget to Actual w MTD Actu

Selection:

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Current Date: 11/12/2020

Current Time: 10:50:16

Vers. 1

Every Child Has A Story To Tell, Let Us Help You Write Yours!

#WeAreBlackhawks



BRANDON
SCHOOL DISTRICT

TO: Karl Heidrich

From: Mike Tucker *M.T.*

Subject: Overnight Field Trip to Washington D.C.

Date: November 4, 2020

Recommendation: Approve an overnight field trip to Washington D.C. for 8th graders.

Date: Proposed departure date will be October 20,2021 and returning October 25,2021

Rationale: Expose students to the importance of the Democratic systems and events that correspond to U.S. History taught in 8th grade.

Cost: The estimated cost for the students is \$1,200 - \$ 1,400 per student. The cost is contingent upon how many students sign up for the trip.

PROPOSAL FOR OVERNIGHT/EXTENDED STUDENT TRIPS

Type of Trip Washington DC
 Proposed Departure Date October 20-25, 2021 Return Date October 20-25, 2021
 Proposer Stephen Handasheff Position Teacher
 Date by which response is needed _____ Proposal Date 11-16-20

A. Purpose

1. What is the major place to be visited or event to be attended?
 Washington DC, Jamestown, Williamsburg, Philadelphia
2. How is the trip related to the educational program of the District?
 Corresponds to 8th grade and 10th grade curriculum
3. In what ways will the students benefit?
 Expose students to the Democratic System of Government and the roots of the American System.
4. In what ways will the District benefit?
 Students will have a better understanding of our Nation, Government, and leaders.
5. How will the trip be evaluated to determine the extent to which these benefits were realized?
 Students will have assignments to complete that are cross categorical.

B. Students and Staff

1. Which students, (grade, class, or organization), will be going?
 8th graders in the 2021-2022 school year

B. Students and Staff (cont'd)

2. How many students in total?

Range could be 50-130

3. How many students are currently experiencing academic problems?

4. Which staff member will be in charge?

Stephen Hendershott and other MS Staff

1-15 Ratio

5. What previous experience has the staff member had in conducting overnight or extended field trips?

I have participated in over 10 Trips to D.C. as a leader

6. What other staff members will be going?

Middle School Staff

7. How many chaperones, in addition to staff members, will be going?

We use a 1-15 Ratio so it would be dependent on how many students participate

8. What are their names and affiliations with the students?

9. How many school days will be missed?

3 for staff and students.

10. How will teachers be advised in advance that the students will be out of school?

It will be published in advance

C. School Work

1. How will missed work be made up?

Students will notify staff in advance.

2. What special assistance will be provided students with academic problems?

They will be given all necessary modifications as needed.

D. Itinerary

1. What is the destination?

Washington DC and surrounding areas.

2. What will be the mode of transportation? What liability insurance does the carrier have?

Bus.

OVER \$1,000,000.00

3. Where will the group be housed and fed?

Local Hotels and Restaurants

D. Itinerary (cont'd)

4. What enroute or supplementary activities are planned?
5. What arrangements have been made for dealing with emergency situations?
Group leaders will have Emergency Forms
6. If tour guides are involved, what liability insurance do they carry?
Over 1 million dollars

E. Finances

1. What is the estimated total cost and cost per student?
\$950 - \$10000
2. What is the source of funds?
Self funded
There are fundraising and Scholarship opportunities
3. How will the funds be collected and safeguarded?
Sent directly to the company
4. How will any shortfall be made up or excess funds used?
No Excess
5. What provision has been made for students who are financially unable to pay any necessary costs?
There is a payment plan.

F. Communications

1. How will you communicate to parents prior to, during, and after the trip?

There will be a series of meetings held.
Also, Emails will be sent. District Social Media

2. List telephone numbers at destination and where group will be housed.

T.B.O.

3. What information will be provided to the media and the community?

We would begin immediately with information
and photos

Steph Handman
Signature of the Requestor

11-4-20
Date

Approved:

[Signature]
Principal

11/4/20
Date

Date

Board of Education

Date