

# 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

Monthly Board Meeting	High School Media Center
Monday, February 21, 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. **Consent Agenda**

- a. **Resignation**  
Kaden Smeltzer has resigned as an elementary cook effective February 7, 2022.

#### IV. **Correspondence**

#### V. **Comments From the Audience on Agenda Items**

- 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.

#### VI. **Action Items**

- a. **Middle School Student Long-Term Suspension**  
Board action is required to suspend a middle school student per recommendation of middle school principal, Jamie Thomas. Parent has requested a closed session per Section 8(b) of the Open Meetings Act.

b. **Financials**

Board action is required to approve the financials for the month ending January 31, 2022.

c. **NEOLA Policy 0167.3**

Board action is required to approve the updated Policy 0167.3 as presented.

d. **Cross Country Field Trip**

Board action is required to approve the cross country summer team camp trip to Platte River Campground.

e. **Hiring Track Coach**

Hayley Denney has presented a recommendation to hire Thomas Kusterer for a Varsity Assistant Track Coach position.

VII. **Presentation**

Amber Case, High School Principal, will present on the Charger Academy after one semester.

VIII. **Discussion Items**

a. **District Section 98b Goals Reports**

Mid-year report on math and reading as part of 98b legislation and district goals.

b. **Mask Policy**

Board discussion regarding NEOLA Policy p8450.01.

IX. **Information**

a. **Community Unlimited / UCCS Partnership on After School Grant**

Community Unlimited applied for and was awarded a Before and After School - Community-Based Organization grant in the amount of \$119,700. This grant will provide after school programs for students identified by the school in the elementary and middle school who are in need of academic assistance. The school district is partnering with community unlimited on this project by providing support in the form of transportation of students and additional supplies and materials, as well as assisting in managing the program by identifying students who could benefit.

X. **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.

XI. **Board Roundtable**

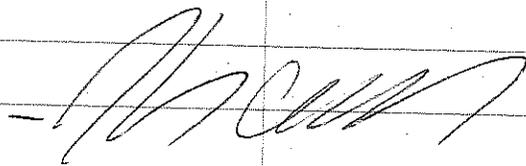
XII. **Adjournment**

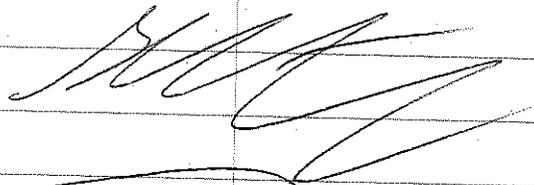
**This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in agenda items vive (VI) and ten (X).**

**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.**

I Haden Paul Smeltzer am  
officially giving you (Union City  
Community Schools) my 2 weeks  
Notice, I was offered an opportunity  
I could not refuse, thank you  
for all the kindness and passion  
you shared with me while I  
was working here, you guys run  
great Kitchens! my last Day  
will be February 7th, 2022

Thank you.





1-24-22



FOOD SERVICE-January

**Union City Community Schools**

School Service Fund

Combined Statement of Revenue and Expenditures Compared to Budget

For The Period Ending

January 31, 2022

	<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	15,462	\$ 10,538	(\$4,924)	146.72%
State Sources	6,865	15,034	8,169	45.66%
Federal Sources	223,034	469,000	245,966	47.56%
INCOMING TRANSFERS				
<b>TOTAL REVENUE</b>	245,361	494,572	\$249,211	
<b><u>EXPENDITURES:</u></b>				
Salaries	80,183	122,969	(42,786)	65.21%
Employee Benefits	49,231	72,181	(22,950)	68.20%
Purchased Services	17,608	28,423	(10,815)	61.95%
Supplies & Materials	174,616	263,107	(88,491)	66.37%
Capital Outlay	27,594	3,500	24,094	788.39%
Other Expense	315	3,338	(3,023)	9.44%
Other Transactions	0	32,882		
			(143,972)	0.00%
<b>TOTAL EXPENDITURES</b>	349,546	526,400		
OUTGOING TRANSFERS				
<b>TOTAL EXPENDITURES</b>	349,546	526,400	(143,972)	0.00%
<b>EXCESS REVENUE (EXPENDITURES)</b>	(104,186)	(31,828)		
<b>BEGINNING FUND BALANCE</b>	276,977	276,977		
<b>ENDING FUND BALANCE</b>	\$172,791	\$245,149		

**Union City Community Schools**  
 General Fund Statement of Revenue and Expenditure Compared to Budget  
 For Period Ending January 31, 2022

	YTD ACTIVITY	CURRENT BUDGET	VARIANCE	PERCENT OF BUDGET
<b>REVENUE</b>				
Local Sources	342,995	\$ 1,269,468	(926,473)	27.02%
State Sources	3,370,609	9,218,396	(5,847,787)	36.56%
Federal Sources	3,063	1,074,892	(1,071,829)	0.28%
Other Financing Sources	178,043	525,000	(346,957)	33.91%
		32,000		
<b>TOTAL REVENUE</b>	<b>3,894,710</b>	<b>12,119,756</b>	<b>(8,193,046)</b>	
<b>EXPENDITURES</b>				
<b>INSTRUCTION</b>				
Basic Program	3,242,221	5,815,554	2,573,333	55.75%
Added Needs	941,438	1,707,151	765,713	55.15%
<b>Total Instruction</b>	<b>4,183,658</b>	<b>7,522,705</b>	<b>3,339,047</b>	
<b>SUPPORT SERVICE EXPENSE</b>				
Pupil	350,994	629,895	278,901	55.72%
Improvement Instructional Staff	53,856	104,677	50,821	51.45%
General Administration	253,976	399,508	145,532	63.57%
School Administration	368,075	660,855	292,780	55.70%
Fiscal Services	166,070	300,922	134,853	55.19%
Operation & Maintenance	817,711	1,244,444	426,733	65.71%
Transportation	436,523	622,879	186,356	70.08%
Central Support	117,309	176,539	59,230	66.45%
Athletics	249,432	439,574	190,142	56.74%
Community Services	2,238	3,706	1,468	60.38%
Payments to Other Govt Units	4,240		(4,240)	0.00%
Site Improvement Services	0		0	0.00%
Prior Period Adjustments	0		0	0.00%
Debt Service	61,807	61,807	0	0.00%
Fund Modification to Food Service		0	0	0.00%
<b>Total Support Services</b>	<b>2,882,230</b>	<b>4,644,806</b>	<b>1,515,975</b>	
<b>TOTAL EXPENDITURES</b>	<b>7,065,888</b>	<b>12,167,511</b>	<b>4,855,022</b>	
<b>EXCESS REVENUE (EXPENDITURES)</b>	<b>(\$3,171,178)</b>	<b>(\$47,755)</b>		
Non-spendable (inventory)	10,410	10,410		
Assigned (Capital Expenditures)	75,000	75,000		
Unassigned (Undesignated)	2,034,000	2,034,000		
<b>BEGINNING FUND BALANCE</b>	<b>2,119,410</b>	<b>2,119,410</b>		
<b>ENDING FUND BALANCE</b>	<b>(\$1,051,768)</b>	<b>\$2,071,655</b>		

UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF JANUARY 31, 2022			UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF JANUARY 31, 2021		
<b>Current Year</b>			<b>Prior Year</b>		
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	
<b>Current Month Activities</b>			<b>Prior Year-Current Month Activities</b>		
<b>YTD Activities</b>					
General Fund Revenue	1,369,054	6,213,362	General Fund Revenue	1,201,452	
Food Service Revenue	571	216,334	Food Service Revenue	62	
Trust & Agency Revenue	24,543	33,934	Trust & Agency Revenue	8,623	
SF Revenue	44	333	SF Revenue	46	
SF DS Revenue 2013	0	0	SF DS Revenue 2013	0	
SF DS Revenue 2016	0	5,074	SF DS Revenue 2016	0	
Total Revenue	\$1,394,212	6,469,037	Total Revenue	1,210,183	
General Fund Expenses	878,536	5,752,224	General Fund Expenses	718,309	
Net Payroll	292,557	2,151,628	Net Payroll	242,364	
Food Service Expenses	24,271	221,241	Food Service Expenses	20,518	
Trust & Agency Expenses	10,287	22,053	Trust & Agency Expenses	10,293	
SF Expenses	31,748	73,280	SF Expenses	1,042.20	
SF DS Expenses 2013	-	-	SF DS Expenses 2013	-	
SF DS Expenses 2016	-	-	SF DS Expenses 2016	-	
Total Expenses	\$1,237,399	8,220,427	Total Expenses	992,526	
Balance as of 1/31/2022			Balance as of 1/31/2021		
General Fund Cash Accounts	1,269,230		General Fund Cash Accounts	2,824,140	
Food Service Checking Accounts	18,002		Food Service Checking Accounts	47,850	
Trust & Agency Checking Accounts***	116,365		Trust & Agency Checking Accounts***	114,985	
SF Cash	526,337		SF Cash	358,460	
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	\$1,932,740		Total Cash On Hand	3,348,264	



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**



**When:** July 17th - July 20th

**Where:** Platte River Campground @ Sleeping Bear Dunes National Lakeshore - 5685 Lake Michigan Road, Honor MI 49640

**Who:** UC High School Cross Country athletes

**What:** Our team will travel to Platte River Campground. We will camp in a group campsite accommodating up to 25 people. We will run the famous Sleeping Bear Dunes trail as well as other scenic and challenging trails in the area. There will be plenty of time for team bonding with activities such as swimming, eating, camp games, campfires, and much more!

**What to bring:** You will need to bring items that will allow you to camp comfortably for three nights. This may include:

- Sleeping bag
- Pillow
- Clothing for three days including running attire
- Swimsuit
- Towel

- Favorite snacks - these will need to be kept in a vehicle or bear locker when not being eaten.
- Shower items - there are modern amenities at the campsite
- Favorite book, camp games, etc.
- Money for fast food on the ride up and and the ride back and possible lunch and/or ice cream in Glen Arbor one day.

**Additional information:** We will be running 5-10 miles a day. It is important that each athlete attend summer workouts and/or run on their own to build a base that will allow them to run this distance.

**Cost:** Please bring money for eating out (McDonalds lunch on the drive there and back). Possible lunch and/or ice cream in Glen Arbor. Any spending money the athlete may like to bring. Coaches and parent volunteers will be providing food while at camp. A suggested donation of \$20 - \$25 to cover food costs.

### **Tentative Camp Itinerary:**

**Sunday, July 20th at 11:30 am:** Depart from UC High School for camp. Runners will ride to camp with Coach Decker, Coach Gautsche, or a parent volunteer. We will stop for a late lunch at McDonald's in Cadillac, MI.

4:00 PM - Arrive at camp. Set up tents and other camp equipment.

6:00 PM - Quick trail run (3-4 miles)

7:00 PM - 9:30 PM - Dinner, campfire, showers

10:00 PM - lights out

**Monday, July 21st:**

8:00 - 10:00 am - Wake up, breakfast, clean-up.

10:00 AM - 2:00 PM - Run the Dunes Trail at Sleeping Bear Dunes National Park. A six mile trail (3 miles each way) from Glen Arbor, MI to Lake Michigan and back.

2:00 PM - 7:00 PM - Return to camp. Swimming, exploring, hanging out.

7:00 PM - 9:30 PM - Dinner, campfire, showers

10:00 PM - Lights out

**Tuesday, July 22nd**

8:00 - 10:00 AM - Wake up, breakfast, clean-up.

10:00 AM - 12:00 PM - trail run (4 - 6 miles)

12:00 - 3:00 PM - Time for sightseeing in Glen Arbor. Possible lunch/ice cream in Glen Arbor.

3:00 - 5:00 PM - Return to camp. Swimming, exploring, games.

5:30 - 7:00 PM - Trail run. (3-4 miles)

7:00 - 9:30 PM - Dinner, campfire, showers, clean-up.

10:00 PM - Lights out.

**Wednesday, July 23rd**

8:00 - 11:00 AM - wake up, breakfast, pack up.

11:00 - 4:00 - Travel back to UC. Stopping for lunch along the way.

4:00 PM - Arrive back in UC.



# **Union City Community Schools**

**Charger Athletics**  
430 St. Joseph Street  
Union City, MI 49094

**Mrs. Hayley Denney**  
Athletic Director  
[hdenney@unioncityschools.org](mailto:hdenney@unioncityschools.org)  
Ph: 517.741.3306  
Fax: 517.741.5205

**To: Chris Katz, Superintendent**  
**From: Hayley Denney, Athletic Director**  
**Date: February 21, 2022**  
**RE: Coaching Recommendation**

**Assistant Varsity Track Coach:**  
**Recommend Thomas Kusterer for varsity assistant track coach.**



**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

February 17, 2022

Union City High School Mid-Year 98b Goal

Middle of the Year Academic Goal: At least 70% of students will pass their first semester assessments with a score higher than 60%

**Report: This year, 81.8% of students passed their first semester assessments with a score higher than 60%**

This goal was selected in response to low assessment scores during the 2020-2021 school year. One year ago, only 62% of students passed their semester assessments with a 60% or higher. There were several factors that contributed to this low percentage, including a month of virtual learning during the first semester.

This goal has been supported through review and modification of our assessments and instructional practices. Teachers have spent several hours in department groups reviewing and revising their semester assessments to ensure they are an accurate measurement tools for standards mastery within their content area. Teachers have also participated in professional develop focused on accommodated assessments for special education students, ensuring all of our students are being appropriately assessed.

The improvement in this area is greater than anticipated. It is a direct reflection of the hard work and focus from the teaching staff and support staff at Union City High School. We will continue to make time to review assessment data and make modifications when necessary to improve our assessment practices throughout the building.



# 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

## UCMS Mid-Year Goals Memo

Academic Goal 1: 40% of all students would reach their projected growth target on NWEA *Reading* winter assessment.

**Results: 53% of all students met their projected growth target in Reading**

Academic Goal 2: 45% of all students would reach their projected growth target on NWEA *Mathematics* winter assessment.

**Results: 65% of all students met their projected growth target in Mathematics**

Non-Academic Goal 3: Improve the percentage of the TFI features to 70%

**Results: TFI features is currently 78%.**

### Summary:

The implementation of Exact Path and return to in-person learning has in my opinion helped improve student scores from fall to winter the most in the past 4 years in mathematics (highest 58%). Our improvement in reading is getting back to what it was prior to the pandemic (highest 68%).

Exact path is aligned to NWEA scores and provides students with a learning path that is aligned to these scores to help students work on skills that they are lacking and need to improve upon. In addition, students who are above grade level are also challenged to work at their skill level. Students who work with the interventionist get additional time beyond the required 40 minutes a week in each mathematics and reading.

We have begun the curriculum work necessary to gain vertical alignment throughout the building as well as identifying the need for consistent aligned resources to be used throughout the building in both reading and mathematics. Patrick McKerr is currently working with the math teachers on a math resource. The Bridges resource implemented this fall K-5 does not expand past 5<sup>th</sup> grade. I am waiting for an update on the expansion of the Book Worms resource from K-5 to K-8 prior to reviewing resources for ELA (this is currently available for 5<sup>th</sup> grade, but we currently do not utilize this resource).

**"STRIVING FOR EXCELLENCE IN EVERYTHING WE DO"**



# 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

The PBIS Team meets monthly to review data and fidelity of PBIS expectations. This team identified 5 areas of improvement from the Fall review – Posting of printed expectations within specific areas, recruitment of a parent member, provide staff reminders of where to locate specific materials related to behavior (i.e. Behavior Manual & information for staff binders), and share monthly data reviews with staff. The team will complete a second TFI inventory next week to update our progress with implementing PBIS with fidelity.



# Union City Elementary School

## 2021-2022 UCE Academic Goals:

Mid-year goals for 2021-2022 school year:

**40%** of ALL students will meet their projected growth target in English Language Arts on the NWEA Map Growth Assessment.

**40%** of ALL students will meet their projected growth target in Math on the NWEA Map Growth Assessment.

Mid-year results from Fall 2021 to Winter 2022:

**41%** of students met their projected growth target in English Language Arts

**47%** of students met their projected growth target in Math

We have successfully met our mid-year projected growth targets in ELA and Math! This is due to the hard work teachers and staff have put into learning and instructing our new ELA and Math curriculums.

End of year English Language Arts and Math goal:

**50%** of ALL students will meet their projected growth target on the NWEA Map Growth Assessment.



Book	Policy Manual
Section	8000 Operations
Title	PROTECTIVE FACIAL COVERINGS DURING PANDEMIC/EPIDEMIC EVENTS
Code	po8450.01
Status	Active
Adopted	October 19, 2020
Last Revised	March 15, 2021

#### 8450.01 - **PROTECTIVE FACIAL COVERINGS DURING PANDEMIC/EPIDEMIC EVENTS**

During times of elevated communicable disease community spread (pandemic or epidemic), the Superintendent will issue periodic guidance through Board of Education plans/resolution(s) in alignment with public health officials and/or in accordance with government edicts and including any Pandemic Plan developed by the District's Pandemic Response Team.

School settings can be a source of community spread. Wearing face masks/coverings is especially important during these times and can help mitigate the risk of exposure from person to person.

As such, during times of elevated communicable disease community spread, the Superintendent may activate this policy by notifying the school community, requiring all school staff, volunteers and visitors (including vendors) to wear appropriate face masks/coverings on school grounds unless it is unsafe to do so or where doing so would significantly interfere with the Districts educational or operational processes.

Face masks/shields will be provided by the District to employees. Alternatively, employees may elect to wear their own face coverings if they meet the requirements of this policy as well as any requirements issued by State or local health departments.

In addition, the Board may require that students shall wear a face mask unless they are unable to do so for a health or developmental reason. Efforts will be made to reduce any social stigma for a student who, for medical or developmental reasons, cannot and should not wear a mask.

If face masks/coverings are required, and no exception is applicable, students shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code, and in accordance with policies of the Board and/or may be reassigned by the Superintendent to an online/virtual learning environment if the Superintendent determines that reassignment is necessary to protect the health and safety of the student or others.

During times of elevated communicable disease community spread as determined by the Board in consultation with health professionals, all students are required to wear masks while being transported on District school buses or other modes of school transportation or while waiting for a school bus outdoors and unable to maintain a distance of six (6) feet or more from individuals who are not members of their household.

#### **Use of Mask/Face Covering**

Face coverings/masks should:

- A. fully cover the mouth, nose, and chin;
- B. fit snugly against the side of the face so there are no gaps;
- C. not create difficulty breathing while worn; and

D. be held securely through either a tie, elastic, etc. to prevent slipping.

Facial masks/coverings generally should not include surgical masks or respirators unless medically indicated (as those should be reserved for healthcare workers) or masks designed to be worn for costume purposes.

All employee facial masks/coverings shall meet the requirements of the appropriate dress/staff grooming policies (Policy 3216/4216). All student facial masks/coverings shall meet the requirements of the appropriate Student Code of Conduct/Student Discipline Code and Policy 5511 Dress and Grooming.

Any person may be required to temporarily remove a face mask or covering when instructed to do so for identification or security purposes. Failure to comply with such a request violates this policy and may lead to disciplinary or other action.

Exceptions to the use of masks/face coverings include when:

- A. facial masks/coverings in the school setting are prohibited by law or regulation;
- B. facial masks/coverings are in violation of documented industry standards;
- C. facial masks/coverings are not advisable for health reasons;
- D. facial masks/coverings are in violation of the school's documented safety policies;
- E. facial masks/coverings are not required when the individual works alone in an assigned work area;
- F. there is a functional (practical) reason for a staff member or volunteer not to wear a facial mask/covering in the workplace;
- G. settings where masks might present a safety hazard (i.e. science labs);
- H. individuals have difficulty wearing a face covering;
- I. the individual is communicating with students who are hearing impaired or otherwise disabled, where an accommodation is appropriate or necessary;
- J. the individual is actively participating in outdoor recess and/or physical activity where students are able to maintain a distance of six (6) feet or more or athletic practice, scrimmage, or competition that is permitted under a separate Department of Health order;
- K. the individual is seated and actively consuming food or beverage;
- L. students and staff can maintain distancing of at least six (6) feet and removal of the facial covering is necessary for instructional purposes, including instruction in foreign language, English language for non-native speakers, and other subjects where wearing a facial covering would prohibit participation in normal classroom activities, such as playing an instrument;
- M. students are able to maintain a distance of six (6) feet or more and a mask break is deemed necessary by the educator supervising the educational setting;
- N. an established sincerely held religious requirement exists that does not permit a facial covering.

The Board may be required to provide written justification to the local health officials upon request explaining why a staff member is not required to wear a facial covering in the school. Therefore, if any exceptions are made to the requirement for facial coverings, the request for such exception must be submitted in writing to the individual's supervisor with appropriate documentation provided. A decision on the request will be provided in writing.

### **Use of Face Shields**

Face shields that wrap around the face and extend below the chin may be permitted as an alternative to face masks/coverings with permission of the Superintendent as the Board recognizes that face shields may be useful in some situations, including:

- A. when interacting with students, such as those with disabilities, where communication could be impacted;
- B. when interacting with English-language learners or when teaching a foreign language;
- C. settings where masks might present a safety hazard (i.e. science labs); or
- D. for individuals who have difficulty wearing a face covering.

If employees receive approval from the District administration after discussing their request not to wear a face mask/covering/shield due to a physical, mental or developmental health condition, and/or if wearing a mask/covering/shield would lead to a medical emergency or would introduce significant safety concerns, the District administration may also discuss other possible accommodations for the staff member. Such discussion shall follow Board policies and guidelines under the ADA.

School nurses or staff who care for individuals with symptoms consistent with those of a communicable disease must use appropriate personal protective equipment (PPE), provided by the school, in accordance with OSHA standards.

When facial masks/coverings are required by the Board, and no exception has been applied, staff members who violate this policy shall be subject to disciplinary action in accordance with policies of the Board.

© Neola 2021



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

January 18, 2022

**CONDITIONAL GRANT AWARD ANNOUNCEMENT**

COMMUNITY UNLIMITED  
Jenna VanDyke  
221 Ellen Street  
Union City, MI 49094

Dear Jenna VanDyke:

On behalf of the Michigan Department of Education (MDE), I am pleased to inform you that COMMUNITY UNLIMITED has been conditionally awarded a Before and After School – Community-Based Organization (CBO) grant in the amount of \$119,700. This means that you have been recommended for funding as a result of the reviewers scores through the competition; however, final signatures within the MDE are being sought on paperwork and that takes time. A final Grant Award Notice will be issued once final signatures are obtained.

Please confirm COMMUNITY UNLIMITED's acceptance of this conditional award announcement by emailing the Office of Great Start at [ost@michigan.gov](mailto:ost@michigan.gov) that includes the best email for correspondence.

Additional information such as required training and information on accessing funds will be sent to the email provided with the official Grant Award Notification.

*Richard Lower* [richard.lower@michigan.gov](mailto:richard.lower@michigan.gov) with any questions.

**Richard Lower**, Director  
Preschool and Out-of-School Time Learning  
Office of Great Start

**STATE BOARD OF EDUCATION**

CASANDRA E. ULBRICH – PRESIDENT • PAMELA PUGH – VICE PRESIDENT  
TIFFANY D. TILLEY – SECRETARY • TOM MCMILLIN – TREASURER  
JUDITH PRITCHETT – NASBE DELEGATE • ELLEN COGEN LIPTON  
NIKKI SNYDER • JASON STRAYHORN

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • 833-633-5788