

# Union City Community Schools

## *“Striving For Excellence in Everything We Do”*

Union City, Michigan 49094 / Superintendent’s Office (517) 741-3300 – Fax (517) 741-5205

### Board of Education Agenda

Organizational/Regular Board Meeting	High School Media Center
Monday, January 17, 2022	6:30 PM

#### I. **Call to Order**

##### a. **Pledge of Allegiance**

##### b. **Opening Statement**

Welcome to the Union City Community Schools Board meeting. Our meeting agenda is available for you to follow. The expectation for our board meeting is to follow this agenda closely. We operate under the Open Meetings Act and utilize Roberts Rule of Order to govern our discussion and decision-making process. There is an opportunity for public comment during our set agenda. We welcome the public to express their opinions during this time of our agenda. If there are questions about the agenda or the board meeting process, please seek out one of the Board members for clarification.

#### II. **Addition or Deletion of Items to the Agenda**

#### III. **Election of Officers**

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

#### IV. **Consent Grouping (Board Bylaws)**

Approval of Board Bylaws #0000

- a. Establish month and date of future organizational meeting - January 16, 2023.
- b. Establish board officers:
  - 1. Number (7)
  - 2. Titles (President, Vice President, Secretary, Treasurer)
  - 3. Duties (policies 0170 bylaws)
  - 4. Terms (6 years)
  - 5. Eligibility (all board officers are board members)
  - 6. Method of electing officers
  - 7. Order of succession and method of filling a vacancy (MCL 380.414a/416)
  - 8. Method of removing an officer from office (MCL 380.415.1105)
- c. Establish Meeting Requirements:
  - 1. Date, Time, Frequency, and place of regular meetings (third Monday - 6:30 p.m. - High School Media Center)
  - 2. Form and method of notice to board members for regular meetings (as required by

- Open Meetings Act)
- 3. Purposes for convening special meetings (as required by Open Meetings Act)
- 4. Methods of calling special meetings (as required by Open Meetings Act)
- 5. Form and method of notice to board members for special meetings (as required by Open Meetings Act)
- d. Establish procedures for conducting board meetings (Policy 01600):
  - 1. Agenda format and preparation
  - 2. Public participation rules (community input during the agenda)
  - 3. Rules of order (Standard Code of Parliamentary Procedure)
  - 4. Actions, if any in addition to Open Meetings Act provisions, requiring a roll call vote (expenditures of funds, purchase of property, property transfer, bonding, resolutions, or at a board member's request)
  - 5. Style of minutes
- e. Establish board committee system and procedures (see Board Policies):
  - 1. Type of committees (ad hoc)
  - 2. Name of each committee (personnel/negotiations, finance/building and site, CASBMA [Calhoun Area School Board Members Association], Centennial Trust, Legal Relations Network)
  - 3. Charge to each committee (bring recommendation back to the board)
  - 4. Method of appointing committee members (volunteers and appoint by Board President)
  - 5. Method of selecting or appointing committee chairpersons (committee selection)
  - 6. Style of committee reports (oral/written as determined by the Board)
  - 7. Method for receiving committee reports (at regular/special board meetings or workshops)
- f. Establish compensation system for Board Members (\$25/meeting)
- g. Establish system for reimbursement of Board Members expenses (quarterly)
- h. Establish district membership in organizations (CISD [Calhoun Intermediate School District], MASB [Michigan Association of School Boards], MASA [Michigan Association of School Administrators], MASSP [Michigan Association of Secondary School Principals] MIEM [Michigan Institute for Educational Management], MEMSPA [Michigan Elementary and Middle School Principals Association] and any other approved by the board; policy/bylaw #0175)
- i. Establish procedure for filing vacancies on Board (MCL 380.414a)
- j. Any other matter related to effective and efficient functioning of the Board (MCL 380.11a)

V. **Consent Grouping: (Designations)**

- a. Designation of depositories for school funds (all: Southern Michigan Bank and Trust)
  - 1. Cash Management
  - 2. School Service Funds
  - 3. Trust and Agency Funds

4. 2013 Sinking fund Debt Retirement
  5. 2016 Sinking Fund Debt Retirement
  6. Sinking Fund Capital Projects
  7. Flex
- b. Check signature authorizations
    1. General Fund, Debt Retirement, Sinking fund, School Service Funds, Flex, Hot Lunch Fund (Asst. Bus. Mgr./Supt./Treasurer)
    2. Trust and Agency Funds
      - a. High School Account (Asst. Bus Mgr./Supt./Treasurer, H.S. Secretary)
      - b. Middle School Account (Asst. Bus. Mgr./Supt./Treasurer, M.S. Secretary)
      - c. Elementary School Account (Asst. Bus. Mgr./Supt./Treasurer/E.S. Secretary)
  - c. Designation of person for posting public notices of meetings (Supt. or designee)
  - d. Designation of Official Publication of Meetings (website)
  - e. Delegation of election duties
    1. The Secretary of the Board of Education has discretion to delegate election duties to a member of the district administrative staff. If duties are delegated, it must be recorded in the Board's minutes (Supt. Secretary)
  - f. Person responsible for recommending investments (Business Manager)
    1. Investments (MILAF, Michigan MBIA)
  - g. Approval of Annual Retainer Contracts
    1. Law Firm - Thrun Law Firm, P.C.

## VI. **Public Comments**

### a. **Public Comments Statement**

This is the section of the meeting in which the public may make comments or share their opinions about the agenda items. We ask you to limit your comments to no longer than 5 minutes per person to allow others the opportunity to speak. This is an opportunity for the Board to listen to your concerns. It is not Board practice to act on the concerns voiced during this meeting to allow for the Board to do further research.

## VII. **Adjournment of Organizational Meeting**

## VIII. **Call To Order**

## IX. **Consent Agenda**

### a. **Approval of Minutes**

- b. Rescheduled Regular Meeting 12/13/21

### c. **Resignation**

Janice Rigel, Elementary School Academic Interventionist/Community Relations Coordinator, has resigned effective February 4, 2022.

- d. **Field Trips (Over 50 Miles)**
  - Greenfield Village - 4th grade (date TBD - end of May)
  - Charlton Park - 3rd grade 5/10 and 5/11
  - Impressions 5 - Kindergarten (date TBD - mid March)
  - High School Choir trip to Cedar Point 5/6/22
  - High School Ski Club trips to Bittersweet (up to 3 dates TBD)
  - High School Spanish Club trip to Chicago 4/30/2022
  - High School Spanish Club trip to Detroit 1/22/22
  - High School Student Council trip to Michigan Adventure 5/27/22
  - High School Band Trip to Cleveland 5/21/22

## X. **Correspondence**

## XI. **Action Items**

### a. **Financials**

Board action is required to approve the financials for the month ending December 31, 2021.

### b. **Budget Amendment Resolution**

Board action is required to approve the budget amendment resolution as presented.

### c. **Hiring of High School Paraprofessional**

Board action is required to hire Laura Day as a high school paraprofessional pending completion of all requirements.

### d. **High School Full Time Substitute Teacher Hiring**

Board action is required to hire Samantha Fick at the high school as a full time substitute teacher.

### e. **Hiring of Middle School Behavior Support Specialist**

Board action is required to hire Amber Miller as a middle school behavior support specialist. She is currently a middle school paraprofessional.

### f. **Individual Contracts**

Board action is required to approve the individual contracts for:

Amber Miller, Middle School Behavior Support Specialist  
Ashley Simpson, Middle School Behavior Interventionist  
Cher Troup, Elementary Behavior Interventionist  
Camri Wages, Elementary Full Time Substitute Teacher  
Thomas Kusterer, Middle School Full Time Substitute Teacher  
Samantha Fick, High School Full Time Substitute Teacher

## XII. **Discussion Items**

### a. **NEOLA Policy 0167.3**

First reading for the edited policy update.

### b. **Board Terms**

Board discussion needs to take place about the length of board terms.

### c. **Superintendent Evaluation Timeline**

Board discussion needs to take place regarding the timeline for the superintendent evaluation.

### d. **Building and Site Information**

Superintendent Katz will present information regarding the meeting with Performance Services and the building and site committee.

e. **Board Workshop/Special Meeting**

Board discussion needs to take place to set a date and time for a workshop/special meeting to discuss the superintendent evaluation and to finalize construction plans to begin the bid process.

**XIII. Information**

- a. In February, there will be a presentation about the first semester of the Charger Academy. Also, each school will provide information about the students who were enrolled virtually first semester.

**XIV. Public Comment**

a. **Public Comments Statement**

This is the section of the meeting in which the public may make comments or share their opinions about Union City Community Schools. We ask you to limit your comments to no longer than 5 minutes per person to allow others the opportunity to speak. This is an opportunity for the Board to listen to your concerns. It is not Board practice to act on the concerns voiced during this meeting to allow for the Board to do further research.

**XV. Board Roundtable**

**XVI. Adjournment**

**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 as indicated in agenda items six (VI) and thirteen (XIII).**

**If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting or hearing, please contact, Kelly AcMoody at 517-741-8091 at least one week prior to the meeting or as soon as possible.**

Rescheduled Regular Monthly Board Meeting  
Monday, December 13, 2021 6:30 PM Eastern

High School Media Center  
430 St. Joseph Street  
Union City, MI 49094

### **I. Call To Order**

President Jennifer Searls called the meeting to order at 6:30 p.m.

Paula DeJongh:	Present
Amber Herman:	Present
Darin LaBar:	Present
Dave Mathis:	Present
Archie Mears:	Present
Kyle Miller:	Present
Jennifer Searls:	Present

### **Pledge of Allegiance**

### **Opening Statement**

#### **Consent Agenda**

The Board of Education approves the consent agenda as presented. This motion, made by Darin LaBar and seconded by Kyle Miller, Carried.

Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea  
Yea: 7, Nay: 0

#### **Approval of Minutes**

Regular Meeting 11/15/21

#### **Correspondence - None**

#### **Public Comment - None**

#### **Public Comments Statement**

#### **Action Items**

#### **Financials**

The Board of Education approves the financials for the month ending November 30, 2021 as presented. This motion, made by Amber Herman and seconded by Darin LaBar, Carried.

Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea  
Yea: 7, Nay: 0

### **Full-Time Substitute Teacher Hirings**

The Board of Education approves the hiring of full-time substitute teachers Camri Wages at the elementary and Thomas Kusterer at the middle school. This motion, made by Kyle Miller and seconded by Darin LaBar, Carried.

Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea  
Yea: 7, Nay: 0

### **Bus Driver Hirings**

The Board of Education approves the hiring of Jessica Pike and Eric Heckman as bus drivers. This motion, made by Dave Mathis and seconded by Archie Mears, Carried.

Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea  
Yea: 7, Nay: 0

### **Cook Hiring**

The Board of Education approves the hiring of Kaden Smeltzer as an assistant cook at the elementary. This motion, made by Kyle Miller and seconded by Amber Herman, Carried.

Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea  
Yea: 7, Nay: 0

### **NEOLA Policy Update Volume 36, Number 1**

The Board of Education approves the NEOLA Policy Update Volume 36, Number 1 as presented with the exception of 0167.3. This motion, made by Darin LaBar and seconded by Amber Herman, Carried.

Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea  
Yea: 7, Nay: 0

### **New Bus Pricing and Ordering**

The Board of Education approves the ordering of two new buses from Midwest Transit for the price of \$94,130 each for a total of \$188,260. Expected delivery December 2022.

This motion, made by Darin LaBar and seconded by Kyle Miller, Carried.

Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea  
Yea: 7, Nay: 0

### **Discussion Items**

#### **New Bus Pricing**

The Board of Education moves the discussion of new buses to an action item. This motion, made by Dave Mathis and seconded by Amber Herman, Carried.

Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea  
Yea: 7, Nay: 0

### **Information Items**

Board discussion took place regarding election expenses. Superintendent Katz will discuss with attorney regarding the process of switching board terms from 6-year to 4-year terms. This information will be brought back to the board for further discussion.

**Public Comment** - None

### **Public Comments Statement**

#### **Board Roundtable**

Mathis, LaBar, Miller

Patrick McKerr, Director of Curriculum and Assessment was present and introduced to the board and welcomed to Union City.

### **Adjournment**

The Board of Education adjourns the rescheduled regular meeting. This motion, made by Darin LaBar and seconded by Archie Mears, Carried.

Paula DeJongh: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea, Archie Mears: Yea, Kyle Miller: Yea, Jennifer Searls: Yea

Yea: 7, Nay: 0

President Jennifer Searls adjourned the meeting at 7:17 p.m.

Kyle Miller  
Secretary

Kelly AcMoody  
Recording Secretary

01/02/2022

Dear Jennifer and UCE Board,

It was with both a heavy and happy heart that I write this letter as notice of my official resignation from UCE.

My time over the past few years at UCE has ignited a love for teaching and working with children that words could never convey the depth of my gratitude for. Because of what I have gained while here, I am now going to be working with the largest children's ministry in America, Metro World Child.

The impact of my time working with the staff and students at UCE has done more for me personally than you'll ever know. While I have been able to work with all grade levels and connect with and teach so many of our students, in the end I feel like I learned more from them than I could have taught in a lifetime.

I had hoped that I could stay on staff while endeavoring with the ministry, but after looking at the rigorous schedule that I will be stepping into, that will not be possible. While I am aware that my contract of employment expresses a requirement for a 60 day notice, I am asking that my last day be February 4th.

I wish nothing but the best for UCE, the staff and students, and know that a part of my heart will always be in that little brick building on Walnut Lane.

Love and blessings,  
Janice Rigel

## FIELD TRIP REQUEST FORM

Teacher 4<sup>th</sup> Grade Team - Anne Swain School/Class Marcello Mead 4<sup>th</sup> Grade Class  
 Request Date 11/1/21 Trip Date TBD - end of May 2022 Destination Greenfield Village - Dearborn MI  
 Number of Students 53 Number of Staff/Chaperones Min. 15 (more possibly)  
 Purpose of Trip Comparing/contrast life in historical MI to present day  
 Course of Study Social Studies - Historical Study (Regions - MW)

## Specific Learning Objectives to be Accomplished:

4.H3.0.1 - Use historical inquiry questions to investigate the development of MI's major economic activities; 4.H3.0.4 - Draw upon stories, photos, artifacts, & other primary sources to compare the life of people in towns/cities in MI during a variety of time periods from 1837-present  
 Student Behaviors that will Confirm Achievement of the Learning Objectives:  
Students engaged in conversations & activities throughout the trip. Students will be able to verbally compare/contrast their own lives with life in historical MI using evidence from GFV experience.

## Course Objectives Related to the Learning Objectives:

Students use historical thinking to understand the past. Students will associate major inventions & developments with a time period and appreciate them in terms of the present day.

## Pre-Trip Lessons/Activities to be Done in the Classroom:

- Intro to MI before statehood (1837)
- Study of natural resources found in MI before statehood
- Exploring the lives of settlers before & after statehood
- Henry Ford's impact on industry in MI in 1900's
- BW - Writing lessons on Primary & Secondary sources/artifacts

## Post Trip Activities/Lessons to Reinforce/Extend Learning:

- Compare/contrast focusing on one facet of everyday life between past & present.
- Reflection on primary/secondary sources
- Discussion on artifacts/memorable exhibits found at GFV

I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the Checklist for Trips (2340 F3).

## Field Trip Approval

Trip Approved:  Trip Disapproved:  Principal: Quinn Johnson Date: 11.16.2021

Trip Approved:  Trip Disapproved:  Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

(Over)

\*Our plan is to use charter buses - we will be using fundraiser profits to help with the cost per student.

FIELD TRIP REQUEST FORM

Teacher Nixon, Cole, Thornton School/Class UCE 3<sup>rd</sup> grade

Request Date 1-7-22 Trip Date 5-10, 5-11 Destination Charlton Park

Number of Students 50 on May 10 Number of Staff/Chaperones 7-10 on May 10  
25 on May 11

Purpose of Trip Learn and Experience life in the 1800's

Course of Study Social Studies

Specific Learning Objectives to be Accomplished:

Students will learn and experience what life was like back in the day. They will learn a lesson in a one room school house, churn butter, dip candles, and tour the

Student Behaviors that will Confirm Achievement of the Learning Objectives:

Following adult directions. Good listening skills. Follow up questions/activities. Asking questions. Participation

Course Objectives Related to the Learning Objectives:

see attached paper

Pre-Trip Lessons/Activities to be Done in the Classroom:

Introduce content and

Post Trip Activities/Lessons to Reinforce/Extend Learning:

- Class discussion
- Written takeaways
- Scavenger hunt

I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the Checklist for Trips (2340 F3).

Field Trip Approval

Trip Approved:  Trip Disapproved:  Principal: [Signature] Date: 1-11-2022

Trip Approved:  Trip Disapproved:  Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

(Over)

TRANSPORTATION DEPARTMENT

(To be completed by the originator of the field trip)

Date of Trip: May 10 and 11 Destination: Charlton Park

Departure Time: 8:00 Return Arrival Time: leave @ 1:15 Number of Buses: 1 am unsure.

Certification

This is to certify that this trip, as requested, is in conformity with the administrative guidelines established by the District as well as any applicable State regulations.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Business Office

Trip Confirmation

This trip has been approved and scheduled. Drivers assigned are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bus Driver Report

This is to certify that the above trip was made and to request payment under the Board of Education policies.

Date: \_\_\_\_\_ Bus No.: \_\_\_\_\_ Total time of trip: \_\_\_\_\_

Speedometer reading at start of trip: \_\_\_\_\_ End of trip: \_\_\_\_\_

Start time: \_\_\_\_\_ Return time: \_\_\_\_\_

Total miles traveled on this trip: \_\_\_\_\_ Total gallons of gas used: \_\_\_\_\_

Remarks: \_\_\_\_\_

Driver's signature: \_\_\_\_\_

Distribution:

- 1 - Each bus
- 1 - Transportation Supervisor
- 1 - Originator after assignment of buses

Field Trip No.: \_\_\_\_\_

*We need a big enough bus on May 10 for 2 classes and chaperones. We need a bus for 1 class on May 11.*



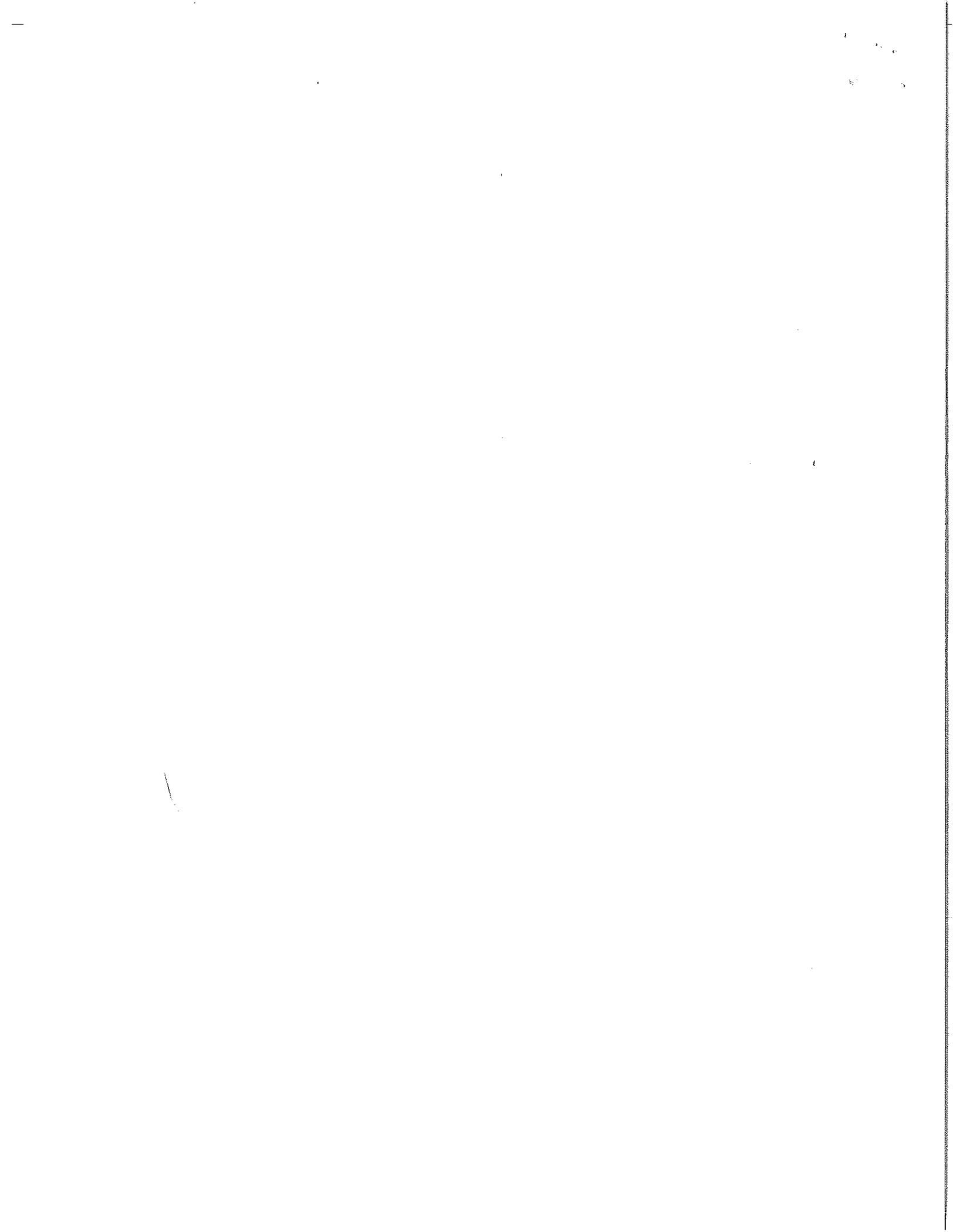
# Deposit Due: February 18, 2022

**Bill To:** Union City  
May 10 & 11 Field Trips

**Invoice**  
Invoice #: **ep1140**

Description	Quantity	Unit Price (\$)	Amount (\$)
Students	75	6.00	\$ 450.00
Supply fee	2	20.00	\$ 40.00
Teachers and school staff		Free	-
Required Adult Chaperones	1 per 10 kids per day	Free	-
<b>Subtotal</b>			<b>\$ 490.00</b>
Deposit (Per Day Due upon Receipt)	2	-100.00	(\$ 200.00)
<i>Incidental Costs (Day of)</i>			
Additional Adult Chaperones		10.00	\$ 0.00
Miscellaneous			
<b>Balance Due upon Arrival</b>			<b>\$ 290.00</b>

**Historic Charlton Park**  
2545 S. Charlton Park Rd  
Hastings, MI 49058  
  
Phone: 269-945-3775  
Fax: 269-945-0390  
info@charltonpark.org



# HISTORIC CHARLTON PARK

## EDUCATION PROGRAM CONFIRMATION PACKET

### RULES AND REMINDERS

#### RULES FOR STUDENTS:

- Please respect the artifacts. Do not touch an item or sit on a piece of furniture unless told to. Many items cannot be replaced.
- Please walk between buildings - do not run or climb anything.
- No gum in the buildings.
- Wood stoves are hot! Please do not touch the stoves!
- Be polite. When you approach your next site, knock on the door and wait to be asked in.
- Be good listeners. Have fun and ask a lot of questions!

#### REMINDERS FOR TEACHERS:

- If there are any students or adults with special needs (mobility, allergies, etc.), please let us know before your visit.
- Dress for the weather. You and your students will be walking from building to building, rain or shine.
- Please have an accurate count of students, teachers and chaperones before you check in at the Ujohm House. If you have any additional chaperones, please collect their payment and pay for them when you check in.
- Please have your students split into the appropriate groups before you arrive.
- Please have name tags on your students. It helps us a great deal in communicating with them.
- The program is designed for student interaction. Please encourage the adults to allow the students to answer questions.
- Please leave Charlton Park as clean as you found it. It is the responsibility of the adults to make sure students clean the lunch areas.
- Please remember to bring the bowls, spoons and crackers or bread.
- Taking pictures is welcome, but not to the detriment of the program. Please photograph at appropriate times.

### ACTIVITIES

#### YOUR GROUP MAY NOT BE DOING ALL LISTED ACTIVITIES

##### MAKING SOUP:

- We will provide all ingredients.
- oup may do different things.
- You will need to provide the bowls and spoons for lunchtime.
- If your group plans to eat the soup for lunch, we recommend that your students bring a packed lunch as a supplement.
- If you group will not be eating the soup on-site please notify us and bring large containers if you wish to bring it back to school with you.

##### CHURNING BUTTER:

- We will provide all ingredients.
- Each group will experience different stages in the process.
- Please bring a container for the butter.
- If you will be eating the butter with lunch, you should bring crackers or bread. You may bring bread to be baked in the Bristol Inn's oven.

##### DIPPING CANDLES:

- We will provide all materials.
- Each student will make one candle which we will initial or mark in some way.
- We will give you the candles at the end of the program or send them with the students at your discretion.

##### LEE SCHOOL:

- Students experience a short lesson in a one-room school using slates and readers, comparing their experience with that of students in the past.

##### GENERAL STORE:

- Students will be introduced to the General Store and its operations. There will be many opportunities to ask questions.

## Directions and Map

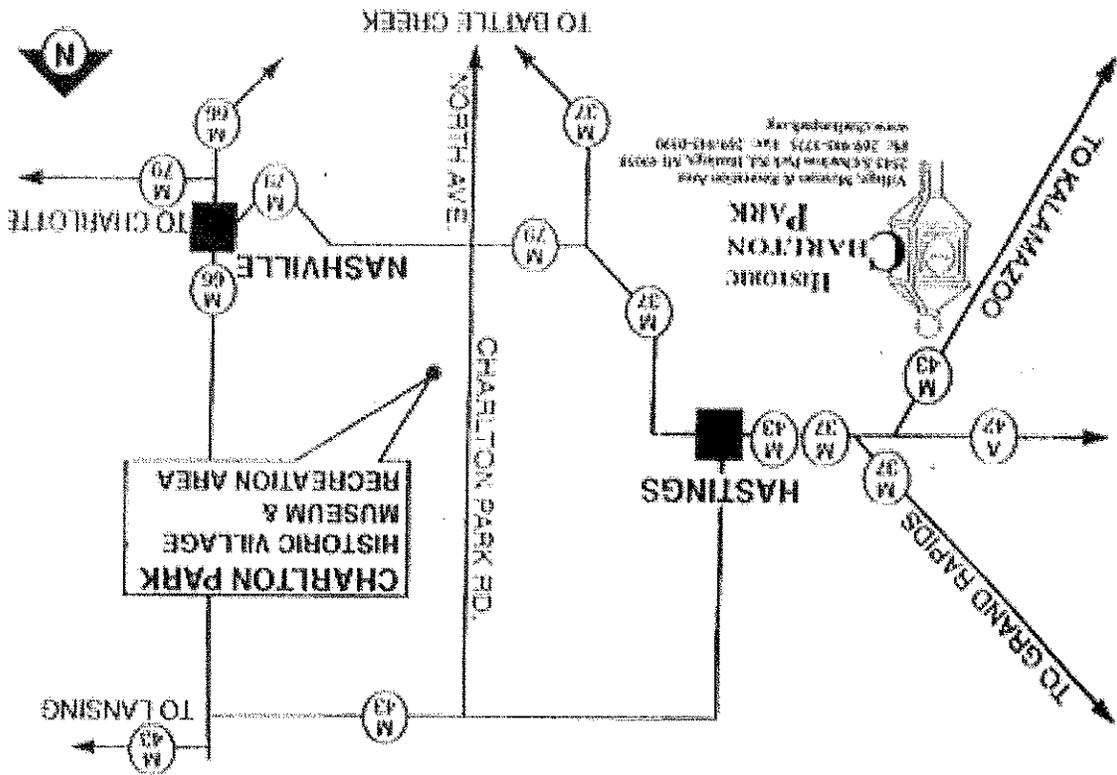
*From the Grand Rapids area:* Take M-37 to downtown Hastings, turn right on Broadway, left on Green St., and a right on Hanover at the blinking light. A mile later, take a left onto M-79, past the barn on the left. A mile down M-79 take a left at the Marathon station, S. Charlton Park Rd. The Park entrance is the second drive on the right over the bridge.

*From the Kalamazoo area:* Take M-43 to M-37 in Hastings. Turn right on Broadway, left on Green St., and a right on Hanover at the blinking light. A mile later, take a left onto M-79, past the barn on the left. A mile down M-79 take a left at the Marathon station, S. Charlton Park Rd. The Park entrance is the second drive on the right over the bridge.

*From the Battle Creek area:* 1) Go North on M-37, turn right on M-79, take a left at the Marathon station, S. Charlton Park Rd. 2) Go North on M-66, turn left on M-79, take a right at the Marathon station, S. Charlton Park Rd. The Park entrance is the second drive on the right over the bridge.

*From the Charlotte area:* Take M-70/E. Lawrence Ave., turn right on M-66/M-79, turn left on M-79 when M-66 continues. Take a right at the Marathon station, S. Charlton Park Rd. The Park entrance is the second drive on the right over the bridge.

*From the Lansing area:* Take I-96 East to I-69 South. Take exit 61 towards I-69-BR/Charlotte. Turn right on M-79/Lansing Rd. Turn right on M-79/M-66. Turn left on M-79 when M-66 continues on. Take a right at the Marathon station, S. Charlton Park Rd. The Park entrance is the second drive on the right over the bridge.



# HISTORIC CHARLTON PARK

## EDUCATION PROGRAM CONFIRMATION PACKET

Please review the information below for accuracy:

### GROUP INFORMATION:

School/Group Name: Union City Elementary

Contact Name and Phone #: Catherine Nixon

Date(s) of Visit: May 10 & 11, 2022

Number of Students/Grade: 50-25 students per day, 3rd grade

Based on your total, please be prepared to divide into 3/even groups.

Arrival Time: 9am

Reservation Number: ep1140

### PROGRAM INFORMATION:

Name of program: Down on the Farm

Stations: Bristol Inn, Township Hall, Lee School

Gift Shop: yes

### PRICES:

Deposit: \$100 per day, due upon receipt of this packet

\$ 6 Student

\$ 10 Additional Chaperones

\$ 20 Activity fee for supplies (per day, NOT per student)

**FREE** Teachers and school staff, and *required* chaperones (1/10 children)

### BEFORE YOUR TRIP:

- Make name tags for your students! Name tags help immensely when interacting with your students.
- Remember to bring bowls and spoons for the soup and crackers or bread for the butter.
- You may bring your own bread to bake in the Bristol Inn's oven, but please let us know 2 weeks in advance.
- Please pay your deposit - We accept cash, check or credit via our website [www.charltonpark.org](http://www.charltonpark.org) under "Make a Payment."
- Cancellation Policy: **Canceling 4 weeks or less from date will forfeit your deposit.**
- Please review the rules and information with your students and other teachers if more than one class booked.

### ON THE DAY OF YOUR VISIT:

- Follow the signs to the OFFICE, first drive on your right after you enter the Park.
- Please have your students split into 2-4 groups based on your total number (2 groups: 28 or less, 3 Groups: 28 - 54, 4 groups: 55- 75)
- After the conclusion of your program, you will be able to tour the other buildings until your departure time.

### CONTACT INFORMATION:

Historic Charlton Park Office - (269) 945-3775

\*\*\*\*\*@barrycounty.org

For directions to our facility, please visit our webpage at [www.charltonpark.org](http://www.charltonpark.org) > About > Hours & Directions and plug your information in at the bottom of the page!

Please detach and return with deposit or pay online with a credit card at [www.charltonpark.org](http://www.charltonpark.org)

Name of School/Group:

Reservation Number

Contact:

Check Number & Amount:

Village, Museum & Recreation Area  
Hastings, Michigan  
269.945.3775  
www.charltonpark.org



December 27, 2021

To: Union City Elementary

Re: Historic Charlton Park Field Trip

Dear Catherine,

Thank you for scheduling a field trip to Historic Charlton Park. In the enclosed confirmation packet you will find important information regarding your visit. Please read all the provided materials, some information has changed!

- 1) Please have name tags for your students. Name tags make the programs more personal and make it easier for presenters to communicate with your students.
- 2) How many students are attending? Upon your arrival, be prepared to divide into smaller groups - planning ahead makes this simple!
- 3) Read your confirmation packet! Please make sure all of our information is correct. If your arrival time changes or your student number is significantly different, we need to know. We staff the programs based on the information you provide.
- 4) When submitting your deposit, please include the "cp" number and date if possible. Many schools come from the same school system, so to ensure that your deposit is being credited to *your* field trip date, please include this information.

This packet has been designed to make your trip enjoyable, educational and worry free. There are a few things which may help in preparing your students including rules and what to expect once they are here. Please send in your deposit as soon as possible, via [this link](#) (please note that you will not be able to input ep#) or by mail in check form. If possible, please pay the trip in full.

Please do not hesitate to contact me by phone or e-mail [kponsetto@barrycounty.org](mailto:kponsetto@barrycounty.org) if you have any questions.

Sincerely,

Katherine E. Ponsetto  
Programming Coordinator

FIELD TRIP REQUEST FORM

Teacher Hiday Jones, Grobbel, Dexter School/Class all Kindergarten classes  
 Request Date 1/7/22 Trip Date mid March Destination Impressions 5 Science Center  
 Number of Students 82 (16 or 17 or 18) → waiting on museum info. Number of Staff/Chaperones 4/82  
 Purpose of Trip To explore/experience hands-on science concepts  
 Course of Study Science

Specific Learning Objectives to be Accomplished:

- Explore motion and force
- Explore engineering concepts

Student Behaviors that will Confirm Achievement of the Learning Objectives:

- Students will be observed engaging in the hands on labs at the museum
- Students will be able to discuss appropriate questions such as: "Is that force a push or pull?"

Course Objectives Related to the Learning Objectives:

- Understanding motion and force

Pre-Trip Lessons/Activities to be Done in the Classroom:

- Science kit lessons and activities (BCAMSC)
- Reading books about the science concepts

Post Trip Activities/Lessons to Reinforce/Extend Learning:

- Discussion and reflection
- Drawing/Labeling/writing
- Science kit activities

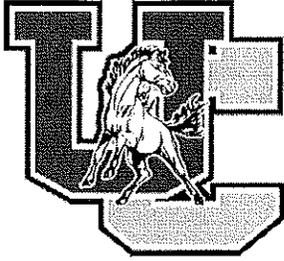
I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the Checklist for Trips (2340 F3).

Field Trip Approval

Trip Approved:  Trip Disapproved:  Principal: [Signature] Date: 1.11.2022  
 Trip Approved:  Trip Disapproved:  Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

(Over)

*"Striving For Excellence In Everything We Do"*



**Union City High School**  
430 St. Joseph Street  
Union City, MI 49094  
Ph: 517-741-3305  
Fax: 517-741-5205  
e-mail: [acase@unioncityschools.org](mailto:acase@unioncityschools.org)

**Amber Case**  
Principal

January 10, 2022

Union City Community Schools Board of Education:

This truly is an exciting time to be a Charger. Staff and students at UCHS are making continuous efforts to improve the culture and ensure all students have opportunities to feel connected to their school community. Over the course of the first semester, three new clubs have emerged including a Spanish Club, Ski Club, and a Fashion Club. Staff members are coming up with creative ideas to enrich students' high school experiences. For this reason, the following field trip requests have been submitted for Board approval:

Choir trip to Cedar Point to perform in the Cedar Fair Festival of Music Competition 5/06/2022  
Ski Club trips to Bittersweet, (up to 3 dates to be determined)  
Spanish Club trip to Chicago to visit Pilsen Village 4/30/2022  
Spanish Club trip to Detroit to visit the Detroit Institute of Art 1/22/2022  
Student Council incentive trip to Michigan Adventure 5/27/2022

Spanish Club and Ski Club trips, if they are approved, will be funded through grant moneys, applied for and approved through Community Unlimited. Grants funds would cover transportation costs for these trips, leaving no additional cost to the district.

Please consider approving each of these trips for students at UCHS. I would be happy to answer any questions you might have about any of these requests.

Thank you,

A handwritten signature in cursive script that reads "Amber Case". The signature is written in black ink and is positioned above the printed name and title.

Amber Case  
High School Principal  
Union City Community Schools

FIELD TRIP REQUEST FORM

Teacher: Jamey Corcoran-Wicks / Chantessa Bailey School/Class: Student Council

Request Date: 11/10/21 Trip Date: 5/27/21 Destination: Michigan Adventure

Number of Students: 15 Number of Staff/Chaperones: 3

Purpose of Trip: Incentive provided to students that participate in fundraising and events held by Student Council.

Course of Study: \_\_\_\_\_ Fee(s): \_\_\_\_\_

Specific Learning Objectives to be Accomplished:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Behaviors that will Confirm Achievement of the Learning Objectives:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Course Objectives Related to the Learning Objectives:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pre-Trip Lessons/Activities to be Done in the Classroom:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Trip Activities/Lessons to Reinforce/Extend Learning:

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I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the Checklist for Trips (2340 F3). I certify that this trip, as requested, is in conformity with the administrative guidelines established by the District.

**Field Trip Approval**

Trip Approved: \_\_\_\_\_ Trip Disapproved: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: All field trips over 50 miles, one way, must be approved by the Board of Education**

Trip Approved: \_\_\_\_\_ Trip Disapproved: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

**HIGH SCHOOL USE ONLY**

SUBSTITUTE NEEDED:	A1 _____	B1 _____
	A2 _____	B2 _____
	A3 _____	B3 _____
	A4 _____	B4 _____

**DUE 15 WORKDAYS BEFORE TRIP**

**SUBMIT 2 COPIES TO BUILDING OFFICE**

**SUBMIT A BUS REQUEST IF USING DISTRICT TRANSPORTATION**

## FIELD TRIP REQUEST FORM

Teacher: Mark Heyman School/Class: Union City High School

Request Date: 10/27/21 Trip Date: 5/6/22 Destination: Cedar Point

Number of Students: 12 Number of Staff/Chaperones: 10

Purpose of Trip: To perform in the Cedar Fair Festival of Music Competition

Course of Study: Choral Music Fee(s): \$54/person

Specific Learning Objectives to be Accomplished:

Sing with expression and accuracy a varied repertoire, Sing in parts with accompaniment, Demonstrate knowledge of technical vocabulary, Give critical evaluations of performance

Student Behaviors that will Confirm Achievement of the Learning Objectives:

Participation in the music festival performance, evaluation of our performance when listening to it.

Course Objectives Related to the Learning Objectives:

Sing a variety of choral repertoire in parts, learn techniques and proper care of the voice, perform concerts representing the district

Pre-Trip Lessons/Activities to be Done in the Classroom:

Work on two contrasting pieces of music for the festival, practice sight reading skills, critique songs as we work on them.

Post Trip Activities/Lessons to Reinforce/Extend Learning:

Complete a post-festival evaluation by listening to the performance and read judges comments to improve songs for our concert.

I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the Checklist for Trips (2340 F3). I certify that this trip, as requested, is in conformity with the administrative guidelines established by the District.

Field Trip Approval

Trip Approved: \_\_\_\_\_ Trip Disapproved: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: All field trips over 50 miles, one way, must be approved by the Board of Education

Trip Approved: \_\_\_\_\_ Trip Disapproved: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

HIGH SCHOOL USE ONLY

SUBSTITUTE NEEDED: A1 \_\_\_\_\_ B1 \_\_\_\_\_
A2 \_\_\_\_\_ B2 \_\_\_\_\_
A3 \_\_\_\_\_ B3 \_\_\_\_\_
A4 \_\_\_\_\_ B4 \_\_\_\_\_

DUE 15 WORKDAYS BEFORE TRIP

SUBMIT 2 COPIES TO BUILDING OFFICE

SUBMIT A BUS REQUEST IF USING DISTRICT TRANSPORTATION

FIELD TRIP REQUEST FORM

Teacher: Kerri Adams School/Class: SKI Club

Request Date: 3 trips Trip Date: not yet decided Destination: Bittersweet

Number of Students: 5-10 Number of Staff/Chaperones: Ratio 1 chaperone to 3 students

Purpose of Trip: SKIing/Snowboarding

Course of Study: \_\_\_\_\_ Fee(s): N/A

Specific Learning Objectives to be Accomplished:

Provide additional opportunities to learn/enjoy new leisure ~~with~~ activities.

Student Behaviors that will Confirm Achievement of the Learning Objectives:

Course Objectives Related to the Learning Objectives:

Pre-Trip Lessons/Activities to be Done in the Classroom:

Plan trips, discuss transportation, plan chaperones

Post Trip Activities/Lessons to Reinforce/Extend Learning:

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I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the Checklist for Trips (2340 F3). I certify that this trip, as requested, is in conformity with the administrative guidelines established by the District.

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**Field Trip Approval**

Trip Approved: \_\_\_\_\_ Trip Disapproved: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: All field trips over 50 miles, one way, must be approved by the Board of Education**

Trip Approved: \_\_\_\_\_ Trip Disapproved: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

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**HIGH SCHOOL USE ONLY**

SUBSTITUTE NEEDED:      A1 \_\_\_\_\_      B1 \_\_\_\_\_  
    A2 \_\_\_\_\_      B2 \_\_\_\_\_  
    A3 \_\_\_\_\_      B3 \_\_\_\_\_  
    A4 \_\_\_\_\_      B4 \_\_\_\_\_

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**DUE 15 WORKDAYS BEFORE TRIP**

**SUBMIT 2 COPIES TO BUILDING OFFICE**

**SUBMIT A BUS REQUEST IF USING DISTRICT TRANSPORTATION**

FIELD TRIP REQUEST FORM

Teacher: Erin Ormsby School/Class: Spanish Club

Request Date: 12/3/21 Trip Date: Jan<sup>22</sup> 22 Destination: Detroit, MI

Number of Students: 25 Number of Staff/Chaperones: 2-3

Purpose of Trip: Visit the DIA to see Art by Diego Rivera, Picasso, Goya, Dali, etc. and visit Mexican Town for lunch.

Course of Study: \_\_\_\_\_ Fee(s): \_\_\_\_\_

Specific Learning Objectives to be Accomplished:

Students will learn about and see famous works of art by Spanish and Latin artists. (22)  
(2.2.N.6.b) Recognize historic culture icons.

Student Behaviors that will Confirm Achievement of the Learning Objectives:

N/A

Course Objectives Related to the Learning Objectives:

N/A

Pre-Trip Lessons/Activities to be Done in the Classroom:

Students in the club will view a presentation about the artists and artwork they will see prior to going to the museum.

Post Trip Activities/Lessons to Reinforce/Extend Learning:

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N/A

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I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the Checklist for Trips (2340 F3). I certify that this trip, as requested, is in conformity with the administrative guidelines established by the District.



**Field Trip Approval**

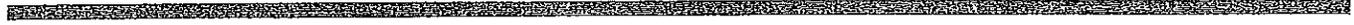
Trip Approved: \_\_\_\_\_ Trip Disapproved: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: All field trips over 50 miles, one way, must be approved by the Board of Education**

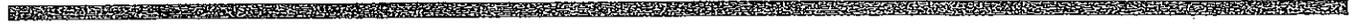
Trip Approved: \_\_\_\_\_ Trip Disapproved: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_



**HIGH SCHOOL USE ONLY**

SUBSTITUTE NEEDED:	A1 _____	B1 _____
	A2 _____	B2 _____
	A3 _____	B3 _____
	A4 _____	B4 _____



**DUE 15 WORKDAYS BEFORE TRIP**

**SUBMIT 2 COPIES TO BUILDING OFFICE**

**SUBMIT A BUS REQUEST IF USING DISTRICT TRANSPORTATION**

## FIELD TRIP REQUEST FORM

Teacher: Erin Ormsby School/Class: Spanish Club (UCTS)

Request Date: 1/5/22 Trip Date: 4/30/22 Destination: Chicago, IL.

Number of Students: ~25 Number of Staff/Chaperones: 3

Purpose of Trip: Visit Pilsen Village (Mexican Town).

Course of Study: Mexican Culture Fee(s): ~\$40.00 per student

Specific Learning Objectives to be Accomplished:

Students will be immersed in the Spanish-speaking environment of Pilsen Village, AKA Mexican Town. There they will interact w/ native speakers, visit businesses unique to Mexican culture, and taste authentic Mexican foods they've never had before.

Student Behaviors that will Confirm Achievement of the Learning Objectives:

Discussions and participation in post-field trip activity.

Course Objectives Related to the Learning Objectives:

Cultures (2.2) Students demonstrate an understanding of the relationship between products and perspectives of Mexican culture.

Comparisons (4.2) Students demonstrate understanding of the concept of culture through comparisons of Mexican culture and their own.

Pre-Trip Lessons/Activities to be Done in the Classroom:

- Students will see a presentation about traditions and practices unique to Mexican culture that they will see represented by the shops and businesses on their tour of Mexican Town.   
 items, products, etc.

Post Trip Activities/Lessons to Reinforce/Extend Learning:

Students will create a large display with photos and brief descriptions of what they saw and learned on the trip for the rest of the student body to see outside of the Spanish classroom

I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 F2 or F2A) and use the Checklist for Trips (2340 F3). I certify that this trip, as requested, is in conformity with the administrative guidelines established by the District.

Field Trip Approval

Trip Approved: \_\_\_\_\_ Trip Disapproved: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: All field trips over 50 miles, one way, must be approved by the Board of Education

Trip Approved: \_\_\_\_\_ Trip Disapproved: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

HIGH SCHOOL USE ONLY

SUBSTITUTE NEEDED:

None

A1 \_\_\_\_\_  
A2 \_\_\_\_\_  
A3 \_\_\_\_\_  
A4 \_\_\_\_\_

B1 \_\_\_\_\_  
B2 \_\_\_\_\_  
B3 \_\_\_\_\_  
B4 \_\_\_\_\_

DUE 15 WORKDAYS BEFORE TRIP

SUBMIT 2 COPIES TO BUILDING OFFICE

SUBMIT A BUS REQUEST IF USING DISTRICT TRANSPORTATION

FIELD TRIP REQUEST FORM

Teacher: Hilarides School/Class: HS Band

Request Date: 1/12/22 Trip Date: 5/21/22 Destination: Cleveland

Number of Students: 50 Number of Staff/Chaperones: 5

Purpose of Trip: Visit Rock & Roll Hall of Fame, Baseball Game & Cedar Point

Course of Study: Music Fee(s): \_\_\_\_\_

Specific Learning Objectives to be Accomplished:

Music History American/World Popolar Music

Student Behaviors that will Confirm Achievement of the Learning Objectives:

Follow up / Exit ticket

Course Objectives Related to the Learning Objectives:

\_\_\_\_\_

Pre-Trip Lessons/Activities to be Done in the Classroom:

Pre - Tour



11/30/2021 Begin. Cash on Hand:	\$1,947,456		Total of Bills:	1,070,300
Total Receipts:	\$1,219,319		Total Net Payroll:	320,549
Total Expenditures:	\$1,390,849		Total Bills and Payroll	\$1,390,849
12/31/2021 Total Cash on Hand:	\$1,775,926		to be Approved:	

UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF DECEMBER 31, 2021			UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF DECEMBER 31, 2020		
<b>Current Year</b>			<b>Prior Year</b>		
Balance as of 11/30/2021			Balance as of 11/30/2020		
General Fund Cash Accounts	1,269,621		General Fund Cash Accounts	2,504,466	
Food Service Checking Accounts	14,928		Food Service Checking Accounts	107,316	
Trust & Agency Checking Accounts***	102,108		Trust & Agency Checking Accounts***	112,765	
SF Cash	557,993		SF Cash	372,156	
SF DS Cash 2013	2,533		SF DS Cash 2013	2,532	
SF DS Cash 2016	273		SF DS Cash 2016	297	
Total Cash On Hand	\$1,947,456		Total Cash On Hand	3,099,532	
<b>Current Month Activities</b>			<b>Prior Year-Current Month Activities</b>		
		<b>YTD Activities</b>			
General Fund Revenue	1,166,265	3,678,054	General Fund Revenue	1,116,286	
Food Service Revenue	53,006	162,757	Food Service Revenue	480	
Trust & Agency Revenue	0	3	Trust & Agency Revenue	4,171	
SF Revenue	47	241	SF Revenue	47	
SF DS Revenue 2013	0	0	SF DS Revenue 2013	0	
SF DS Revenue 2016	0	5,074	SF DS Revenue 2016		
Total Revenue	\$1,219,319	3,846,128	Total Revenue	1,120,984	
General Fund Expenses	1,044,067	5,368,223	General Fund Expenses	765,752	
Net Payroll	320,549	1,509,047	Net Payroll	271,639	
Food Service Expenses	26,232	170,738	Food Service Expenses	39,490	
Trust & Agency Expenses	0	7,095	Trust & Agency Expenses	281	
SF Expenses	-	41,532	SF Expenses	12,747.37	
SF DS Expenses 2013	-	-	SF DS Expenses 2013	-	
SF DS Expenses 2016	-	-	SF DS Expenses 2016		
Total Expenses	\$1,390,849	7,096,636	Total Expenses	1,089,909	
Balance as of 12/31/2021			Balance as of 12/31/2020		
General Fund Cash Accounts	1,071,269		General Fund Cash Accounts	2,583,361	
Food Service Checking Accounts	41,702		Food Service Checking Accounts	68,306	
Trust & Agency Checking Accounts***	102,108		Trust & Agency Checking Accounts***	116,655	
SF Cash	558,041		SF Cash	359,456	
SF DS Cash 2013	2,533		SF DS Cash 2013	2,532	
SF DS Cash 2016	273		SF DS Cash 2016	297	
Total Cash On Hand	\$1,775,926		Total Cash On Hand	3,130,607	

FOOD SERVICE-December

**Union City Community Schools**

School Service Fund

Combined Statement of Revenue and Expenditures Compared to Budget

For The Peroid Ending

December 31, 2021

	<b>FOOD SERVICE</b>			
	<u>Actual</u>	<u>Proposed Budget</u>	<u>Variance</u>	<u>% of Budget</u>
<b><u>REVENUE:</u></b>				
Local Sources	14,818	\$ 10,538	(\$4,280)	18%
State Sources	5,149	15,034	9,885	0.00%
Federal Sources	136,841	469,000	332,159	0.00%
INCOMING TRANSFERS	0	0	0	
<b>TOTAL REVENUE</b>	156,808	494,572	\$337,764	
<b><u>EXPENDITURES:</u></b>				
Salaries	70,458	122,969	(52,511)	57.30%
Employee Benefits	41,657	72,181	(30,525)	57.71%
Purchased Services	17,057	28,423	(11,366)	60.01%
Supplies & Materials	151,121	263,107	(111,986)	57.44%
Capital Outlay	27,594	3,500	24,094	788.39%
Other Expense	270	3,338	(3,068)	8.09%
Other Transactions	0	32,882		
<b>TOTAL EXPENDITURES</b>	308,157	526,400	(185,361)	
OUTGOING TRANSFERS				
<b>TOTAL EXPENDITURES</b>	308,157	526,400	(185,361)	0.00%
<b>EXCESS REVENUE (EXPENDITURES)</b>	(151,349)	(31,828)		
<b>BEGINNING FUND BALANCE</b>	276,977	276,977		
<b>ENDING FUND BALANCE</b>	\$125,628	\$245,149		

**Union City Community Schools**  
 General Fund Statement of Revenue and Expenditure Compared to Budget  
 For Period Ending December 31, 2021

	YTD ACTIVITY	CURRENT BUDGET	VARIANCE	PERCENT OF BUDGET
<b>REVENUE</b>				
Local Sources	159,078	\$ 1,137,133	(978,055)	13.99%
State Sources	2,537,412	8,578,579	(6,041,167)	29.58%
Federal Sources	3,063	441,802	(438,739)	0.69%
Other Financing Sources	178,043	565,000	(386,957)	31.51%
		32,000		
<b>TOTAL REVENUE</b>	<b>2,877,596</b>	<b>10,754,514</b>	<b>(7,844,918)</b>	
<b>EXPENDITURES</b>				
<b>INSTRUCTION</b>				
Basic Program	2,834,128	5,160,235	2,326,107	54.92%
Added Needs	1,172,110	1,610,926	438,816	72.76%
<b>Total Instruction</b>	<b>4,006,238</b>	<b>6,771,161</b>	<b>2,764,922</b>	
<b>SUPPORT SERVICE EXPENSE</b>				
Pupil	307,313	569,020	261,707	54.01%
Improvement Instructional Staff	31,761	152,797	121,036	20.79%
General Administration	226,482	357,688	131,206	63.32%
School Administration	318,747	650,104	331,356	49.03%
Fiscal Services	140,440	309,432	168,992	45.39%
Operation & Maintenance	594,097	940,805	346,707	63.15%
Transportation	395,535.60	559,353	163,817	70.71%
Central Support	110,527.23	313,379	202,851	35.27%
Athletics	206,257	382,557	176,300	53.92%
Community Services	1,595	3,706	2,111	43.05%
Payments to Other Govt Units	5,127		(5,127)	0.00%
Site Improvement Services	0		0	0.00%
Prior Period Adjustments	0		0	0.00%
Debt Service	61,807	65,000	3,193	0.00%
Fund Modification to Food Service	0	0	0	0.00%
<b>Total Support Services</b>	<b>2,399,689</b>	<b>4,303,839</b>	<b>1,524,822</b>	
<b>TOTAL EXPENDITURES</b>	<b>6,405,927</b>	<b>11,075,000</b>	<b>4,289,744</b>	
<b>EXCESS REVENUE (EXPENDITURES)</b>	<b>(\$3,528,331)</b>	<b>(\$320,487)</b>		
Non-spendable (inventory)	10,410	10,410		
Assigned (Capital Expenditures)	75,000	75,000		
Unassigned (Undesignated)	1,141,062	1,141,062		
<b>BEGINNING FUND BALANCE</b>	<b>1,226,472</b>	<b>1,226,472</b>		
<b>ENDING FUND BALANCE</b>	<b>(\$2,301,859)</b>	<b>\$905,985</b>		

**UNION CITY SCHOOL DISTRICT**  
**2021-2022 PROPOSED BUDGET AMENDMENT NARRATIVE**  
**GENERAL FUND**

**REVENUE:**

**Local Sources** – Adjustment of \$132,335 that includes the following:

- Increase in property taxes
- Increase in ISD reimbursement for 31N grant (Dir Behavioral Services position is covered by this grant)
- Decrease of \$3,242 in Firekeepers grant (Received less in prior year, made adjustment for this year)

**State Sources** – Increase of \$639,817. Adjustments made based on state aid receipt. Increase in foundation and increase/decrease in Retirement offset accounts.

**Federal Sources** – Adjustments of \$633,090 due to increase in Title funds and ESSER II grant.

**Other Financing Sources** – Decrease of \$40,000. Adjustment for Special Ed reimbursement.

\* There were salary/pay increases across school district employees resulting in an increase in cost in those accounting codes. This also created an increase in expense for benefits (Retirement, FICA and Worker's Compensation).

**EXPENDITURES:**

**INSTRUCTION - Basic Program** – A net increase in this group of function codes includes the following:

- 1) Addition in teaching staff
  - a. One Elementary School teacher
  - b. One Middle School teacher
  - c. One High School Teacher
- 2) Three full time subs for each building
- 3) Increase in sick payout, anticipating the retirement of some teachers at the end of the school year
- 4) ESSER II expenses (Lease payment, virtual learning program, Curriculum for Elementary Math)
- 5) Desk and chairs for High School

**INSTRUCTION – Added Needs** – A net increase of \$96,225 resulting from the following adjustments:

- 1) Addition of Special Education Teacher
- 2) Adjustment of Title expenses. Moved from this function to another function.

**Pupil** – No additional adjustments besides an increase resulting from salary/pay increase and increase in benefits.

**Improvement Instructional Staff-**

- Adjustment for Title expenses (moved from another function to this function)
- Added Director of Curriculum Instruction and Assessment position

**General Administration** – Increase from Special Election in August.

**School Administration-** No additional adjustments besides an increase resulting from salary/pay increase and increase in benefits.

**Fiscal Services-** Decrease in borrowing interest expense.

**Operation & Maintenance** – Increases listed below: of \$303,639 includes:

- 1) Increase in ESSER II expense-Security upgrade throughout the buildings
- 2) Upgrade Middle School gym basketball winches (Current winches are a safety concern)
- 3) New lawn mower

**Transportation** – Increase from the following:

- Transportation software purchase
- Repair busses expense

**Central Support** – Decrease from removal of IT Director position including salary and benefits.

**Athletics** – Increase in High School supply account from football purchases.

**Community Services** – No changes required

**Prior Period Adjustments** – No changes required.

**Debt Service** – Decrease resulting from actual expense of bus purchases versus the estimated expense.

**Transfers in HL-** No adjustment, to account for indirect food service cost.

**GENERAL FUND BUDGET COMPARISON  
UNION CITY COMMUNITY SCHOOLS  
FOR THE PERIOD ENDING JUNE 30, 2022**

	FINAL-ACTUAL JUNE 2020-2021	APPROVED BUDGET 2021-2022 940 Student Count	BUDGET AMENDMENT 2021-2022 JAN. Amendment	
<b>REVENUE</b>				
Local Sources	\$ 1,133,444	\$ 1,137,133	\$ 1,269,468	132,335
State Sources	\$ 8,903,205	8,578,579	9,218,396	639,817
Federal Sources	\$ 1,152,446	441,802	1,074,892	633,090
Other Financing Sources	\$ 610,935	565,000	525,000	(40,000)
Transfers In-HL	33,238	32,000	32,000	-
<b>TOTAL REVENUE</b>	<b>\$ 11,833,268</b>	<b>\$ 10,754,514</b>	<b>\$ 12,119,756</b>	1,365,242
<b>EXPENDITURES</b>				
<b>INSTRUCTION</b>				
Basic Program	5,199,971	5,160,235	5,815,554	655,319
Added Needs	1,514,712	1,610,926	1,707,151	96,225
<b>Total Instruction</b>	<b>6,714,683</b>	<b>6,771,161</b>	<b>7,522,705</b>	<b>751,544</b>
<b>SUPPORT SERVICE EXPENSE</b>				
Pupil	611,087	569,020	629,895	60,875
Improvement Instructional Staff	72,468	152,797	104,677	(48,120)
General Administration	420,923	357,688	399,508	41,820
School Administration	641,576	650,104	660,855	10,751
Fiscal Services	283,080	309,432	300,922	(8,509)
Operation & Maintenance	931,709	940,805	1,244,444	303,639
Transportation	466,101	559,353	622,879	63,526
Central Support	437,039	313,379	176,539	(136,840)
Athletics	338,359	382,557	439,574	57,017
Community Services	4,653	3,706	3,706	-
Payments to Other Govt Units				-
Site Improvement Services				-
Prior Period Adjustments				-
Debt Service	35,832	65,000	61,807	(3,193)
Transfer to HL-Food Distribution				-
<b>Total Support Services</b>	<b>4,242,827</b>	<b>4,303,839</b>	<b>4,644,806</b>	<b>340,966</b>
<b>TOTAL EXPENDITURES</b>	<b>10,957,510</b>	<b>11,075,000</b>	<b>12,167,511</b>	
<b>EXCESS REVENUE (EXPENDITURES)</b>	<b>875,758</b>	<b>(320,487)</b>	<b>(47,755)</b>	
Non-spendable (inventory)	10,410	10,410	10,410	
Committed (Track)				
Assigned (Capital Expenditures)	75,000	75,000	75,000	
Unassigned (Undesignated)	853,018	853,018	853,018	
<b>BEGINNING FUND BALANCE</b>	<b>\$1,243,652</b>	<b>\$2,119,410</b>	<b>\$2,119,410</b>	
<b>ENDING FUND BALANCE</b>	<b>2,119,410</b>	<b>1,798,923</b>	<b>2,071,655</b>	
<b>FUND BALANCE PERCENTAGE</b>	<b>19%</b>	<b>16%</b>	<b>17%</b>	
<b>FUND BALANCE PERCENTAGE EXCLUDING 147c</b>	<b>21%</b>	<b>17%</b>	<b>18%</b>	

RESOLUTION FOR ADOPTION BY THE BOARD  
OF EDUCATION UNION CITY COMMUNITY SCHOOLS  
2021-2022 BUDGET AMENDMENT  
GENERAL FUND

**Resolved**, that this resolution shall be the general appropriations of Union City Community Schools for the 2021-2022 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Union City Community Schools.

**Be it further resolved**, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the general fund of the school district for fiscal year 2021-2022 which includes 17.7822 mills of ad valorem taxes to be levied on non-homestead and non-qualified agricultural property to be used for operating purposes is as follows:

**Revenue:**

Local	\$ 1,269,468	
State	9,218,396	
Federal	1,074,892	
Other Financing Sources	525,000	
Transfers in-HL	32,000	
<b>Total Revenue</b>		<b>12,119,756</b>

Fund Balance, July 1	2,119,410	
Less Designated for:		
Assigned/Capital Expenditures	(75,000)	
Non Spendable/Inventory	(10,410)	
Estimated Fund Balance Available to Appropriate		2,034,000
<b>Total Available to Appropriate</b>		<b>14,153,756</b>

**Be it further resolved** that \$12,167,511 of the total available to appropriate in the general fund is hereby appropriated in the amounts and for the purposes set forth below:

**Expenditures:**

Basic Program	5,815,554	
Added Needs	1,707,151	
<b>Total Instruction</b>		<b>7,522,705</b>

**SUPPORT SERVICE EXPENSE**

Pupil Support	629,895	
Instructional Staff Support	104,677	
General Administration	399,508	
School Administration	660,855	
Business Services	300,922	
Operation & Maintenance	1,244,444	
Transportation	622,879	
Central Support	176,539	
Athletic Activities	439,574	
Community Services	3,706	
Payments to Other Govt Units		
Site Improvement Services		
Prior Period Adjustments		
Debt Service	61,807	
Fund Modification		
<b>Total Support Services</b>		<b>4,644,806</b>

**TOTAL Appropriated General Fund** **12,167,511**

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

**Be it further resolved** that for purposes of meeting emergency needs of the school district, transfers of appropriations may be made by the superintendent or the business manager.

**Be it further resolved,** that the assigned monies for capital expenditures shall remain at \$75,000.

*"Striving For Excellence In Everything We Do"*



**Union City High School**  
430 St. Joseph Street  
Union City, MI 49094  
Ph: 517-741-3305  
Fax: 517-741-5205  
e-mail: [acase@unioncityschools.org](mailto:acase@unioncityschools.org)

**Amber Case**  
Principal

January 11, 2022

Union City Community Schools Board of Education:

Please accept this recommendation to hire Laura Day as a paraprofessional at Union City High School.

Mrs. Day has the patience, calm demeanor and positive attitude that is necessary to fill this challenging position. I am confident that Mrs. Day would be a positive addition to the staff at UCHS.

Thank you,

A handwritten signature in cursive script that reads "Amber M Case". The signature is written in dark ink and is positioned below the "Thank you," text.

Amber Case  
High School Principal  
Union City Community Schools



# **Union City Community Schools**

430 St. Joseph Street  
Union City, MI 49094  
jthomas@unioncityschools.org  
Ph: 517.741.5381  
Fax: 517.741.8513

**Jamie Thomas**  
Principal

January 12, 2022

It is with great excitement and confidence that I recommend the following candidate to shift from a paraprofessional to the open Behavior Support Specialist position at Union City Middle School:

## **Mrs. Amber Miller - Behavior Support Specialist**

Mrs. Miller started at UCMS as a 1:1 paraprofessional. In her short time with us, she has shown her deep passion and love for helping students bloom. She has worked really hard to develop connections with students of all grade levels. Mrs. Miller is an eager learner who wants to have a positive impact on students' lives. She has been a positive addition to our staff and is very excited for the new challenges she will encounter in the Behavior Support Specialist position.

It is without hesitation I recommend Mrs. Miller for the Behavior Support Specialist position.

Best regards,

Jamie Thomas

UNION CITY COMMUNITY SCHOOLS  
Behavior Support Specialist Working Agreement  
2021 - 2022

This AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS acting by and through its Board of Education, hereinafter called the "Board" and Amber Miller, Behavior Support Specialist, hereinafter called the "employee".

WITNESSETH:

I. QUALIFICATIONS:

The employee will demonstrate that she possesses sufficient credentials required by the State of Michigan and the job description to qualify for this position.

II. AGREEMENT PERIOD:

A. This Agreement shall begin on July 1, 2021 and shall continue in effect through June 30, 2022.

1. This Agreement will be reviewed annually.
2. The work year shall begin on the first day that returning teachers report to work and end on the last day of school.
3. During the work year, when teachers are not scheduled to be present, the employee will not be required to be present.

B. The scheduled workweek shall be 32.5 hours.

1. The workday will be 7 hours long. Start and end times to be set by the building principal.
2. The workday will include a 30-minute duty free unpaid lunch.
3. On half days of school start and end times will be set by the building principal.

C. On "delay" days the employee should make all efforts to arrive at school by 9:00 a.m.

### III. CONDITIONS OF EMPLOYMENT:

#### A. The employee shall:

1. Be employed to perform such professional duties as outlined in the policies of the Board of Education and the District job description or as assigned from time to time by the Superintendent.
2. Faithfully perform the duties of the position to which assigned, to comply with all applicable statutes, to obey the rules and regulations of the Board, and to diligently carry out its educational programs and policies.

B. The employee shall not have tenure in any non-classroom capacity by virtue of this agreement and shall not have tenure as a classroom teacher except to the extent required by law.

C. This Agreement shall not be valid unless the employee shall have such qualifications for the position herein designated as required by the State of Michigan and the Board and shall terminate if the employee shall at any time fail to possess such qualifications.

### IV. LENGTH OF AGREEMENT:

A. CONTRACT EXTENSION - At the April Board of Education Meeting, the Board shall, at the time of the annual evaluation, determine whether to extend the term of the employee's contract for an additional year.

B. EARLY TERMINATION - This Agreement may be terminated prior to the expiration date if the employee shall:

1. Fail to possess or continue to possess any qualifications required by law.
2. Be convicted of a felony or of a crime involving moral turpitude.
3. Resign on the giving of fourteen (14) days written notice, or such other period as shall be mutually agreeable.
4. Materially breach the terms of this Agreement.

5. Be unable to perform the duties of his position by reason of disability for a period of one hundred eighty (180) days.
6. Die.
7. Be determined by the Board that for good and just cause, the best interests of the District would be served by early termination.
  - a. No discharge shall be effective until written notice has been served upon the employee and he shall have an opportunity for a fair hearing before the Board.
  - b. Said hearing shall be public or in closed session at the option of the employee.
  - c. The employee may have legal counsel at his own expense present at the hearing.
  - d. If this Agreement is terminated early due to discharge, compensation and benefits will continue until a termination package is negotiated and agreed upon by both parties.

V. COMPENSATION:

- A. The employee shall be compensated for services performed as may be authorized by the Board. The wages shall be paid bi-weekly.
- B. The Michigan Public School Employees Retirement shall be paid by the Board.

VI. COMPENSATED LEAVE:

- A. The employee shall receive one (1) sick leave day per month worked accumulating up to ten (10) days per contract year.
  1. Sick leave days may be accumulated to one hundred twenty-five (125) days.
- B. A doctor's excuse may be required by the Superintendent to verify illness.

C. Up to four (4) days, without loss of pay, may be used upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the employee or his spouse.

1. The Superintendent may grant additional time deducted from sick leave days upon request.

A. Upon retirement, if the employee has completed a minimum of ten (10) years of continuous service with the Union City Community Schools he shall be compensated at the rate of twenty-five (\$25) dollars per day for unused sick leave days, accumulated up to ninety (90) days.

VII. PERSONAL BUSINESS LEAVE:

The employee shall be granted two (2) non-accumulative personal business leave days each year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular work hours.

A. Such leave shall not be used for seeking employment, rendering services, religious purposes, or for recreational purposes.

B. The employee is required to state the reason on the request form.

C. The request form shall be submitted at least three (3) days in advance, except in an emergency, to the Superintendent.

D. A personal business leave day may not precede or follow a vacation or holiday.

VIII. LONGEVITY:

The employee will be eligible for longevity compensation for continuous service with the District based on the following schedule:

After 10 years	\$175.00
15 years	\$225.00
20 years	\$275.00

The longevity compensation will be paid to the employee on the first pay period in December

## IX. HOLIDAYS

A. The Board shall pay for the regularly scheduled hours for the following holidays.

1. Thanksgiving Day
2. Day after Thanksgiving
3. Christmas Day
4. New Year's Day
5. Good Friday
6. Memorial Day
7. Labor Day\*

\*Goes into effect with a pre-Labor Day start.

B. To be eligible for holiday pay, the employee shall work the last scheduled workday before the holiday and the first scheduled workday after the holiday unless such employee is on sick leave for reasons of personal illness, which reasons shall be subject to verification by the employee upon request of the Board.

## X. EVALUATION:

A. The employee shall formally be evaluated once each year by the building principal.

1. The employee will receive a written copy of the evaluation.

B. Evaluations will serve a dual purpose.

1. To provide a sound basis for employee improvement.
2. To provide an objective measure of employee effectiveness.

C. If the employee has been found deficient through the evaluation process, an action plan may be created by the Principal with input from the employee. The action plan may include remedies to the deficiency, timelines and methods/indicators that will be used to evaluate the effectiveness of the action plan.

## XI. LEGAL PROTECTION:

The Board shall provide the employee, at no expense to his, legal counsel and representation in any legal action brought against him as an employee and will provide liability insurance coverage against liability that results from his performance in the course and scope of employment. This section does not indemnify or save harmless the employee if said actions are determined to result from negligence, misfeasance, or malfeasance.

XII. MILEAGE ALLOWANCE:

The Board shall reimburse the employee at the per mile rate established by the Internal Revenue Service for use of his vehicle (outside of Union City) in conducting business associated with his position.

A. The employee shall submit a monthly mileage reimbursement request to the Business Office.

XIII. PROFESSIONAL DEVELOPMENT:

A. The employee may be asked to participate in professional development. The employee will be compensated for this time at their standard rate of pay.

XIV. CONTRACT INTERPRETATION:

If, during the term of this Agreement, any provision is found by a court of competent jurisdiction to be illegal, unenforceable, or void, the remainder of this Agreement shall continue in full force and effect.

This Agreement and any subsequent agreement shall not conflict with the laws, policies, or administrative guidelines as mandated by the State of Michigan.

Behavior Interventionist Wages:

2021 - 2022	\$14.00 per hour
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This AGREEMENT shall be in effect until June 30, 2022.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals:

Behavior Support Specialist:

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Amber Miller

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Date

For the Board:

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President

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Superintendent - Chris Katz

UNION CITY COMMUNITY SCHOOLS  
Middle School Behavior Interventionist Working Agreement  
2021 - 2022

This AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS acting by and through its Board of Education, hereinafter called the "Board" and Ashley Simpson, Behavior Interventionist, hereinafter called the "employee".

WITNESSETH:

I. QUALIFICATIONS:

The employee will demonstrate that she possesses sufficient credentials required by the State of Michigan and the job description to qualify for this position.

II. AGREEMENT PERIOD:

A. This Agreement shall begin on July 1, 2021 and shall continue in effect through June 30, 2022.

1. This Agreement will be reviewed annually.
2. The work year shall begin on the first day that returning teachers report to work and end on the last day of school.
3. During the work year, when teachers are not scheduled to be present, the employee will not be required to be present.

B. The scheduled workweek shall be 35 hours.

1. The workday will be 7 hours and 30 minutes long. Start and end times to be set by the building principal.
2. The workday will include a 30-minute duty free unpaid lunch.
3. On half days of school start and end times will be set by the building principal.

C. On "delay" days the employee should make all efforts to arrive at school by 9:00 a.m.

### III. CONDITIONS OF EMPLOYMENT:

#### A. The employee shall:

1. Be employed to perform such professional duties as outlined in the policies of the Board of Education and the District job description or as assigned from time to time by the Superintendent.
2. Faithfully perform the duties of the position to which assigned, to comply with all applicable statutes, to obey the rules and regulations of the Board, and to diligently carry out its educational programs and policies.

B. The employee shall not have tenure in any non-classroom capacity by virtue of this agreement and shall not have tenure as a classroom teacher except to the extent required by law.

C. This Agreement shall not be valid unless the employee shall have such qualifications for the position herein designated as required by the State of Michigan and the Board and shall terminate if the employee shall at any time fail to possess such qualifications.

### IV. LENGTH OF AGREEMENT:

A. CONTRACT EXTENSION - At the April Board of Education Meeting, the Board shall, at the time of the annual evaluation, determine whether to extend the term of the employee's contract for an additional year.

B. EARLY TERMINATION - This Agreement may be terminated prior to the expiration date if the employee shall:

1. Fail to possess or continue to possess any qualifications required by law.
2. Be convicted of a felony or of a crime involving moral turpitude.
3. Resign on the giving of fourteen (14) days written notice, or such other period as shall be mutually agreeable.
4. Materially breach the terms of this Agreement.

5. Be unable to perform the duties of her position by reason of disability for a period of one hundred eighty (180) days.
6. Die.
7. Be determined by the Board that for good and just cause, the best interests of the District would be served by early termination.
  - a. No discharge shall be effective until written notice has been served upon the employee and he shall have an opportunity for a fair hearing before the Board.
  - b. Said hearing shall be public or in closed session at the option of the employee.
  - c. The employee may have legal counsel at his own expense present at the hearing.
  - d. If this Agreement is terminated early due to discharge, compensation and benefits will continue until a termination package is negotiated and agreed upon by both parties.

V. COMPENSATION:

- A. The employee shall be compensated for services performed as may be authorized by the Board. The wages shall be paid bi-weekly.
- B. The Michigan Public School Employees Retirement shall be paid by the Board.

VI. COMPENSATED LEAVE:

- A. The employee shall receive one (1) sick leave day per month worked accumulating up to ten (10) days per contract year.
  1. Sick leave days may be accumulated to one hundred twenty-five (125) days.
- B. A doctor's excuse may be required by the Superintendent to verify illness.

C. Up to four (4) days, without loss of pay, may be used upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the employee or his spouse.

1. The Superintendent may grant additional time deducted from sick leave days upon request.

A. Upon retirement, if the employee has completed a minimum of ten (10) years of continuous service with the Union City Community Schools he shall be compensated at the rate of twenty-five (\$25) dollars per day for unused sick leave days, accumulated up to ninety (90) days.

VII. PERSONAL BUSINESS LEAVE:

The employee shall be granted two (2) non-accumulative personal business leave days each year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular work hours.

A. Such leave shall not be used for seeking employment, rendering services, religious purposes, or for recreational purposes.

B. The employee is required to state the reason on the request form.

C. The request form shall be submitted at least three (3) days in advance, except in an emergency, to the Superintendent.

D. A personal business leave day may not precede or follow a vacation or holiday.

VIII. LONGEVITY:

The employee will be eligible for longevity compensation for continuous service with the District based on the following schedule:

After 10 years	\$175.00
15 years	\$225.00
20 years	\$275.00

The longevity compensation will be paid to the employee on the first pay period in December

## IX. HOLIDAYS

A. The Board shall pay for the regularly scheduled hours for the following holidays.

1. Thanksgiving Day
2. Day after Thanksgiving
3. Christmas Day
4. New Year's Day
5. Good Friday
6. Memorial Day
7. Labor Day\*

\*Goes into effect with a pre-Labor Day start.

B. To be eligible for holiday pay, the employee shall work the last scheduled workday before the holiday and the first scheduled workday after the holiday unless such employee is on sick leave for reasons of personal illness, which reasons shall be subject to verification by the employee upon request of the Board.

## X. EVALUATION:

A. The employee shall formally be evaluated once each year by the building principal.

1. The employee will receive a written copy of the evaluation.

B. Evaluations will serve a dual purpose.

1. To provide a sound basis for employee improvement.
2. To provide an objective measure of employee effectiveness.

C. If the employee has been found deficient through the evaluation process, an action plan may be created by the Principal with input from the employee. The action plan may include remedies to the deficiency, timelines and methods/indicators that will be used to evaluate the effectiveness of the action plan.

## XI. LEGAL PROTECTION:

The Board shall provide the employee, at no expense to his, legal counsel and representation in any legal action brought against him as an employee and will provide liability insurance coverage against liability that results from his performance in the course and scope of employment. This section does not indemnify or save harmless the employee if said actions are determined to result from negligence, misfeasance, or malfeasance.

XII. MILEAGE ALLOWANCE:

The Board shall reimburse the employee at the per mile rate established by the Internal Revenue Service for use of his vehicle (outside of Union City) in conducting business associated with his position.

A. The employee shall submit a monthly mileage reimbursement request to the Business Office.

XIII. PROFESSIONAL DEVELOPMENT:

A. The employee may be asked to participate in professional development. The employee will be compensated for this time at their standard rate of pay.

XIV. CONTRACT INTERPRETATION:

If, during the term of this Agreement, any provision is found by a court of competent jurisdiction to be illegal, unenforceable, or void, the remainder of this Agreement shall continue in full force and effect.

This Agreement and any subsequent agreement shall not conflict with the laws, policies, or administrative guidelines as mandated by the State of Michigan.

Behavior Interventionist Wages:

2021 - 2022	\$17.25 per hour
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This AGREEMENT shall be in effect until June 30, 2022.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals:

Behavior Interventionist:

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Ashley Simpson

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Date

For the Board:

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President - Jenn Searls

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Superintendent - Chris Katz

UNION CITY COMMUNITY SCHOOLS  
Elementary Behavior Interventionist Working Agreement  
2021 - 2022

This AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS acting by and through its Board of Education, hereinafter called the "Board" and Cher Troup, Behavior Interventionist, hereinafter called the "employee".

WITNESSETH:

I. QUALIFICATIONS:

The employee will demonstrate that she possesses sufficient credentials required by the State of Michigan and the job description to qualify for this position.

II. AGREEMENT PERIOD:

A. This Agreement shall begin on July 1, 2021 and shall continue in effect through June 30, 2022.

1. This Agreement will be reviewed annually.
2. The work year shall begin on the first day that returning teachers report to work and end on the last day of school.
3. During the work year, when teachers are not scheduled to be present, the employee will not be required to be present.

B. The scheduled workweek shall be 35 hours.

1. The workday will be 7 hours and 30 minutes long. Start and end times to be set by the building principal.
2. The workday will include a 30-minute duty free unpaid lunch.
3. On half days of school start and end times will be set by the building principal.

C. On "delay" days the employee should make all efforts to arrive at school by 9:00 a.m.

### III. CONDITIONS OF EMPLOYMENT:

#### A. The employee shall:

1. Be employed to perform such professional duties as outlined in the policies of the Board of Education and the District job description or as assigned from time to time by the Superintendent.
2. Faithfully perform the duties of the position to which assigned, to comply with all applicable statutes, to obey the rules and regulations of the Board, and to diligently carry out its educational programs and policies.

B. The employee shall not have tenure in any non-classroom capacity by virtue of this agreement and shall not have tenure as a classroom teacher except to the extent required by law.

C. This Agreement shall not be valid unless the employee shall have such qualifications for the position herein designated as required by the State of Michigan and the Board and shall terminate if the employee shall at any time fail to possess such qualifications.

### IV. LENGTH OF AGREEMENT:

A. CONTRACT EXTENSION - At the April Board of Education Meeting, the Board shall, at the time of the annual evaluation, determine whether to extend the term of the employee's contract for an additional year.

B. EARLY TERMINATION - This Agreement may be terminated prior to the expiration date if the employee shall:

1. Fail to possess or continue to possess any qualifications required by law.
2. Be convicted of a felony or of a crime involving moral turpitude.
3. Resign on the giving of fourteen (14) days written notice, or such other period as shall be mutually agreeable.
4. Materially breach the terms of this Agreement.

5. Be unable to perform the duties of his position by reason of disability for a period of one hundred eighty (180) days.
6. Die.
7. Be determined by the Board that for good and just cause, the best interests of the District would be served by early termination.
  - a. No discharge shall be effective until written notice has been served upon the employee and he shall have an opportunity for a fair hearing before the Board.
  - b. Said hearing shall be public or in closed session at the option of the employee.
  - c. The employee may have legal counsel at his own expense present at the hearing.
  - d. If this Agreement is terminated early due to discharge, compensation and benefits will continue until a termination package is negotiated and agreed upon by both parties.

V. COMPENSATION:

- A. The employee shall be compensated for services performed as may be authorized by the Board. The wages shall be paid bi-weekly.
- B. The Michigan Public School Employees Retirement shall be paid by the Board.

VI. COMPENSATED LEAVE:

- A. The employee shall receive one (1) sick leave day per month worked accumulating up to ten (10) days per contract year.
  1. Sick leave days may be accumulated to one hundred twenty-five (125) days.
- B. A doctor's excuse may be required by the Superintendent to verify illness.

C. Up to four (4) days, without loss of pay, may be used upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the employee or his spouse.

1. The Superintendent may grant additional time deducted from sick leave days upon request.

A. Upon retirement, if the employee has completed a minimum of ten (10) years of continuous service with the Union City Community Schools he shall be compensated at the rate of twenty-five (\$25) dollars per day for unused sick leave days, accumulated up to ninety (90) days.

VII. PERSONAL BUSINESS LEAVE:

The employee shall be granted two (2) non-accumulative personal business leave days each year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular work hours.

A. Such leave shall not be used for seeking employment, rendering services, religious purposes, or for recreational purposes.

B. The employee is required to state the reason on the request form.

C. The request form shall be submitted at least three (3) days in advance, except in an emergency, to the Superintendent.

D. A personal business leave day may not precede or follow a vacation or holiday.

VIII. LONGEVITY:

The employee will be eligible for longevity compensation for continuous service with the District based on the following schedule:

After 10 years	\$175.00
15 years	\$225.00
20 years	\$275.00

The longevity compensation will be paid to the employee on the first pay period in December

## IX. HOLIDAYS

A. The Board shall pay for the regularly scheduled hours for the following holidays.

1. Thanksgiving Day
2. Day after Thanksgiving
3. Christmas Day
4. New Year's Day
5. Good Friday
6. Memorial Day
7. Labor Day\*

\*Goes into effect with a pre-Labor Day start.

B. To be eligible for holiday pay, the employee shall work the last scheduled workday before the holiday and the first scheduled workday after the holiday unless such employee is on sick leave for reasons of personal illness, which reasons shall be subject to verification by the employee upon request of the Board.

## X. EVALUATION:

A. The employee shall formally be evaluated once each year by the building principal.

1. The employee will receive a written copy of the evaluation.

B. Evaluations will serve a dual purpose.

1. To provide a sound basis for employee improvement.
2. To provide an objective measure of employee effectiveness.

C. If the employee has been found deficient through the evaluation process, an action plan may be created by the Principal with input from the employee. The action plan may include remedies to the deficiency, timelines and methods/indicators that will be used to evaluate the effectiveness of the action plan.

## XI. LEGAL PROTECTION:



Behavior Interventionist:

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Cher Troup

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Date

For the Board:

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President - Jenn Searls

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Superintendent - Chris Katz

UNION CITY COMMUNITY SCHOOLS  
Full Time Substitute Working Agreement  
2021 - 2022

This AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS acting by and through its Board of Education, hereinafter called the "Board" and Camri Wages, Full Time Substitute, hereinafter called the "employee".

WITNESSETH:

I. QUALIFICATIONS:

The employee will demonstrate that she possesses sufficient credentials required by the State of Michigan and the job description to qualify for this position.

II. AGREEMENT PERIOD:

A. This Agreement shall begin on July 1, 2021 and shall continue in effect through June 30, 2022.

1. This Agreement will be reviewed annually.
2. The work year shall begin on the first day that returning teachers report to work and end on the last day of school.
3. During the work year, when teachers are not scheduled to be present, the employee will not be required to be present.

B. The scheduled workweek shall be 32.5 hours.

1. The workday will be 7 hours long. Start time is 7:30am and end time is 3:00pm.
2. The workday will include a 30-minute duty free unpaid lunch except on half days.
3. On half days of school start time is 7:30 and end time is 11:10.

C. On "delay" days the employee should make all efforts to arrive at school by 9:00 a.m.

### III. CONDITIONS OF EMPLOYMENT:

#### A. The employee shall:

1. Be employed to perform such professional duties as outlined in the policies of the Board of Education and the District job description or as assigned from time to time by the Superintendent.
2. Faithfully perform the duties of the position to which assigned, to comply with all applicable statutes, to obey the rules and regulations of the Board, and to diligently carry out its educational programs and policies.

B. The employee shall not have tenure in any non-classroom capacity by virtue of this agreement and shall not have tenure as a classroom teacher except to the extent required by law.

C. This Agreement shall not be valid unless the employee shall have such qualifications for the position herein designated as required by the State of Michigan and the Board and shall terminate if the employee shall at any time fail to possess such qualifications.

### IV. LENGTH OF AGREEMENT:

A. CONTRACT EXTENSION - At the April Board of Education Meeting, the Board shall, at the time of the annual evaluation, determine whether to extend the term of the employee's contract for an additional year.

B. EARLY TERMINATION - This Agreement may be terminated prior to the expiration date if the employee shall:

1. Fail to possess or continue to possess any qualifications required by law.
2. Be convicted of a felony or of a crime involving moral turpitude.
3. Resign on the giving of fourteen (14) days written notice, or such other period as shall be mutually agreeable.
4. Materially breach the terms of this Agreement.

5. Be unable to perform the duties of his position by reason of disability for a period of one hundred eighty (180) days.
6. Die.
7. Be determined by the Board that for good and just cause, the best interests of the District would be served by early termination.
  - a. No discharge shall be effective until written notice has been served upon the employee and he shall have an opportunity for a fair hearing before the Board.
  - b. Said hearing shall be public or in closed session at the option of the employee.
  - c. The employee may have legal counsel at his own expense present at the hearing.
  - d. If this Agreement is terminated early due to discharge, compensation and benefits will continue until a termination package is negotiated and agreed upon by both parties.

V. COMPENSATION:

- A. The employee shall be compensated for services performed as may be authorized by the Board. The wages shall be paid bi-weekly.
- B. The Michigan Public School Employees Retirement shall be paid by the Board.

VI. COMPENSATED LEAVE:

- A. The employee shall receive one (1) sick leave day per month worked accumulating up to ten (10) days per contract year.
  1. Sick leave days may be accumulated to one hundred twenty-five (125) days.
- B. A doctor's excuse may be required by the Superintendent to verify illness.

C. Up to four (4) days, without loss of pay, may be used upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the employee or his spouse.

1. The Superintendent may grant additional time deducted from sick leave days upon request.

A. Upon retirement, if the employee has completed a minimum of ten (10) years of continuous service with the Union City Community Schools he shall be compensated at the rate of twenty-five (\$25) dollars per day for unused sick leave days, accumulated up to ninety (90) days.

VII. PERSONAL BUSINESS LEAVE:

The employee shall be granted two (2) non-accumulative personal business leave days each year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular work hours.

A. Such leave shall not be used for seeking employment, rendering services, religious purposes, or for recreational purposes.

B. The employee is required to state the reason on the request form.

C. The request form shall be submitted at least three (3) days in advance, except in an emergency, to the Superintendent.

D. A personal business leave day may not precede or follow a vacation or holiday.

VIII. LONGEVITY:

The employee will be eligible for longevity compensation for continuous service with the District based on the following schedule:

After 10 years	\$175.00
15 years	\$225.00
20 years	\$275.00

The longevity compensation will be paid to the employee on the first pay period in December

## IX. HOLIDAYS

A. The Board shall pay for the regularly scheduled hours for the following holidays.

1. Thanksgiving Day
2. Day after Thanksgiving
3. Christmas Day
4. New Year's Day
5. Good Friday
6. Memorial Day
7. Labor Day\*

\*Goes into effect with a pre-Labor Day start.

B. To be eligible for holiday pay, the employee shall work the last scheduled workday before the holiday and the first scheduled workday after the holiday unless such employee is on sick leave for reasons of personal illness, which reasons shall be subject to verification by the employee upon request of the Board.

## X. EVALUATION:

A. The employee shall formally be evaluated once each year by the building principal.

1. The employee will receive a written copy of the evaluation.

B. Evaluations will serve a dual purpose.

1. To provide a sound basis for employee improvement.
2. To provide an objective measure of employee effectiveness.

C. If the employee has been found deficient through the evaluation process, an action plan may be created by the principal with input from the employee. The action plan may include remedies to the deficiency, timelines and methods/indicators that will be used to evaluate the effectiveness of the action plan.

## XI. LEGAL PROTECTION:

The Board shall provide the employee, at no expense to his, legal counsel and representation in any legal action brought against him as an employee and will provide liability insurance coverage against liability that results from his performance in the course and scope of employment. This section does not indemnify or save harmless the employee if said actions are determined to result from negligence, misfeasance, or malfeasance.

XII. MILEAGE ALLOWANCE:

The Board shall reimburse the employee at the per mile rate established by the Internal Revenue Service for use of his vehicle (outside of Union City) in conducting business associated with his position.

A. The employee shall submit a monthly mileage reimbursement request to the Business Office.

XIII. PROFESSIONAL DEVELOPMENT:

A. The employee may be asked to participate in professional development. The employee will be compensated for this time at their standard rate of pay.

XIV. CONTRACT INTERPRETATION:

If, during the term of this Agreement, any provision is found by a court of competent jurisdiction to be illegal, unenforceable, or void, the remainder of this Agreement shall continue in full force and effect.

This Agreement and any subsequent agreement shall not conflict with the laws, policies, or administrative guidelines as mandated by the State of Michigan.

Behavior Interventionist Wages:

2021 - 2022	\$17.86 per hour
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This AGREEMENT shall be in effect until June 30, 2022.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals:

Behavior Support Specialist:

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Camri Wages

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Date

For the Board:

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President

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Superintendent - Chris Katz

UNION CITY COMMUNITY SCHOOLS  
Full Time Substitute Working Agreement  
2021 - 2022

This AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS acting by and through its Board of Education, hereinafter called the "Board" and Thomas Kusterer, Full Time Substitute, hereinafter called the "employee".

WITNESSETH:

I. QUALIFICATIONS:

The employee will demonstrate that she possesses sufficient credentials required by the State of Michigan and the job description to qualify for this position.

II. AGREEMENT PERIOD:

A. This Agreement shall begin on July 1, 2021 and shall continue in effect through June 30, 2022.

1. This Agreement will be reviewed annually.
2. The work year shall begin on the first day that returning teachers report to work and end on the last day of school.
3. During the work year, when teachers are not scheduled to be present, the employee will not be required to be present.

B. The scheduled workweek shall be 32.5 hours.

1. The workday will be 7 hours long. Start time is 7:30am and end time is 3:00pm.
2. The workday will include a 30-minute duty free unpaid lunch except on half days.
3. On half days of school start time is 7:30 and end time is 11:10.

C. On "delay" days the employee should make all efforts to arrive at school by 9:00 a.m.

### III. CONDITIONS OF EMPLOYMENT:

#### A. The employee shall:

1. Be employed to perform such professional duties as outlined in the policies of the Board of Education and the District job description or as assigned from time to time by the Superintendent.
2. Faithfully perform the duties of the position to which assigned, to comply with all applicable statutes, to obey the rules and regulations of the Board, and to diligently carry out its educational programs and policies.

B. The employee shall not have tenure in any non-classroom capacity by virtue of this agreement and shall not have tenure as a classroom teacher except to the extent required by law.

C. This Agreement shall not be valid unless the employee shall have such qualifications for the position herein designated as required by the State of Michigan and the Board and shall terminate if the employee shall at any time fail to possess such qualifications.

### IV. LENGTH OF AGREEMENT:

A. CONTRACT EXTENSION - At the April Board of Education Meeting, the Board shall, at the time of the annual evaluation, determine whether to extend the term of the employee's contract for an additional year.

B. EARLY TERMINATION - This Agreement may be terminated prior to the expiration date if the employee shall:

1. Fail to possess or continue to possess any qualifications required by law.
2. Be convicted of a felony or of a crime involving moral turpitude.
3. Resign on the giving of fourteen (14) days written notice, or such other period as shall be mutually agreeable.
4. Materially breach the terms of this Agreement.

5. Be unable to perform the duties of his position by reason of disability for a period of one hundred eighty (180) days.
6. Die.
7. Be determined by the Board that for good and just cause, the best interests of the District would be served by early termination.
  - a. No discharge shall be effective until written notice has been served upon the employee and he shall have an opportunity for a fair hearing before the Board.
  - b. Said hearing shall be public or in closed session at the option of the employee.
  - c. The employee may have legal counsel at his own expense present at the hearing.
  - d. If this Agreement is terminated early due to discharge, compensation and benefits will continue until a termination package is negotiated and agreed upon by both parties.

V. COMPENSATION:

- A. The employee shall be compensated for services performed as may be authorized by the Board. The wages shall be paid bi-weekly.
- B. The Michigan Public School Employees Retirement shall be paid by the Board.

VI. COMPENSATED LEAVE:

- A. The employee shall receive one (1) sick leave day per month worked accumulating up to ten (10) days per contract year.
  1. Sick leave days may be accumulated to one hundred twenty-five (125) days.
- B. A doctor's excuse may be required by the Superintendent to verify illness.

C. Up to four (4) days, without loss of pay, may be used upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the employee or his spouse.

1. The Superintendent may grant additional time deducted from sick leave days upon request.

A. Upon retirement, if the employee has completed a minimum of ten (10) years of continuous service with the Union City Community Schools he shall be compensated at the rate of twenty-five (\$25) dollars per day for unused sick leave days, accumulated up to ninety (90) days.

VII. PERSONAL BUSINESS LEAVE:

The employee shall be granted two (2) non-accumulative personal business leave days each year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular work hours.

A. Such leave shall not be used for seeking employment, rendering services, religious purposes, or for recreational purposes.

B. The employee is required to state the reason on the request form.

C. The request form shall be submitted at least three (3) days in advance, except in an emergency, to the Superintendent.

D. A personal business leave day may not precede or follow a vacation or holiday.

VIII. LONGEVITY:

The employee will be eligible for longevity compensation for continuous service with the District based on the following schedule:

After 10 years	\$175.00
15 years	\$225.00
20 years	\$275.00

The longevity compensation will be paid to the employee on the first pay period in December

## IX. HOLIDAYS

A. The Board shall pay for the regularly scheduled hours for the following holidays.

1. Thanksgiving Day
2. Day after Thanksgiving
3. Christmas Day
4. New Year's Day
5. Good Friday
6. Memorial Day
7. Labor Day\*

\*Goes into effect with a pre-Labor Day start.

B. To be eligible for holiday pay, the employee shall work the last scheduled workday before the holiday and the first scheduled workday after the holiday unless such employee is on sick leave for reasons of personal illness, which reasons shall be subject to verification by the employee upon request of the Board.

## X. EVALUATION:

A. The employee shall formally be evaluated once each year by the building principal.

1. The employee will receive a written copy of the evaluation.

B. Evaluations will serve a dual purpose.

1. To provide a sound basis for employee improvement.
2. To provide an objective measure of employee effectiveness.

C. If the employee has been found deficient through the evaluation process, an action plan may be created by the principal with input from the employee. The action plan may include remedies to the deficiency, timelines and methods/indicators that will be used to evaluate the effectiveness of the action plan.

## XI. LEGAL PROTECTION:

The Board shall provide the employee, at no expense to his, legal counsel and representation in any legal action brought against him as an employee and will provide liability insurance coverage against liability that results from his performance in the course and scope of employment. This section does not indemnify or save harmless the employee if said actions are determined to result from negligence, misfeasance, or malfeasance.

XII. MILEAGE ALLOWANCE:

The Board shall reimburse the employee at the per mile rate established by the Internal Revenue Service for use of his vehicle (outside of Union City) in conducting business associated with his position.

A. The employee shall submit a monthly mileage reimbursement request to the Business Office.

XIII. PROFESSIONAL DEVELOPMENT:

A. The employee may be asked to participate in professional development. The employee will be compensated for this time at their standard rate of pay.

XIV. CONTRACT INTERPRETATION:

If, during the term of this Agreement, any provision is found by a court of competent jurisdiction to be illegal, unenforceable, or void, the remainder of this Agreement shall continue in full force and effect.

This Agreement and any subsequent agreement shall not conflict with the laws, policies, or administrative guidelines as mandated by the State of Michigan.

Behavior Interventionist Wages:

2021 - 2022	\$17.86 per hour
-------------	------------------

This AGREEMENT shall be in effect until June 30, 2022.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals:

Behavior Support Specialist:

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Thomas Kusterer

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Date

For the Board:

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President

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Superintendent - Chris Katz

UNION CITY COMMUNITY SCHOOLS  
Full Time Substitute Working Agreement  
2021 - 2022

This AGREEMENT made as of the date hereinafter set forth by and between the UNION CITY COMMUNITY SCHOOLS acting by and through its Board of Education, hereinafter called the "Board" and Samantha Fick, Full Time Substitute, hereinafter called the "employee".

WITNESSETH:

I. QUALIFICATIONS:

The employee will demonstrate that she possesses sufficient credentials required by the State of Michigan and the job description to qualify for this position.

II. AGREEMENT PERIOD:

A. This Agreement shall begin on July 1, 2021 and shall continue in effect through June 30, 2022.

1. This Agreement will be reviewed annually.
2. The work year shall begin on the first day that returning teachers report to work and end on the last day of school.
3. During the work year, when teachers are not scheduled to be present, the employee will not be required to be present.

B. The scheduled workweek shall be 32.5 hours.

1. The workday will be 7 hours long. Start time is 7:30am and end time is 3:00pm.
2. The workday will include a 30-minute duty free unpaid lunch except on half days.
3. On half days of school start time is 7:30 and end time is 11:10.

C. On "delay" days the employee should make all efforts to arrive at school by 9:00 a.m.

### III. CONDITIONS OF EMPLOYMENT:

#### A. The employee shall:

1. Be employed to perform such professional duties as outlined in the policies of the Board of Education and the District job description or as assigned from time to time by the Superintendent.
2. Faithfully perform the duties of the position to which assigned, to comply with all applicable statutes, to obey the rules and regulations of the Board, and to diligently carry out its educational programs and policies.

B. The employee shall not have tenure in any non-classroom capacity by virtue of this agreement and shall not have tenure as a classroom teacher except to the extent required by law.

C. This Agreement shall not be valid unless the employee shall have such qualifications for the position herein designated as required by the State of Michigan and the Board and shall terminate if the employee shall at any time fail to possess such qualifications.

### IV. LENGTH OF AGREEMENT:

A. CONTRACT EXTENSION - At the April Board of Education Meeting, the Board shall, at the time of the annual evaluation, determine whether to extend the term of the employee's contract for an additional year.

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1. Fail to possess or continue to possess any qualifications required by law.
2. Be convicted of a felony or of a crime involving moral turpitude.
3. Resign on the giving of fourteen (14) days written notice, or such other period as shall be mutually agreeable.
4. Materially breach the terms of this Agreement.

5. Be unable to perform the duties of his position by reason of disability for a period of one hundred eighty (180) days.
6. Die.
7. Be determined by the Board that for good and just cause, the best interests of the District would be served by early termination.
  - a. No discharge shall be effective until written notice has been served upon the employee and he shall have an opportunity for a fair hearing before the Board.
  - b. Said hearing shall be public or in closed session at the option of the employee.
  - c. The employee may have legal counsel at his own expense present at the hearing.
  - d. If this Agreement is terminated early due to discharge, compensation and benefits will continue until a termination package is negotiated and agreed upon by both parties.

V. COMPENSATION:

- A. The employee shall be compensated for services performed as may be authorized by the Board. The wages shall be paid bi-weekly.
- B. The Michigan Public School Employees Retirement shall be paid by the Board.

VI. COMPENSATED LEAVE:

- A. The employee shall receive one (1) sick leave day per month worked accumulating up to ten (10) days per contract year.
  1. Sick leave days may be accumulated to one hundred twenty-five (125) days.
- B. A doctor's excuse may be required by the Superintendent to verify illness.

C. Up to four (4) days, without loss of pay, may be used upon the death of a spouse, child, parent, grandparent, grandchild, or brother or sister of the employee or his spouse.

1. The Superintendent may grant additional time deducted from sick leave days upon request.

A. Upon retirement, if the employee has completed a minimum of ten (10) years of continuous service with the Union City Community Schools he shall be compensated at the rate of twenty-five (\$25) dollars per day for unused sick leave days, accumulated up to ninety (90) days.

VII. PERSONAL BUSINESS LEAVE:

The employee shall be granted two (2) non-accumulative personal business leave days each year to be used only for legitimate business, professional or personal obligations which cannot be scheduled outside of the regular work hours.

A. Such leave shall not be used for seeking employment, rendering services, religious purposes, or for recreational purposes.

B. The employee is required to state the reason on the request form.

C. The request form shall be submitted at least three (3) days in advance, except in an emergency, to the Superintendent.

D. A personal business leave day may not precede or follow a vacation or holiday.

VIII. LONGEVITY:

The employee will be eligible for longevity compensation for continuous service with the District based on the following schedule:

After 10 years	\$175.00
15 years	\$225.00
20 years	\$275.00

The longevity compensation will be paid to the employee on the first pay period in December

## IX. HOLIDAYS

A. The Board shall pay for the regularly scheduled hours for the following holidays.

1. Thanksgiving Day
2. Day after Thanksgiving
3. Christmas Day
4. New Year's Day
5. Good Friday
6. Memorial Day
7. Labor Day\*

\*Goes into effect with a pre-Labor Day start.

B. To be eligible for holiday pay, the employee shall work the last scheduled workday before the holiday and the first scheduled workday after the holiday unless such employee is on sick leave for reasons of personal illness, which reasons shall be subject to verification by the employee upon request of the Board.

## X. EVALUATION:

A. The employee shall formally be evaluated once each year by the building principal.

1. The employee will receive a written copy of the evaluation.

B. Evaluations will serve a dual purpose.

1. To provide a sound basis for employee improvement.
2. To provide an objective measure of employee effectiveness.

C. If the employee has been found deficient through the evaluation process, an action plan may be created by the principal with input from the employee. The action plan may include remedies to the deficiency, timelines and methods/indicators that will be used to evaluate the effectiveness of the action plan.

## XI. LEGAL PROTECTION:

The Board shall provide the employee, at no expense to his, legal counsel and representation in any legal action brought against him as an employee and will provide liability insurance coverage against liability that results from his performance in the course and scope of employment. This section does not indemnify or save harmless the employee if said actions are determined to result from negligence, misfeasance, or malfeasance.

XII. MILEAGE ALLOWANCE:

The Board shall reimburse the employee at the per mile rate established by the Internal Revenue Service for use of his vehicle (outside of Union City) in conducting business associated with his position.

A. The employee shall submit a monthly mileage reimbursement request to the Business Office.

XIII. PROFESSIONAL DEVELOPMENT:

A. The employee may be asked to participate in professional development. The employee will be compensated for this time at their standard rate of pay.

XIV. CONTRACT INTERPRETATION:

If, during the term of this Agreement, any provision is found by a court of competent jurisdiction to be illegal, unenforceable, or void, the remainder of this Agreement shall continue in full force and effect.

This Agreement and any subsequent agreement shall not conflict with the laws, policies, or administrative guidelines as mandated by the State of Michigan.

Behavior Interventionist Wages:

2021 - 2022	\$17.86 per hour
-------------	------------------

This AGREEMENT shall be in effect until June 30, 2022.

IN WITNESS WHEREOF, the parties hereto have affixed their hands and seals:

Behavior Support Specialist:

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Samantha Fick

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Date

For the Board:

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President

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Superintendent - Chris Katz



Book	Policy Manual
Section	District Review 36.1
Title	Copy of PUBLIC PARTICIPATION AT BOARD MEETINGS
Code	po0167.3 cr 10/12/21
Status	
Legal	M.C.L. 15.263(4)(5)(6), 380.1808
Adopted	December 15, 1997
Last Revised	March 18, 2019

#### 0167.3 - **PUBLIC PARTICIPATION AT BOARD MEETINGS**

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

To permit fair and orderly public expression, the Board shall provide a period for public participation at public meetings of the Board and publish rules to govern such participation in Board meetings and in Board committee meetings. The rules shall be administered and enforced by the presiding officer of the meeting.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business and/or at a time as determined by the presiding officer.
- B. Anyone with concerns related to the operation of the schools or to matters within the authority of the Board may participate during the **designated public participation portion(s)** ~~public portion~~ of a meeting.
- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; group affiliation, if and when appropriate.
- D. Each statement made by a participant shall be limited to five (5) minutes duration.
- E. No participant may speak more than once **unless all others who wish to speak have been heard and the presiding officer authorizes it.** ~~on the same topic unless all others who wish to speak on that topic have been heard.~~
- F. Participants shall direct all comments to the Board and not to staff or other participants.
- G. ~~No participant may speak more than once.~~
- H. ~~Participants shall direct all comments to the Board and not to staff or other participants.~~
- I. The presiding officer may:
  1. **interrupt, warn, or terminate a participant's session when they make comments that are repetitive,**

~~obscene, and/or comments that constitute a true threat (i.e., statements meant to frighten or intimidate one (1) or more specified persons into believing that they will be seriously harmed by the speaker or someone acting at the speaker's behest) prohibit public comments which are frivolous, repetitive, or harassing;~~

2. ~~interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;~~
  3. request any individual to **stop speaking and/or** leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct **and/or orderly progress** 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 progress of the meeting;
  5. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the **conduct and/or** 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.
- J. The portion of the meeting during which the participation of the public is invited shall be limited to 30 minutes, but the timeframe will be extended, if necessary, so that no one's right to address the Board will be denied. **The Board may permit individuals to attend meetings remotely through live broadcast; however, public participation will be limited to those who are in attendance at the meeting site only. The Board is not responsible for any technology failures that prevent or disrupt any individual from attending remotely.**

**Audio Tape** or video recordings are permitted subject to the following conditions:

- A. No obstructions are created between the Board and the audience.
- B. No interviews are conducted in the meeting room while the Board is in session.
- C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment.

Revised 5/17/04

© Neola ~~2018~~ **2021**

**EXHIBIT A**

**Union City Community Schools, Branch and Calhoun Counties, Michigan  
Board Member Rotation Schedule**

**Existing Terms**

Seat A - expires December 31, 2022 – Searls seat  
Seat B - expires December 31, 2022 – Mathis seat  
Seat C - expires December 31, 2024 – Mears seat  
Seat D - expires December 31, 2024 – Miller seat  
Seat E - expires December 31, 2026 – DeJongh seat  
Seat F - expires December 31, 2026 – Herman seat  
Seat G - expires December 31, 2026 – LaBar seat

**New Board Member Seats Elected to Implement 4 Year Terms**

November 2022 - 2 seats for 6 year terms (Seats A & B)  
November 2024 - 2 seats for 4 year terms (Seats C & D)  
November 2026 - 3 seats for 4 year terms (Seats E, F & G)  
November 2028 - 4 seats for 4 year terms (Seats A, B C & D)  
November 2030 - 3 seats for 4 year terms (Seats E, F & G)  
November 2032 - 4 seats for 4 year terms (Seats A, B, C & D)

Union City Community Schools, Branch and Calhoun Counties, Michigan (the "District")

A regular meeting of the board of education of the District (the "Board") was held:

in the \_\_\_\_\_, within the boundaries of the District,

electronically through \_\_\_\_\_ with identification number \_\_\_\_\_

on the \_\_\_\_ day of \_\_\_\_\_, 2022, at \_\_\_\_ o'clock in the \_\_.m. (the "Meeting")

The Meeting was called to order by \_\_\_\_\_, President.

Present: Members

Absent: Members

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

**WHEREAS:**

1. Public Act 233 of 2011 amended Michigan Election Law to require school board elections to be held in November of even numbered years; and

2. Section 11a of the Revised School Code, as amended, provides that members of the Board shall be elected by the school electors for terms of four (4) or six (6) years, as provided by the District's bylaws; and

3. This Board desires to amend its bylaws to change board member terms of office from six (6) years to four (4) years and to approve a board member rotation schedule to implement four (4)-year terms.

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

1. This Board hereby determines the terms of office shall be four (4) years, except for interim seats as detailed in the schedule attached hereto as Exhibit A. Such determination and board rotation schedule are hereby adopted as amendments to the Board's bylaws.

2. A copy of this resolution shall be filed with the District's election coordinator.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

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Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Union City Community Schools, Branch and Calhoun Counties, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, 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).

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Secretary, Board of Education