

Union City Community Schools

“Educating and Preparing Each Child for Their Future”

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

Board of Education Agenda

Monthly Board Meeting/Organizational	High School Media Center
Monday, January 15, 2024	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. **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 items on the agenda. 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.

IV. **Election of Officers**

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

V. **Consent Grouping (Board Bylaws)**

- a. Establish month and date of future organizational meeting - January 20, 2025
- b. Establish board officers:
 - 1. Number (7)
 - 2. Titles (President, Vice President, Secretary, Treasurer)
 - 3. Duties (policies 0170 bylaws)
 - 4. Terms (4 years starting with November 2024 election)
 - 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)
 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)

VI. 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. Sinking Fund Capital Projects
 5. 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.

VII. Discussion Item

Board needs to discuss and appoint committee members.

VIII. Consent Agenda

- a. **Approval of Minutes**
 1. Regular Meeting 11/20/23
 2. Special Meeting 11/30/23
 3. Closed Session 11/30/23
- b. **Maternity Leave**

Riley AcMoody, elementary special education teacher, has requested maternity leave at the end of April for five weeks.
- c. **Maternity Leave**

Carly Watson, elementary music teacher, is requesting a maternity leave starting on March 22, 2024 for 10 weeks.

IX. Correspondence

X. Action Items

a. Financials

Board action is required to approve the financials for the months ending November 30, 2023 and December 31, 2023.

b. Elementary Teacher Hiring

Board action is required to approve the hiring of Tamara Beaudoin as a second grade teacher.

c. Elementary Paraprofessional Hiring

Board action is required to hire Amber Washburn as an elementary paraprofessional.

d. Middle School Cheer Coach Hiring

Board action is required to hire Doreen Holtz as the middle school competitive cheer coach.

e. Neola Policy Update 38.1 2nd Reading

Second reading and board action is required to approve Neola Policy Update Volume 38.1.

f. Neola Policy Winter 2023 Special Update

These special policy updates are provided in response to changes in the law regarding PERA (Public Employee Relations Act) which will impact employees and employee negotiations.

XI. Discussion Items

a. Board Appreciation Month

On behalf of the Union City Community schools community, we would like to recognize our board of education for their service to the staff and students of our school system.

XII. Information

XIII. 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.

XIV. Board Roundtable

XV. Adjournment

Monthly Board Meeting
Monday, November 20, 2023 6:30 PM Eastern

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

Call To Order

President Amber Herman called the meeting to order at 6:30 p.m.

Paula DeJongh:	Present
Jennifer Gautsche:	Present
Amber Herman:	Present
Darin LaBar:	Present
Dave Mathis:	Present
Archie Mears:	Absent
Paul Arlt:	Present

Pledge of Allegiance

Opening Statement

Addition or Deletion of Items to the Agenda

The Board of Education approves the addition of Discussion Item 8b. Special Meeting.

This motion, made by Darin LaBar and seconded by Jennifer Gautsche, Carried.

Paul Arlt: Yea, Paula DeJongh: Yea, Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea

Yea: 6 Nay: 0

Consent Agenda

The Board of Education approves the consent agenda as presented. This motion, made by Dave Mathis and seconded by Paula DeJongh, Carried.

Paul Arlt: Yea, Paula DeJongh: Yea, Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea

Yea: 6 Nay: 0

Approval of Minutes

Regular Meeting 10/16/23

Closed Minutes 10/16/23

Workshop 10/25/23

Resignation

Field Trips

High School Students to France and Spain, Summer 2026

High School Spanish Club Students to Chicago, April 2024

Correspondence

Comments From the Audience on Agenda Items - None

Public Comments Statement

Presentation

The Christman Company, Construction Management Firm

Amy Scoby, Senior Vice President; Rob Crowe, Vice President; and Brett Gillespie, Bond Services Marketing Manager presented information and answered questions about a potential bond proposal.

Action Items

Financials

The Board of Education approves the financials for the month ending October 31, 2023.

This motion, made by Darin LaBar and seconded by Jennifer Gautsche Carried.

Paul Arlt: Yea, Paula DeJongh: Yea, Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea

Yea: 6 Nay: 0

Bus Driver Position Hires

The Board of Education approves the hiring of Brandy Harden and Ryan Harden as substitute bus drivers. This motion, made by Darin LaBar and seconded by Paula DeJongh, Carried.

Paul Arlt: Yea, Paula DeJongh: Yea, Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea

Yea: 6 Nay: 0

Bleacher Project Fencing Bids

The Board of Education approves the bid from Justice Fence company for completing fencing at Alumni Field for a total of \$41,165. This motion, made by Darin LaBar and seconded by Dave Mathis Carried.

Paul Arlt: Yea, Paula DeJongh: Yea, Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea

Yea: 6 Nay: 0

Discussion Items

Neola Policy Updates

First reading of Neola Policy Update Volume 38.1.

Special Meeting

The board set Thursday, November 30 at 6:30 p.m. for a special meeting to discuss a student seeking enrollment who was previously suspended.

Information Items

Construction Update

Continuum of Care

James Owens provided information to the board about the efforts we are undertaking to provide for some of our students with needs at the elementary and middle school.

Public Comment - None

Public Comments Statement

Board Roundtable

Paul Arlt, Chris Katz, Amber Herman

Adjournment

The Board of Education adjourns the regular meeting. This motion, made by Jennifer Gautsche and seconded by Darin LaBar, Carried.

Paul Arlt: Yea, Paula DeJongh: Yea, Jennifer Gautsche: Yea, Amber Herman: Yea, Darin Labar: Yea, Dave Mathis: Yea

Yea: 6 Nay: 0

President Amber Herman adjourned the regular meeting at 7:40 p.m.

Jennifer Gautsche
Secretary

Kelly AcMoody
Secretary

Special Meeting
Thursday, November 30, 2023 6:30 PM Eastern

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

Call To Order

President Amber Herman called the meeting to order at 6:30 p.m.

Paula DeJongh:	Present
Jennifer Gautsche:	Present
Amber Herman:	Present
Darin LaBar:	Arrived at 7:11 p.m.
Dave Mathis:	Present
Archie Mears:	Absent
Paul Arlt:	Present

Pledge of Allegiance

Opening Statement

Addition or Deletion of Items to the Agenda - None

Comments From the Audience on Agenda Items - None

Public Comments Statement

Action Items

Closed Session

The Board of Education adjourns to closed session for the purpose of discussing student discipline per Section 8(b) of the Open Meetings Act. This motion, made by Jennifer Gautsche and seconded by Dave Mathis Carried.

Paul Arlt: Yea, Paula DeJongh: Yea, Jennifer Gautsche: Yea, Amber Herman: Yea, Dave Mathis: Yea

Yea: 5 Nay: 0

President Amber Herman adjourned to closed session at 6:38 p.m.

The Board of Education returns to open session. This motion, made by Jennifer Gautsche and seconded by Paul Arlt Carried.

Paul Arlt: Yea, Paula DeJongh: Yea, Jennifer Gautsche: Yea, Amber Herman: Yea, Dave Mathis: Yea

Yea: 5 Nay: 0

President Amber Herman called the meeting back to order at 7:11 p.m.

Darin LaBar arrived at 7:11 p.m.

Consideration of Student Reinstatement

The Board of Education approves the expulsion of a middle school student. This motion, made by Dave Mathis and seconded by Paul Arlt Carried.

Paul Arlt: Yea, Paula DeJongh: Yea, Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar : Abstained, Dave Mathis: Yea
Yea: 5 Nay: 0 Abstained: 1

Letter of Intent with The Christman Company

The Board of Education approves the letter of intent with The Christman Company. This motion, made by Darin LaBar and seconded by Jennifer Gautsche Carried.

Paul Arlt: Yea, Paula DeJongh: Yea, Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Dave Mathis: Yea
Yea: 6 Nay: 0

Public Comment - None

Public Comments Statement**Adjournment**

The Board of Education adjourns the special meeting. This motion, made by Dave Mathis and seconded by Paula DeJongh Carried.

Paul Arlt: Yea, Paula DeJongh: Yea, Jennifer Gautsche: Yea, Amber Herman: Yea, Darin Labar: Yea, Dave Mathis: Yea
Yea: 6 Nay: 0

President Amber Herman adjourned the special meeting at 7:20 p.m.



Union City Community Schools
Riley AcMoody, Special Education Teacher



430 ST. JOSEPH STREET
UNION CITY, MICHIGAN 49094

Phone: 517-741-5781

E-mail: racmoody@unioncityschools.org

January 8, 2024

To: Mr. Chis Katz

RE: Maternity Leave

Dear Mr. Katz,

This letter serves to notify you of my request for a leave of absence for reasons of maternity leave. The anticipated due date is around Monday, April 29, 2023. It is my intention to work up through Monday, April 29, 2023, dependent upon the arrival of my child or unless otherwise medically necessitated. In conjunction with the Family & Medical Leave Act, I am requesting a leave of absence that will last five (5) instructional/work weeks. Formal arrangements are currently being made at this time for this leave in terms of a substitute.

Sincerely,

Riley A. AcMoody

CC: Jennifer Johnson, Lori Cross



Union City Community Schools

Carly Watson, Elementary Music Teacher

430 ST. JOSEPH STREET
UNION CITY, MICHIGAN 49094

Phone: 517-741-5775

E-mail: cwatson@unioncityschools.org



November 30, 2022

To: Mr. Chis Katz

RE: Maternity Leave

Dear Mr. Katz,

This letter serves to notify you of my request for a leave of absence for reasons of maternity leave. The anticipated due date is around Friday March 29th, 2024. It is my intention to work up through , March 22nd dependent upon the arrival of my child or unless otherwise medically necessitated. In conjunction with the Family & Medical Leave Act, I am requesting a leave of absence that will last ten (10) instructional/work weeks. Formal arrangements are currently being made at this time in which Missy Inman will be my substitute teacher for that remainder of the school year.

Sincerely,

Carly Watson

CC: Jennifer Johnson, Lori Cross

UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF NOVEMBER 30, 2023			UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF NOVEMBER 30, 2022		
Current Year			Prior Year		
Balance as of 10/31/2023			Balance as of 10/31/2022		
General Fund Cash Accounts	840,489		General Fund Cash Accounts	1,118,384	
Food Service Checking Accounts	23,983		Food Service Checking Accounts	57,158	
Trust & Agency Checking Accounts***	146,316		Trust & Agency Checking Accounts***	103,669	
SF Cash	2,022,532		SF Cash	660,650	
Total Cash On Hand	\$3,033,320		Total Cash On Hand	1,939,861	
Current Month Activities			Prior Year-Current Month Activities		
YTD Activities					
General Fund Revenue	1,287,430	7,450,319	General Fund Revenue	1,282,338	
Food Service Revenue	55,050	169,407	Food Service Revenue	74,436	
Trust & Agency Revenue	12,920	32,509	Trust & Agency Revenue	11,135	
SF Revenue	2,042	13,423	SF Revenue	54	
Total Revenue	\$1,357,442	7,665,658	Total Revenue	1,367,965	
General Fund Expenses	735,885	7,323,299	General Fund Expenses	792,250	
Net Payroll	372,117	1,653,937	Net Payroll	326,486	
Food Service Expenses	41,624	180,739	Food Service Expenses	64,339	
Trust & Agency Expenses	5,437	13,663	Trust & Agency Expenses	9,343	
SF Expenses	348,146.55	1,386,176	SF Expenses	405.00	
Total Expenses	\$1,503,209	10,557,813	Total Expenses	1,192,822	
Balance as of 11/30/2023			Balance as of 11/30/2022		
General Fund Cash Accounts	1,019,917		General Fund Cash Accounts	1,281,986	
Food Service Checking Accounts	37,409		Food Service Checking Accounts	67,255	
Trust & Agency Checking Accounts***	153,799		Trust & Agency Checking Accounts***	105,461	
SF Cash	1,676,428		SF Cash	660,300	
Total Cash On Hand	\$2,887,553		Total Cash On Hand	2,115,003	

Union City Community Schools

School Service Fund

Combined Statement of Revenue and Expenditures Compared to Budget

For The Period Ending

November 30, 2023

	FOOD SERVICE			
	<u>Actual</u>	<u>Proposed Budget</u>	<u>Variance</u>	<u>% of Budget</u>
<u>REVENUE:</u>				
Local Sources	11,221	\$ 47,000	\$35,779	18%
State Sources	21,524	15,960	(5,564)	0.00%
Federal Sources	137,338	558,000	420,662	0.00%
INCOMING TRANSFERS	0	0	0	
TOTAL REVENUE	170,083	620,960	\$450,877	
<u>EXPENDITURES:</u>				
Salaries	80,220	202,468	(122,248)	39.62%
Employee Benefits	44,737	118,450	(73,713)	37.77%
Purchased Services	9,827	33,540	(23,713)	29.30%
Supplies & Materials	139,770	275,000	(135,230)	50.83%
Capital Outlay	0	-	0	0.00%
Other Expense	365	800	(435)	45.60%
Other Transactions	0	32,882	(32,882)	0.00%
TOTAL EXPENDITURES	274,919	663,140	(388,221)	0.00%
OUTGOING TRANSFERS				
TOTAL EXPENDITURES	274,919	663,140	(388,221)	0.00%
EXCESS REVENUE (EXPENDITURES)	(104,836)	(42,180)		
BEGINNING FUND BALANCE	69,655	69,655		
ENDING FUND BALANCE	(\$35,181)	\$27,475		

Union City Community Schools
 General Fund Statement of Revenue and Expenditure Compared to Budget
 For Period Ending November 30, 2023

	YTD ACTIVITY	CURRENT BUDGET	VARIANCE	PERCENT OF BUDGET
REVENUE				
Local Sources	170,070.64	\$ 1,400,899	(1,230,828)	12.14%
State Sources	1,988,433.20	10,233,145	(8,244,712)	19.43%
Federal Sources	764,808.87	399,480	365,329	191.45%
Other Financing Sources		443,371	(443,371)	0.00%
		32,000		
TOTAL REVENUE	2,923,313	12,508,895	(9,553,582)	
EXPENDITURES				
INSTRUCTION				
Basic Program	2,884,581	5,958,739	3,074,158	48.41%
Added Needs	706,675	1,852,629	1,145,954	38.14%
Total Instruction	3,591,256	7,811,368	4,220,112	
SUPPORT SERVICE EXPENSE				
Pupil	298,337	698,009	399,672	42.74%
Improvement Instructional Staff	106,718	197,716	90,998	53.98%
General Administration	157,412	393,140	235,728	40.04%
School Administration	280,400	747,304	466,904	37.52%
Fiscal Services	128,645	323,073	194,428	39.82%
Operation & Maintenance	553,042	1,134,699	581,657	48.74%
Transportation	395,300.00	766,774	371,474	51.55%
Central Support	115,036.25	186,696	71,660	61.62%
Athletics	233,317	531,701	298,384	43.88%
Community Services	1,585	5,200	3,615	30.48%
Payments to Other Govt Units	4,248		(4,248)	0.00%
Site Improvement Services	518,839		(518,839)	0.00%
Prior Period Adjustments	0		0	0.00%
Debt Service	35,975	59,526	23,551	0.00%
Fund Modification to Food Service	0	0	0	0.00%
Total Support Services	2,828,853	5,043,838	2,340,862	
TOTAL EXPENDITURES	6,420,109	12,855,206	6,560,974	
EXCESS REVENUE (EXPENDITURES)	(\$3,496,796)	(\$346,311)		
Non-spendable (inventory)	10,410	10,410		
Assigned (Capital Expenditures)	75,000	75,000		
Unassigned (Undesignated)	1,846,140	1,846,140		
BEGINNING FUND BALANCE	1,931,550	1,931,550		
ENDING FUND BALANCE	(\$1,565,246)	\$1,585,239		

UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF NOVEMBER 30, 2023			UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF NOVEMBER 30, 2022		
Current Year			Prior Year		
Balance as of 10/31/2023			Balance as of 10/31/2022		
General Fund Cash Accounts	840,489		General Fund Cash Accounts	1,118,384	
Food Service Checking Accounts	23,983		Food Service Checking Accounts	57,158	
Trust & Agency Checking Accounts***	146,316		Trust & Agency Checking Accounts***	103,669	
SF Cash	2,022,532		SF Cash	660,650	
Total Cash On Hand	\$3,033,320		Total Cash On Hand	1,939,861	
Current Month Activities			Prior Year-Current Month Activities		
YTD Activities					
General Fund Revenue	1,287,430	7,450,319	General Fund Revenue	1,282,338	
Food Service Revenue	55,050	169,407	Food Service Revenue	74,436	
Trust & Agency Revenue	12,920	32,509	Trust & Agency Revenue	11,135	
SF Revenue	2,042	13,423	SF Revenue	54	
Total Revenue	\$1,357,442	7,665,658	Total Revenue	1,367,965	
General Fund Expenses	735,885	7,323,299	General Fund Expenses	792,250	
Net Payroll	372,117	1,653,937	Net Payroll	326,486	
Food Service Expenses	41,624	180,739	Food Service Expenses	64,339	
Trust & Agency Expenses	5,437	13,663	Trust & Agency Expenses	9,343	
SF Expenses	348,146.55	1,386,176	SF Expenses	405.00	
Total Expenses	\$1,503,209	10,557,813	Total Expenses	1,192,822	
Balance as of 11/30/2023			Balance as of 11/30/2022		
General Fund Cash Accounts	1,019,917		General Fund Cash Accounts	1,281,986	
Food Service Checking Accounts	37,409		Food Service Checking Accounts	67,255	
Trust & Agency Checking Accounts***	153,799		Trust & Agency Checking Accounts***	105,461	
SF Cash	1,676,428		SF Cash	660,300	
Total Cash On Hand	\$2,887,553		Total Cash On Hand	2,115,003	

11/30/2023 Begin. Cash on Hand:	\$2,887,553		Total of Bills:	1,022,046
Total Receipts:	\$1,400,187		Total Net Payroll:	364,052
Total Expenditures:	\$1,386,099		Total Bills and Payroll	\$1,386,099
12/31/2023 Total Cash on Hand:	\$2,901,641		to be Approved:	

Union City Community Schools

School Service Fund

Combined Statement of Revenue and Expenditures Compared to Budget

For The Peroid Ending

December 31, 2023

	FOOD SERVICE			
	<u>Actual</u>	<u>Proposed Budget</u>	<u>Variance</u>	<u>% of Budget</u>
<u>REVENUE:</u>				
Local Sources	16,019	\$ 47,000	\$30,981	18%
State Sources	38,726	15,960	(22,766)	0.00%
Federal Sources	224,142	558,000	333,858	0.00%
INCOMING TRANSFERS	0	0	0	
TOTAL REVENUE	278,887	620,960	\$342,073	
<u>EXPENDITURES:</u>				
Salaries	100,887	202,468	(101,581)	49.83%
Employee Benefits	57,443	118,450	(61,007)	48.50%
Purchased Services	12,722	33,540	(20,818)	37.93%
Supplies & Materials	174,187	275,000	(100,813)	63.34%
Capital Outlay	27,333	-	27,333	
Other Expense	445	800	(355)	55.59%
Other Transactions	0	32,882		
TOTAL EXPENDITURES	373,017	663,140	(257,241)	
OUTGOING TRANSFERS				
TOTAL EXPENDITURES	373,017	663,140	(257,241)	0.00%
EXCESS REVENUE (EXPENDITURES)	(94,130)	(42,180)		
BEGINNING FUND BALANCE	69,655	69,655		
ENDING FUND BALANCE	(\$24,475)	\$27,475		

Grant used to purchase steamers at MS

Union City Community Schools
 General Fund Statement of Revenue and Expenditure Compared to Budget
 For Period Ending December 31, 2023

	YTD ACTIVITY	CURRENT BUDGET	VARIANCE	PERCENT OF BUDGET
REVENUE				
Local Sources	268,348	\$ 1,400,899	(1,132,551)	19.16%
State Sources	2,937,197	10,233,145	(7,295,948)	28.70%
Federal Sources	764,809	399,480	365,329	191.45% ECF Grant-Exp is i
Other Financing Sources	180,619	443,371	(262,752)	40.74%
		32,000		
TOTAL REVENUE	4,150,973	12,508,895	(8,325,922)	
EXPENDITURES				
INSTRUCTION				
Basic Program	3,379,388	5,958,739	2,579,351	56.71%
Added Needs	883,599	1,852,629	969,030	47.69%
Total Instruction	4,262,987	7,811,368	3,548,381	
SUPPORT SERVICE EXPENSE				
Pupil	366,095	698,009	331,914	52.45%
Improvement Instructional Staff	131,267	197,716	66,449	66.39%
General Administration	208,981	393,140	184,160	53.16%
School Administration	342,742	747,304	404,562	45.86%
Fiscal Services	157,557	323,073	165,516	48.77%
Operation & Maintenance	646,779	1,134,699	487,920	57.00%
Transportation	472,972.59	766,774	293,801	61.68% Includes used bus
Central Support	132,919.33	186,696	53,777	71.20%
Athletics	259,294	531,701	272,407	48.77%
Community Services	2,667	5,200	2,533	51.29%
Payments to Other Govt Units	7,711		(7,711)	0.00%
Site Improvement Services	537,735		(537,735)	0.00% MS project covere
Prior Period Adjustments	0		0	0.00%
Debt Service	35,975	59,526	23,551	0.00%
Fund Modification to Food Service	0	0	0	0.00%
Total Support Services	3,302,694	5,043,838	1,934,322	
TOTAL EXPENDITURES	7,565,681	12,855,206	5,482,703	
EXCESS REVENUE (EXPENDITURES)				
	(\$3,414,708)	(\$346,311)		
Non-spendable (inventory)	10,410	10,410		
Assigned (Capital Expenditures)	75,000	75,000		
Unassigned (Undesignated)	1,846,140	1,846,140		
BEGINNING FUND BALANCE	1,931,550	1,931,550		
ENDING FUND BALANCE	(\$1,483,158)	\$1,585,239		

UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF DECEMBER 31, 2023			UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF DECEMBER 31, 2022		
Current Year			Prior Year		
Balance as of 11/30/2023			Balance as of 11/30/2022		
General Fund Cash Accounts	1,019,917		General Fund Cash Accounts	1,281,986	
Food Service Checking Accounts	37,409		Food Service Checking Accounts	67,255	
Trust & Agency Checking Accounts	153,799		Trust & Agency Checking Accounts***	105,461	
SF Cash	1,676,428		SF Cash	660,300	
Total Cash On Hand	\$2,887,553		Total Cash On Hand	2,115,003	
Current Month Activities			Prior Year-Current Month Activities		
YTD Activities					
General Fund Revenue	1,333,320	7,450,319	General Fund Revenue	1,036,902	
Food Service Revenue	54,796	169,407	Food Service Revenue	4,224	
Trust & Agency Revenue	10,272	26,045	Trust & Agency Revenue	35,542	
SF Revenue	1,800	13,423	SF Revenue	273	
Total Revenue	\$1,400,187	7,659,194	Total Revenue	1,076,941	
General Fund Expenses	940,336	7,323,299	General Fund Expenses	744,159	
Net Payroll	364,052	1,653,937	Net Payroll	338,255	
Food Service Expenses	64,724	180,739	Food Service Expenses	33,930	
Trust & Agency Expenses	15,058	26,537	Trust & Agency Expenses	12,186	
SF Expenses	1,927.50	1,386,176	SF Expenses	-	
Total Expenses	\$1,386,099	10,570,688	Total Expenses	1,128,530	
Balance as of 12/31/2023			Balance as of 12/31/2022		
General Fund Cash Accounts	1,048,848		General Fund Cash Accounts	1,236,475	
Food Service Checking Accounts	27,481		Food Service Checking Accounts	37,549	
Trust & Agency Checking Accounts	149,013		Trust & Agency Checking Accounts***	128,817	
SF Cash	1,676,300		SF Cash	660,573	
Total Cash On Hand	\$2,901,641		Total Cash On Hand	2,063,414	



Union City Community Schools

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

Mrs. Hayley Denney
Athletic Director
hdenney@unioncityschools.org
Ph: 517.741.3306
Fax: 517.741.5205

To: Chris Katz, Superintendent
From: Hayley Denney, Athletic Director
Date: January 8, 2024
RE: Coaching Staff

I recommend the following persons be hired as a coach for the 2023-24 school year.

New Hire:
Doreen Holtz- MS Competitive Cheer



Book Policy Manual
Section Board Review 38.1
Title Vol. 38, No. 1 - September 2023 New ADMINISTRATIVE STAFF REDUCTIONS/RECALLS
Code po1540
Status
Legal PA 102, 2011
M.C.L. 380.1248

New Policy - Vol. 38, No. 1

1540 - ADMINISTRATIVE STAFF REDUCTIONS/RECALLS

It is the policy of this Board of Education that all personnel decisions shall be based on retaining effective administrators in situations involving a staffing or program reduction or any other personnel decision resulting in the elimination of a position, as well as for hiring after such reductions/position eliminations or recall to vacant positions. Length of service or tenure status may only be considered when all other factors are considered equal amongst the potentially affected administrators.

The effectiveness of administrators shall be measured in accordance with the District's performance evaluation system developed under Section 1249 of the School Code.

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Book	Policy Manual
Section	Board Review 38.1
Title	Vol. 38, No. 1 - September 2023 Revised ONLINE/BLENDED LEARNING PROGRAM
Code	po2370.01
Status	
Legal	M.C.L. 388.1621f Michigan Department of Education Guidance on Best Practices as Defined in M.C.L. 388.1621f
Adopted	July 15, 2013
Last Revised	October 20, 2014

Revised Policy - Vol. 38, No. 1

2370.01 - ONLINE/BLENDED LEARNING PROGRAM

The District shall provide eligible students the option of participating in online or blended learning courses. The purpose of the program is to make instruction available to eligible students using online and distance education technology in both traditional and nontraditional classroom settings. The District must make all eligible students and their parents or guardians aware of this program.

A. Definitions

- 1. Online Learning** - Means a course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which students and their teachers are separated by time or location, or both, and in which the teacher is responsible for determining appropriate instructional methods for each student, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.
- 2. Blended Learning** - A hybrid instructional delivery model where students are provided content, instruction, and assessment in part at the classroom, with a teacher, and in part through internet-connected learning environments with some degree of student control over time, location, and pace of instruction.

B. Program Eligibility

The District shall offer a program for students in grades 6-12.

The District may offer a full-time or part-time program for grades nine (9) through twelve (12) students enrolled in dropout prevention, academic intervention, core courses to meet graduation requirements, or dual enrollment programs.

C. Student Eligibility

- ~~1. Students eligible for the District online/blended learning program must meet at least one (1) of the following conditions:~~

- ~~a. The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public school district.~~
- ~~b. The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Michigan from another state or foreign country pursuant to the parent's permanent change of station orders.~~
- ~~2. Only students enrolled in grades six (6) through twelve (12) are eligible to enroll in an Online Learning course. Students in grades K through five (5) are only eligible to participate in Blended Learning Courses.~~

D. Course Availability and Access

1. The District shall provide access to enroll and participate in the available courses and shall award credit, as may be appropriate, for successful completion. Access shall be available to eligible students during or after the school day and during summer school enrollment. The District will provide at least one (1) of the following:
 - a. Online Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-D.
 - b. Virtual Learning, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.
 - c. Independent Study, pursuant to the requirements set forth in Pupil Accounting Manual 5-O-A.
2. The District shall enroll an eligible student in up to two (2) online courses as requested by the student during an academic term, semester, or trimester. Consent from the student's parent or legal guardian must be obtained for students under the age of eighteen (18), **except that permission shall not be required if the course is being provided as permitted by M.C.L. 388.1621f(14), which allows a district to provide online instruction for not more than fifteen (15) days per school year under specific circumstances.**
- 3. A student may enroll in more than two (2) virtual courses in a specific academic term, semester, or trimester if both of the following conditions are met:**
 - a. The District has determined that it is in the best interest of the student.**
 - b. The student agrees with the recommendation of the District.**
4. The District will provide two (2) or fewer courses per semester in grades K through five (5) and one (1) or more courses per semester in grades six (6) through twelve (12). If students are taking more than two (2) courses per semester, the guidance found in the Pupil Accounting Manual 5-0- B shall be followed and seat time waivers obtained.
5. An eligible student may enroll in an online course published in the District online course syllabus, as described in section 8 below, or the State-wide catalog of online courses maintained by the Michigan **Virtual University** ~~virtual university~~.
6. The District may deny a student enrollment in an online course if any of the following apply, as determined by the District:
 - a. **The student is enrolled in any of grades K to five (5).**
 - b. The student has previously gained the credits provided from the completion of the online course.
 - c. The online course is not capable of generating academic credit.
 - d. The online course is inconsistent with the remaining graduation requirements or career interests of the student.
 - e. The student **has not completed the prerequisite coursework for the requested virtual course or has not demonstrated proficiency in the prerequisite course content** ~~does not possess the prerequisite knowledge and skills to be successful in the online course or has demonstrated failure in previous online coursework in the same subject.~~
 - f. The online course is of insufficient quality or rigor. If the District denies a student enrollment for this reason, the District shall make a reasonable effort to assist the student **in finding to find** ~~in finding to find~~ an alternative

course in the same or a similar subject that is of acceptable rigor and quality.

- g. The cost of the virtual course causes the District to exceed the target foundation allowance percentage.
- h. The request for a virtual course enrollment was not made in the academic term, semester, trimester, or summer preceding the enrollment. This subsection does not apply to a request made by a student who is newly enrolled in the District.
- i. If a student is denied enrollment in an online course by the District, the student may appeal the denial by submitting a letter to the Calhoun ISD. The appeal must include the reason provided by the District for not enrolling the student and the reason why the student is claiming that the enrollment should be approved.

The Calhoun ISD shall respond to the appeal within five (5) days after it is received. If the Calhoun ISD determines that the denial of enrollment does not meet one (1) or more of the reasons specified in this subsection ~~4(E) i-vi~~, the District shall allow the student to enroll in the online course.

7. An online learning student shall have the same rights and access to technology in his/her District's school facilities as all other students enrolled in that District.
8. If a student successfully completes an online course, as determined by the District, the District shall grant appropriate academic credit for completion of the course and shall count that credit toward completion of graduation and subject area requirements. A student's school record and transcript shall identify the online course title as it appears in the online course syllabus.
9. The enrollment of a student in one (1) or more online courses shall not result in a student being counted as more than 1.0 full-time equivalent student under this act.

E. ~~Nonresident Applicants~~

1. ~~The District shall determine whether or not it has the capacity to accept applications for enrollment from nonresident applicants in online courses and may use that limit as the reason for refusal to enroll an applicant.~~
2. If the number of nonresident applicants eligible for acceptance in an online course does not exceed the capacity of the District to provide the online course, the District shall accept for enrollment all of the nonresident applicants eligible for acceptance.
3. If the number of nonresident applicants exceeds the District's capacity to provide the online course, the District shall use a random draw system.
4. The District shall determine whether or not it has the capacity to accept applications for enrollment from nonresident applicants in online courses and may use that limit as the reason for refusal to enroll an applicant.

F. Requirements Specific to Online Learning Courses

To offer an online course, the District must:

1. Provide the Michigan ~~Virtual University~~ virtual university with the course syllabus in a form and method prescribed by the Michigan ~~Virtual University~~ virtual university for inclusion in a State-wide online course catalog.
2. Provide on its publicly accessible website a link to the course syllabi for all of the online courses offered by the District, ~~as described in section 8~~, and a link to the State-wide catalog of online courses maintained by the Michigan ~~Virtual University~~ virtual university.
3. Assign to each student a teacher of record.
4. Offer the online course on an open entry and exit method, or aligned to a semester, trimester, or accelerated academic term format.

G. Online Course Syllabus

The District must publish an online course syllabus for each online course offered. The online course syllabus must include:

1. An alignment document showing how the course meets applicable State academic standards addressed in an online course.
2. Online course content outline.
3. Online course required assessments.
4. Online course prerequisites.
5. Expectations for actual teacher contact time with the online learning student and other student-to-teacher communications.
6. Academic support available to the online learning student.
7. Online course learning outcomes and objectives.
8. Name of the institution or organization providing the online content.
9. Name of the institution or organization providing the teacher of record/online instructor.
10. The course titles assigned by the provider and the course titles and course codes from the National Center for Education Statistics school codes for the exchange of data.
11. Number of eligible nonresident students that will be accepted by the District in the online course. This may include limiting enrollment to students enrolled in the District.
12. Results of the online course quality review using the guidelines and model review process published by the Michigan Virtual University/virtual-university.

M.C.L. 388.1621f

Michigan Department of Education Guidance on Best Practices as Defined in M.C.L. 388.1621f

~~Michigan Department of Education Guidance on Best Practices as Defined in M.C.L. 388.1622f~~

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Book	Policy Manual
Section	Board Review 38.1
Title	Vol. 38, No. 1 - September 2023 Revised WEAPONS
Code	po7217
Status	
Legal	18 U.S.C. 922 M.C.L. 28.425o, 123.1101, 750.222 20 U.S.C. 4141(g) Michigan Gun Owners, Inc. v. Ann Arbor Public Schools Michigan Open Carry, Inc. v. Clio Area School District
Adopted	December 15, 1997
Last Revised	January 18, 2016

Revised Policy - Vol. 38, No. 1

7217 - **WEAPONS**

The Board of Education prohibits visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

Federal law establishes a "Weapon-Free School Zone" that extends 1,000 feet from the boundary of any school property.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including spring, air, and gas-powered ~~guns~~ guns, (whether loaded or unloaded), that will expel a BB, pellet, or ~~paintball, paint balls~~ knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C. 921.

[1] [BEGINNING OF OPTIONS] The following are the exceptions to this policy:

- A. weapons under the control of law enforcement personnel;
- B. items approved by a principal as part of a class or individual presentation under adult supervision if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved);
- C. theatrical props that do not meet the definition of "weapon" above, used in appropriate settings;
- D. starter pistols used in appropriate sporting events;
- E. () firearms that are lawfully stored inside a locked vehicle in school parking areas, if the District adopts appropriate safeguards to provide for student safety.

These restrictions shall not apply in the following circumstances to persons who are also properly licensed to carry a concealed weapon:

- A. A parent or legal guardian of a student of the school may carry a concealed weapon while in a vehicle on school property, if the parent or legal guardians/he is dropping the student off at the school or picking up the student from the school, and any person may carry a concealed weapon solely in the parking lot.
- B. A county corrections officer, a member of a Sheriff's posse, a police or sheriff's reserve or auxiliary officer, or a State Department of Corrections parole or corrections officer, a private investigator, a Michigan State Police motor carrier officer or Capitol security officer, a State court judge, a security officer required by the employer to carry a concealed weapon while on the premises, a court officer, or a parole, probation, or corrections officer or absconder recovery unit member of the Department of Corrections, if that individual has obtained a Michigan Department of Corrections weapons permit.
- C. A retired police or law enforcement officer, a retired Federal law enforcement officer, or a retired State court judge, a retired corrections officer of a county sheriff's department, if that individual has received county sheriff approved weapons training, or a retired parole, probation, or corrections officer or retired absconder recovery unit member of the Department of Corrections, if that individual has obtained a Michigan Department of Corrections weapons permit.

18 U.S.C. 922

M.C.L. 28.425o, 123.1101, 750.222

20 U.S.C. 4141(g)

Michigan Gun Owners, Inc. v. Ann Arbor Public Schools

Michigan Open Carry, Inc. v. Clio Area School District

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Book	Policy Manual
Section	Board Review 38.1
Title	Vol. 38, No. 1 - September 2023 Revised STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03
Status	
Legal	<p>P.L. 106-554, Children's Internet Protection Act of 2000</p> <p>P.L. 110-385, Title II, Protecting Children in the 21st Century Act</p> <p>18 U.S.C. 1460</p> <p>18 U.S.C. 2246</p> <p>18 U.S.C. 2256</p> <p>20 U.S.C. 6777, 9134 (2003)</p> <p>20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)</p> <p>47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)</p> <p>47 C.F.R. 54.500 - 54.523</p>
Cross References	po5500 - STUDENT CONDUCT
Adopted	December 17, 2001
Last Revised	February 19, 2018

Revised Policy - Vol. 38, No. 1

7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction, and the way they approach student learning, to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, "District Information & Technology Resources") to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its stated educational purpose.

The Board regulates the use of District Information & Technology Resources in a manner consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern

students' use of District Information & Technology Resources and students' personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them) when significant portions of students' education take place online or through the use of online educational services/apps.

Pursuant to Federal law, the Board implements technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Information & Technology Resources if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Superintendent or _____ may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been mistakenly, improperly, or inadvertently blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to online content and/or services/apps that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including

in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor the online activities of students while they are at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions, ~~sessions~~, or use of specific monitoring tools to review browser history and network, server, and computer logs.

[END OF OPTION]

All students who use District Information & Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. (See Form 7540.03 F1)

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures () including, but not limited to, the use of multi-factored authentication for which they have been trained **[END OF OPTION]**. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Students will be assigned a District-provided school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, individuals, and/or organizations outside the District with whom they are communicating for school-related projects and assignments. () Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services/apps. **[END OF OPTION]**

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications on the Internet are often public in nature, general school rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

[NOTE: If language about social media is added to Policy 7540, it is recommended that the following optional language be added to this policy.]

Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use. **[END OF OPTION]**

Use of Artificial Intelligence/Natural Language Processing Tools For School Work

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A+ **Research assistance:** AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B+ **Data Analysis:** AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C+ **Language translation:** AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D+ **Writing assistance:** AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.

E+ Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

[END OF OPTION]

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and _____ as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

Cross References

po5500

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Book	Policy Manual
Section	Board Review 38.1
Title	Vol. 38, No. 1 - September 2023 Technical Correction INFORMATION SECURITY
Code	po8305
Status	
Cross References	po0100 - DEFINITIONS
Adopted	August 21, 2017

Technical Correction - Vol. 38, No. 1

8305 - INFORMATION SECURITY

The District collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the District. This data/information may be in hard copy or digital format and may be stored in the District or offsite with a third party provider.

~~Data/Information~~ Data/information collected by the District shall be classified as Confidential, Controlled, or Published. ~~Data/Information~~ Data/information will be considered Controlled until identified otherwise.

Protecting District Information & Technology Resources (as defined in Bylaw 0100) is of paramount importance. Information security requires everyone's active participation to keep the District's data/information secure. This includes Board of Education members, staff members/employees, students, parents, contractors/vendors, and visitors who use District Information & Technology Resources (as defined in Bylaw 0100).

Individuals who are granted access to data/information collected and retained by the District must follow established procedures so that the data/information is protected and preserved. Board members, administrators, and all District staff members (), as well as contractors, vendors, and their employees, **[END OF OPTION]** granted access to data/information retained by the District are required to certify annually that they shall comply with the established information security protocols pertaining to District data/information. Further, all individuals granted access to Confidential Data/Information retained by the District must certify annually that they will comply with the information security protocols pertaining to Confidential Data/Information. Completing the appropriate section of the Staff Technology Acceptable Use and Safety form (Form 7540.04 F1) shall provide this certification.

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the security of that data/information and the District Information & Technology Resources on which it is stored.

If an individual has any questions concerning whether this Policy and/or its related administrative guidelines apply to them, or how they apply to them, the individual should contact the District's Technology Director or Information Technology Department/Office.

The Superintendent shall develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of District Data/Information.

Further, the Superintendent is charged with developing procedures that can be implemented in the event of an unauthorized release or breach of data/information. These procedures shall comply with the District's legal requirements if such a breach of personally-identifiable information occurs.

The Superintendent shall require staff members to participate in training related to the internal controls applicable to the data/information that they collect and have access to and for which they are responsible for the security protocols.

Third party contractors/vendors who require access to Confidential Data/Information collected and retained by the District will be informed of relevant Board policies that govern access to and use of District Information & Technology Resources, including the duty to safeguard the confidentiality of such data/information.

Failure to adhere to this Policy and its related administrative guidelines may put data/information collected and retained by the District at risk. Employees who violate this policy and/or its related administrative guidelines may be disciplined, up to and including termination of employment and/or referral to law enforcement. Students who violate this Policy and/or its related administrative guidelines will be disciplined, up to and including expulsion and/or referral to law enforcement. () Contractors/vendors who violate this Policy and/or its related administrative guidelines may face termination of their business relationships with and/or legal action by the District. **[END OF OPTION]** Parents and visitors who violate this Policy and/or its related administrative guidelines may be denied access to the District's Information & Technology Resources.

The Superintendent shall conduct () an annual () a periodic **[END OF OPTION]** assessment of risk related to the access to and security of the data/information collected and retained by the District.

Cross References

po0100

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Book	Policy Manual
Section	Board Review 38.1
Title	Copy of FREE AND REDUCED-PRICE MEALS
Code	po8531
Status	
Legal	M.C.L.A. 380.1272 et seq. 42 U.S.C. 1751 et seq. 42 U.S.C. 1771 et seq.
Adopted	December 15, 1997

8531 - FREE AND REDUCED-PRICE MEALS

The Board of Education recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide needy children with breakfast and lunch at a reduced rate or at no charge to the student.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the State Department of Education.

[x] Parents or guardians will be required to fill out relevant information to determine student eligibility for Federal free or reduced-cost meal reimbursement rates and CEP eligibility determinations.

The Board designates the Food Service Director, to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.

The schools shall annually notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school, and shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals.

However, in accordance with the provisions outlined in State Aid Section 31k, this procedure prohibits:

- A** the requiring of any student who cannot pay for a school meal or who has a negative meal payment balance to wear a wristband or handstamp;
- B** the requiring of any student who cannot pay for a school meal or who has a negative meal payment balance to perform chores or other work to pay for school meals;
- C** the requiring of any student to dispose of a meal after it has been served because the student is unable to pay for the meal or has a negative meal payment balance;
- D** communicating directly with a student about a student meal debt unless the District has attempted to contact, but has been unsuccessful in communicating with, a student's parent or legal guardian through telephone, mail, and email; and
- E** discussing a negative meal payment balance with a student in the presence of other students.

M.C.L. 380.1272 et seq.

M.C.L. 388.1630d

M.C.L. 388.1631k

42 U.S.C. 1751 et seq.

42 U.S.C. 1771 et seq.

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