

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 19, 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. **Consent Agenda**

a. **Approval of Minutes**

1. Organizational/Regular 1/15/24

b. **Field Trip (Overnight)**

Cross Country Summer Team Camp July 14 - 17, Platte River Campground at Sleeping Bear Dunes National Lakeshore.

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 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.

VI. **Action Items**

a. **Financials**

Board action is required to approve the financial for the month ending January 31, 2024.

b. **Board Amendment Resolution for 2023-2024**

Board action is required to approve the budget amendment for 2023-24 as presented.

c. **NEOLA Policy Winter 2023 Special Update**

Board action is required to approve the special updates as presented.

d. **Board President Pay Increase**

Board action is required to increase the board president's pay.

VII. **Discussion Items**

a. **Mission and Vision Statements**

New Mission and Vision Statements have been created for the district.

VIII. **Information**

a. **Construction Update**

b. **Preliminary Enrollment Information Spring Count Day**

On October 4, 2023 - Fall Count Day - we had 924 students enrolled K-12. On February 14, 2024 - Spring Count Day - we have 915.

c. **Closed Session in March**

There will be a closed session in March to discuss security per Section 8(k) of the Open Meetings Act.

IX. **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.

X. **Board Roundtable**

XI. **Closed Session**

Board action is required to adjourn to closed session for the purpose of Collective Bargaining Strategy per Section 8(c) of the Open Meetings Act.

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 five (V) 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.

Monthly Board Meeting/Organizational
Monday, January 15, 2024 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:	Absent
Archie Mears:	Present
Paul Arlt:	Absent

Pledge of Allegiance

Opening Statement

Addition or Deletion of Items to the Agenda - None

Public Comments

Public Comments Statement

Election of Officers

President

Vice President

Secretary

Treasurer

The Board of Education approves the retainment of the slate of officers from 2023. President – Amber Herman, Vice President – Darin LaBar, Secretary – Jennifer Gautsche, Treasurer – Dave Mathis. This motion, made by Darin LaBar and seconded by Jennifer Gautsche, Carried.

Paula DeJongh: Yea, Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Archie Mears: Yea

Yea: 5 Nay: 0

Consent Grouping (Board Bylaws)

The Board of Education approves the Consent Grouping (Board Bylaws) as presented. This motion, made by Darin LaBar and seconded by Paula DeJongh, Carried.

Paula DeJongh: Yea, Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Archie Mears: Yea

Yea: 5 Nay: 0

Establish month and date of future organizational meeting - January 20, 2025

Establish board officers:

V.b.1. Number (7)

V.b.2. Titles (President, Vice President, Secretary, Treasurer)

V.b.3. Duties (policies 0170 bylaws)

V.b.4. Terms (4 years starting with November 2024 election)

V.b.5. Eligibility (all board officers are board members)

V.b.6. Method of electing officers

V.b.7. Order of succession and method of filling a vacancy (MCL 380.414a/416)

V.b.8. Method of removing an officer from office (MCL 380.415.1105)

V.c. Establish Meeting Requirements:

V.c.1. Date, Time, Frequency, and place of regular meetings (third Monday - 6:30 p.m. - High School Media Center)

V.c.2. Form and method of notice to board members for regular meetings (as required by Open Meetings Act)

V.c.3. Purposes for convening special meetings (as required by Open Meetings Act)

V.c.4. Methods of calling special meetings (as required by Open Meetings Act)

V.c.5. Form and method of notice to board members for special meetings (as required by Open Meetings Act)

V.d. Establish procedures for conducting board meetings (Policy 01600):

V.d.1. Agenda format and preparation

V.d.2. Public participation rules (community input during the agenda)

V.d.3. Rules of order (Standard Code of Parliamentary Procedure)

V.d.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)

V.d.5. Style of minutes

V.e. Establish board committee system and procedures (see Board Policies):

V.e.1. Type of committees (ad hoc)

V.e.2. Name of each committee (personnel/negotiations, finance/building and site, CASBMA [Calhoun Area School Board Members Association], Centennial Trust

V.e.3. Charge to each committee (bring recommendation back to the board)

V.e.4. Method of appointing committee members (volunteers and appoint by Board President)

V.e.5. Method of selecting or appointing committee chairpersons (committee selection)

V.e.6. Style of committee reports (oral/written as determined by the Board)

V.e.7. Method for receiving committee reports (at regular/special board meetings or workshops)

V.f. Establish compensation system for Board Members (\$25/meeting)

V.g. Establish system for reimbursement of Board Members expenses (quarterly)

V.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)

V.i. Establish procedure for filing vacancies on Board (MCL 380.414a)

V.j. Any other matter related to effective and efficient functioning of the Board (MCL 380.11a)

Consent Grouping: (Designations)

The Board of Education approves the Consent Grouping (Designations) as presented. This motion, made by Archie Mears and seconded by Darin LaBar, Carried.
Paula DeJongh: Yea, Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Archie Mears: Yea
Yea: 5 Nay: 0

VI.a. Designation of depositories for school funds (all: Southern Michigan Bank and Trust)

VI.a.1. Cash Management

VI.a.2. School Service Funds

VI.a.3. Trust and Agency Funds

VI.a.4. Sinking Fund Capital Projects

VI.a.5. Flex

VI.b. Check signature authorizations

VI.b.1. General Fund, Debt Retirement, Sinking fund, School Service Funds, Flex, Hot Lunch Fund (Asst. Bus. Mgr./Supt./Treasurer)

VI.b.2. Trust and Agency Funds

VI.b.2.a. High School Account (Asst. Bus Mgr./Supt./Treasurer, H.S. Secretary)

VI.b.2.b. Middle School Account (Asst. Bus. Mgr./Supt./Treasurer, M.S. Secretary)

VI.b.2.c. Elementary School Account (Asst. Bus. Mgr./Supt./Treasurer/E.S. Secretary)

VI.c. Designation of person for posting public notices of meetings (Supt. or designee)

VI.d. Designation of Official Publication of Meetings (website)

VI.e. Delegation of election duties

VI.e.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)

VI.f. Person responsible for recommending investments (Business Manager)

VI.f.1. Investments (MILAF, Michigan MBIA)

VI.g. Approval of Annual Retainer Contracts

VI.g.1. Law Firm - Thrun Law Firm, P.C.

Discussion Item

Personnel/Negotiations – Paula DeJongh, Dave Mathis, Jennifer Gautsche; Archie Mears, Alt.
Finance/Building and Site – Amber Herman, Darin LaBar, Archie Mears; Jennifer Gautsche, Alt.
CASBMA – Amber Herman; Paul Arlt, Alt.
Centennial Trust – Darin LaBar

Consent Agenda

The Board of Education approves the Consent Agenda as presented. This motion, made by Archie Mears and seconded by Darin LaBar, Carried.

Paula DeJongh: Yea, Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Archie Mears: Yea

Yea: 5 Nay:

Approval of Minutes

Regular Meeting 11/20/23

Special Meeting 11/30/23

Closed Session 11/30/23

Maternity Leave

Maternity Leave

Correspondence - None

Action Items

Financials

The Board of Education approves the financials for the months ending November 30, 2023; and December 31, 2023 as presented. This motion, made by Paula DeJongh and seconded by Archie Mears Carried.

Paula DeJongh: Yea, Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Archie Mears: Yea

Yea: 5 Nay: 0

Elementary Teacher Hiring

The Board of Education approves the hiring of Tamara Beaudoin as a second grade teacher. This motion, made by Darin LaBar and seconded by Jennifer Gautsche, Carried.

Paula DeJongh: Yea, Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Archie Mears: Yea

Yea: 5 Nay: 0

Elementary Paraprofessional Hiring

The Board of Education approves the hiring of Amber Washburn as an elementary paraprofessional as presented. This motion, made by Archie Mears and seconded Jennifer Gautsche, Carried.

Paula DeJongh: Yea, Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Archie Mears: Yea

Yea: 5 Nay: 0

Middle School Cheer Coach Hiring

The Board of Education approves the hiring of Doreen Holtz as middle school competitive cheer coach. This motion, made by Jennifer Gautsche and seconded by Paula DeJongh Carried.

Paula DeJongh: Yea, Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea, Archie Mears: Yea

Yea: 5 Nay: 0

Neola Policy Update 38.1 2nd Reading

The Board of Education approves the Neola Policy Update 38.1 as presented. This motion, made by Darin LaBar and seconded by Jennifer Gautsche, Carried.

Paula DeJongh: Yea, Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea,
Archie Mears: Yea
Yea: 5 Nay: 0

Neola Policy Winter 2023 Special Update

The Board of Education approves the Winter 20234 Special Update as presented. This motion, made by Darin LaBar and seconded by Archie Mears, Carried.
Darin LaBar: Yea, Jennifer Gautsche: Yea, Archie Mears: Yea, Paula DeJongh: Yea,
Amber Herman: Yea
Yea: 5 Nay: 0

Discussion Items

Board Appreciation Month

The board was recognized for their service to our school system and community.

Information

Chris explained the current situation at the high school – leak in pipes so no heat in much of the building.

Public Comment

Scott Cayo, high school teacher.

Public Comments Statement

Board Roundtable

LaBar

Adjournment

The Board of Education adjourns the meeting. This motion, made by Jennifer Gautsche and seconded by Archie Mears, Carried.

Paula DeJongh: Yea, Jennifer Gautsche: Yea, Amber Herman: Yea, Darin LaBar: Yea,
Archie Mears: Yea

Yea: 5 Nay: 0

President Amber Herman adjourned the meeting at 7:09 p.m.

Jennifer Gautsche
Secretary

Kelly AcMoody
Recording Secretary

Union City Cross Country Summer Team Camp 2024



When: July 14th - July 17th

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. 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!

Coaches:

Jessica Decker (HS coach) - (517) 465 - 0394 or Message Camp Remind

Clint Gautsche (MS coach) - (616) 780 - 2268

What to bring: You will need to bring items that will allow you to camp comfortably for three nights. Our space is limited, please make sure you can fit all your items into one backpack.

- Sleeping bag
- Pillow
- Clothing for three days including running attire
- Swimsuit
- Towel
- Sunscreen and bug spray
- Flashlight
- Phone and phone charger
- 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.
- Socks (2 pair per day)
- Running shoes
- Sandals (for beach and shower room only)
- 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. Suggested amount \$30 - \$50

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. Athletes will need to log 50 miles or more between June 1st and July 12th to attend camp. Athletes will be given a log to track their mileage. Logs are due to Coach Decker on or before July 12th, 2024.

Cost: \$75 per athlete or donate a food/camp item. Athletes may fundraise their cost by completing our Run-a-Thon and/or other fundraising opportunities. Camp cost includes stay at the campground, three meals per day while at camp, snacks, and pizza the last night.

Tentative Camp Itinerary:

Sunday, July 14th 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 on the way up.

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 15th:

7:30 - 9:00 am - Wake up, breakfast, clean-up.

9:00 AM - 12:00 PM - Run the Dunes Trail at Sleeping Bear Dunes National Park. Approximately 4-mile trail run through the dunes 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 16th

7:30 - 9:00 AM - Wake up, breakfast, clean-up.

9:00 AM - 12:00 PM - trail run (Lasso Loop - 6.6 miles)

2:00 -4:30 PM - Beach time.

5:00 - 7:00 PM - Return to camp. Dinner, exploring, games.

7:00 - 8:30 PM - Trail run to beach (1.5 miles). Swimming.

8:30 - 9:30 PM - Dinner, campfire, showers, clean-up.

10:00 PM - Lights out.

Wednesday, July 17th

7:00 - 8:00 - Optional early morning run (3 miles).

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 - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF JANUARY 31, 2024			UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF JANUARY 31, 2023		
Current Year			Prior Year		
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	
Current Month Activities			Prior Year-Current Month Activities		
YTD Activities					
General Fund Revenue	1,494,059	10,277,697	General Fund Revenue	1,518,535	
Food Service Revenue	53,873	278,076	Food Service Revenue	3,181	
Trust & Agency Revenue	10,670	57,347	Trust & Agency Revenue	10,670	
SF Revenue	1,724	16,946	SF Revenue	292	
Total Revenue	\$1,560,325	10,630,066	Total Revenue	1,532,677	
General Fund Expenses	1,084,469	7,549,237	General Fund Expenses	903,859	
Net Payroll	331,736	2,494,655	Net Payroll	311,839	
Food Service Expenses	27,989	273,453	Food Service Expenses	32,312	
Trust & Agency Expenses	13,509	35,038	Trust & Agency Expenses	13,509	
SF Expenses	160,565	1,548,669	SF Expenses	-	
Total Expenses	\$1,618,268	11,901,052	Total Expenses	1,261,519	
Balance as of 1/31/2024			Balance as of 1/31/2023		
General Fund Cash Accounts	1,126,702		General Fund Cash Accounts	1,539,311	
Food Service Checking Accounts	53,364		Food Service Checking Accounts	8,419	
Trust & Agency Checking Accounts***	146,174		Trust & Agency Checking Accounts***	125,978	
SF Cash	1,517,458		SF Cash	660,865	
Total Cash On Hand	\$2,843,698		Total Cash On Hand	2,334,572	

Union City Community Schools

School Service Fund

Combined Statement of Revenue and Expenditures Compared to Budget

For The Period Ending

January 31, 2024

	FOOD SERVICE			
	<u>Actual</u>	<u>Proposed Budget</u>	<u>Variance</u>	<u>% of Budget</u>
REVENUE:				
Local Sources	19,734	\$ 47,000	\$27,266	41.99%
State Sources	38,726	15,960	(22,766)	242.65%
Federal Sources	224,142	558,000	333,858	40.17%
INCOMING TRANSFERS				
TOTAL REVENUE	282,602	620,960	\$338,358	
EXPENDITURES:				
Salaries	113,557	202,468	(88,911)	56.09%
Employee Benefits	62,451	118,450	(55,999)	52.72%
Purchased Services	14,042	33,540	(19,498)	41.87%
Supplies & Materials	200,399	275,000	(74,601)	72.87%
Capital Outlay	27,333	-	27,333	Food Equipment Grant
Other Expense	445	800	(355)	55.59%
Other Transactions	0	32,882		
			(212,031)	0.00%
TOTAL EXPENDITURES	418,227	663,140		
OUTGOING TRANSFERS				
TOTAL EXPENDITURES	418,227	663,140	(212,031)	0.00%
EXCESS REVENUE (EXPENDITURES)	(135,626)	(42,180)		
BEGINNING FUND BALANCE	69,655	69,655		
ENDING FUND BALANCE	(\$65,971)	\$27,475		

Union City Community Schools
 General Fund Statement of Revenue and Expenditure Compared to Budget
 For Period Ending January 31, 2024

	YTD ACTIVITY	CURRENT BUDGET	VARIANCE	PERCENT OF BUDGET	
REVENUE					
Local Sources	499,812	\$ 1,400,899	(901,087)	35.68%	
State Sources	3,907,609	10,233,145	(6,325,536)	38.19%	
Federal Sources	764,809	399,480	365,329	191.45%	ECF Grant-Exp is in Basic Programs
Other Financing Sources	228,578	443,371	(214,793)	51.55%	
		32,000			
TOTAL REVENUE	5,400,808	12,508,895	(7,076,087)		
EXPENDITURES					
INSTRUCTION					
Basic Program	3,787,710	5,958,739	2,171,029	63.57%	
Added Needs	1,008,303	1,852,629	844,326	54.43%	
Total Instruction	4,796,013	7,811,368	3,015,355		
SUPPORT SERVICE EXPENSE					
Pupil	411,153	698,009	286,856	58.90%	
Improvement Instructional Staff	142,602	197,716	55,114	72.12%	
General Administration	235,690	393,140	157,450	59.95%	
School Administration	396,699	747,304	350,605	53.08%	
Fiscal Services	176,205	323,073	146,868	54.54%	
Operation & Maintenance	718,715	1,134,699	415,984	63.34%	
Transportation	516,543	766,774	250,231	67.37%	Includes used bus purchase
Central Support	140,559	186,696	46,137	75.29%	
Athletics	305,566	531,701	226,135	57.47%	
Community Services	2,667	5,200	2,533	51.29%	
Payments to Other Govt Units	0		0	0.00%	
Site Improvement Services	537,735		(537,735)	0.00%	MS project covered by ESSER III funds
Prior Period Adjustments	0		0	0.00%	
Debt Service	35,975	59,526	23,551	0.00%	
Fund Modification to Food Service		0	0	0.00%	
Total Support Services	3,620,109	5,043,838	1,663,108		
TOTAL EXPENDITURES	8,416,123	12,855,206	4,678,462		
EXCESS REVENUE (EXPENDITURES)	(\$3,015,315)	(\$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	(\$1,083,765)	\$1,585,239			

UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF JANUARY 31, 2024			UNION CITY COMMUNITY SCHOOLS - TREASURER'S REPORT STATUS OF GENERAL, DEBT RETIREMENT, FOOD SERVICE, TRUST & AGENCY, AND SINKING FUNDS AS OF JANUARY 31, 2023		
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UNION CITY SCHOOL DISTRICT
2023-2024 BUDGET AMENDMENT NARRATIVE
GENERAL FUND

REVENUE:

Local-

*Increase from YIG grant, Transportation bonus, TAG funding, additional funding from 31n grant, and Laptop/iPad sales.

State-

*Increase due to numerous new state funded programs which includes 29(7) enrollment stabilization, 27I education compensation, 23g MI Kids back on track, 31aa mental health, 147c UAAL, and 22I transportation cost.

Federal-

*Additional funds received for Title as result of carry over and additional funds distributed.

Other Financing-

*Increase from ECF (Emergency connectivity fund) to help cover cost of new iPads/laptops and increase in Special Ed.

Revenue breakdown-

*\$27,500-YIG Grant

>State pays our school, then we pay YIG for the program-expense under Basic Program

*\$12,150-TAG grant (offset with expenses in Basic Program)

*\$10,000-31n increase

*\$99,000-increase in sales of assets (sale of iPads/Laptops)

*\$60,000-Transportation Bonus from CISD

*\$61,200-Enrollment Stabilization fund 29(7)

>Increases general fund revenue-no spending requirements

*\$41,884-Education Compensation fund 27I

>Offset of step and percent increase given to teachers per approved contract
*\$133,413-MI Kids Back on Track 23g
>Applied to Alternative Education teacher and additional 2nd grade teacher
*\$6,000-97c Grant
>Expense in Operations for payment to vendor who completed Security Risk Assessment
\$185,028-District Transportation Cost 22I
>Applied to district transportation costs, no additional purchases
\$161,138-UAAL 147c
>Offset by expenses throughout district employees retirement cost
\$27,700-Title fund carryover and amendment adjustments
>Additional funds help cover already budgeted Title cost
*\$60,000-increase in Special Ed funding
*\$260,000-ECF (Emergency Connectivity fund) grant to help fund new iPads/Laptops

EXPENDITURES:

Expenses that fall under multiple functions-

*Salary and benefit (FICA, W/C, retirement) increases for staff besides teachers amounting to \$134,900.

*Retirement increases of \$510,638. This includes an increase in retirement contribution from 28% to 31% resulting in the school district expenses increasing by \$349,500. UAAL 147c increase in cost of \$161,138 offset by state funding.

*Medical increase of \$60,000 includes employee coverage changes (newly enrolled or additional coverage) and medical plan coverage increase.

Basic Program-

*Increase of \$360,000 from purchase of iPads/Laptops, offset by ECF grant \$260,000

*Increase of \$27,500 from YIG expenses, offset by revenue received from the state

- *Increase in supplies cost (paper, toner, teaching supplies, etc.)-\$7,000
- *Increase for changes in Schedule B payments-\$14,500
- *Increases in MI Virtual Chemistry/Physics 1st Semester-\$20,000
- *Increase of \$12,150 TAG grant, offset by TAG revenue received from CISD
- *Purchase of math curriculum-\$7,000
- *Increase of \$23,000 for bleachers/portable restrooms due to bleacher project

Added Needs-

- *Hired additional SE aid-\$20,000

Operation & Maintenance-

- *Increase for deductible cost for insurance claims-\$5,000
- *Increase for security risk assessment-\$6,000, offset by 97c in state revenue

Transportation-

- *Increase of \$20,000 for repairs/parts

Athletics-

- * Increase for schedule B changes-\$8,000

Debt Service-

- *Decrease of \$23,000, cost for bleachers/portable restrooms for bleachers moved under Basic Program expenses

FUNCTION SECTION DESCRIPTIONS

Definitions of Operating Expenditure Categories:

Basic Program- Includes general education teachers pay and benefits. Also includes costs associated with use in the classroom such as school supplies, school furniture, curriculum purchases/subscriptions, and iPad/laptop purchases, etc.

Added Needs-Special education, at risk (behavior interventionist positions) and title (Paras) cost fall under this function.

Pupil Support Services - Consist of those activities that are designed to assess and improve the well-being of pupils and to supplement the teaching process. Included in this area are the cost of guidance counselors, social work, and other pupil support activities.

Instructional Staff Support Services - Consist of activities associated with assisting the instructional staff with the content and process of providing learning experiences for pupils. These activities include curriculum development, techniques of instruction, in-service training for instructional staff, library and educational media services, and supervision and direction of instructional services and program compliance.

General Administration - Consist of those activities concerned with establishing policy, operating schools and the school system, and providing the essential facilities and services for the staff and pupils. Also included are community relations. This area covers the board of education and superintendent's office.

School Administration - Consist of those activities concerned with overall administrative responsibility for a single school. This covers the office of the principal and related building-specific administrative staff.

Fiscal Services - Activities concerned with purchasing, paying, transporting, exchanging and maintaining goods and services for the school district. This includes fiscal services, which covers budgeting, accounting, and payroll services, as well as costs associated with short-term borrowing.

Operations and Maintenance - Activities concerned with keeping the physical plant open, clean, and ready for daily used, as well as maintaining order and safety in school buildings. They include operating the heating, lighting, and ventilation systems, and repairing facilities/equipment. Also included are operating building leases, property and liability insurance, janitorial and ground maintenance costs.

Transportation - Activities concerned with the conveyance of pupils to and from school. It includes trips between home and school or trips to school activities. All other direct costs related to pupil transportation should be included under this function, i.e., physical exams, uniforms, school bus driver licenses, etc.

Central and Other Support Services - Activities other than general administration that support each of the other instructional service programs. This covers a number of areas, technology services, pupil accounting, and other support services. Technology services include supporting administrative networks, maintaining administrative information systems, and processing data for administrative and managerial purposes. Includes costs associated with the administration and supervision of technology personnel, systems planning and analysis, systems application development, systems operations, network support services, and hardware maintenance and support.

Community Services – Services provided by the school system for the community as a whole or some segment of the community, such as community recreation programs, civic activities, public libraries, programs of custody and care of children, and community welfare activities. **Facilities Acquisition** - Activities concerned with initially acquiring and improving sites. This includes architectural services, site work, construction, and building improvements.

Debt Service – Payments made for principal and interest on short- or long-term obligations.

Capital Outlay - Expenditures for the acquisition of fixed assets or additions to fixed assets. They are expenditures for land or existing buildings, improvements of grounds, construction of buildings, additions to buildings, remodeling of buildings, initial equipment, additional equipment, and replacement of equipment.

Other Transactions – Payments to other districts in sub-grantee relationships and prior year adjustments.

**GENERAL FUND BUDGET COMPARISON
UNION CITY COMMUNITY SCHOOLS
FOR THE PERIOD ENDING JUNE 30, 2024**

	FINAL BUDGET AMENDMENT Jun-23	PROPOSED BUDGET 2023-2024 -8 students	BUDGET AMENDMENT Feb-24	
BEGINNING FUND BALANCE	\$2,341,424	\$2,081,527	\$1,931,550	
REVENUE				
Local Sources	\$ 1,440,971	\$ 1,400,899	\$ 1,574,891	\$ 173,992
State Sources	10,487,915	10,233,145	10,879,115	\$ 645,970
Federal Sources	882,583	399,480	424,653	\$ 25,173
Other Financing Sources	578,923	443,371	800,000	\$ 356,629
Transfers In-HL	32,000	32,000	32,000	\$ -
TOTAL REVENUE	\$ 13,422,392	\$ 12,508,895	\$ 13,710,659	\$1,201,764
EXPENDITURES				
INSTRUCTION				
Basic Program	6,515,240	5,958,739	6,638,451	679,712
Added Needs	1,721,146	1,852,629	1,946,792	94,163
Total Instruction	8,236,386	7,811,368	8,585,243	773,875
SUPPORT SERVICE EXPENSE				
Pupil	725,350	698,009	749,839	51,830
Improvement Instructional Staff	265,742	197,716	223,542	25,826
General Administration	382,901	393,140	405,967	12,827
School Administration	727,447	747,304	767,437	20,133
Fiscal Services	307,150	323,073	333,857	10,784
Operation & Maintenance	1,215,762	1,134,699	1,192,972	58,273
Transportation	867,668	766,774	785,692	18,918
Central Support	191,528	186,696	221,947	35,251
Athletics	459,822	531,701	543,981	12,280
Community Services	5,078	5,200	5,200	-
Payments to Other Govt Units				-
Site Improvement Services				-
Prior Period Adjustments				-
Debt Service	297,455	59,526	36,526	(23,000)
Total Support Services	5,445,903	5,043,838	5,266,960	223,122
TOTAL EXPENDITURES	13,682,289	12,855,206	13,852,203	996,997
EXCESS REVENUE (EXPENDITURES)	(259,897)	(346,311)	(141,544)	
Non-spendable (inventory)	10,410	10,410	10,410	
Committed (Track)				
Assigned (Capital Expenditures)	75,000	75,000	75,000	
Unassigned (Undesignated)	853,018	853,018	853,018	
ENDING FUND BALANCE	2,081,527	1,735,216	1,790,006	
FUND BALANCE PERCENTAGE	15%	13%	13%	
FUND BALANCE PERCENTAGE EXCLUDING 147c	16%	14%	14%	

RESOLUTION FOR ADOPTION BY THE BOARD
OF EDUCATION UNION CITY COMMUNITY SCHOOLS
2023-2024 BUDGET
GENERAL FUND

Resolved, that this resolution shall be the general appropriations of Union City Community Schools for the 2023-2024 fiscal year; a resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all revenue received by the Union City Community Schools.

Be it further resolved, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the general fund of the school district for fiscal year 2023-2024 which includes 17.7822 mills of ad valorem taxes to be levied on non-homestead and non-qualified agricultural property to be used for operating purposes is as follows:

Revenue:

Local	\$ 1,574,891	
State	10,879,115	
Federal	424,653	
Other Financing Sources	800,000	
Transfers in-HL	32,000	
Total Revenue	13,710,659	13,710,659

Fund Balance, July 1	1,931,550	
Less Designated for:		
Assigned/Capital Expenditures	(75,000)	
Non Spendable/Inventory	(10,410)	
Estimated Fund Balance Available to Appropriate		1,846,140
Total Available to Appropriate		15,556,799

Be it further resolved that \$13,710,659 of the total available to appropriate in the general fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures:

Basic Program	6,638,451	
Added Needs	1,946,792	
Total Instruction	8,585,243	

SUPPORT SERVICE EXPENSE

Pupil Support	749,839	
Instructional Staff Support	223,542	
General Administration	405,967	
School Administration	767,437	
Business Services	333,857	
Operation & Maintenance	1,192,972	
Transportation	785,692	
Central Support	221,947	
Athletic Activities	543,981	
Community Services	5,200	
Payments to Other Govt Units		
Site Improvement Services		
Prior Period Adjustments		
Debt Service	36,526	
Fund Modification		
Total Support Services	5,266,960	

TOTAL Appropriated General Fund		13,852,203
ENDING FUND BALANCE	1,790,006	

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

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

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



Book	Policy Manual
Section	Special Update - November 2023
Title	Special Update - November 2023 Revised BOARD POWERS
Code	po0122
Status	
Legal	M.C.L. 380.11a, 380.1131 et seq. M.C.L. 423.201, 202, 206, and 215 M.C.L. 168.301 et seq.
Adopted	December 15, 1997
Last Revised	March 18, 2019

Revised Bylaw - Special Update - November 2023

0122 - BOARD POWERS

The District shall operate as a General Powers School District. As such it has all of the rights, powers, and duties expressly stated in statute; may exercise a power implied or incident to any power expressly stated in statute; and, except as provided by law, may exercise a power incidental or appropriate to the performance of any function related to the operation of the District in the interests of public elementary and secondary education in the District including, but not limited to, all of the following:

- A. Educating Students. In addition to educating students in grades K- 12, this function may include operation of preschool, lifelong education, adult education, community education, training, enrichment, and recreation programs for other persons.
- B. Providing for the safety and welfare of students while at school or at a school-sponsored activity or while enroute to or from school or a school-sponsored activity.
- C. Acquiring, constructing, maintaining, repairing, renovating, disposing of, or conveying school property, facilities, equipment, technology, or furnishings.
- D. Hiring, contracting for, scheduling, supervising, or terminating employees, independent contractors, and others to carry out District powers.

The District shall indemnify its employees.

- E. Receiving, accounting for, investing, or expending District money; borrowing money and pledging District funds for repayment; and qualifying for State-School Aid and other public or private money from local, regional, State, or Federal sources.

The District may enter into agreements or cooperative arrangements with other entities, public or private, or join organizations as part of performing the functions of the School District.

The District is a body corporate and shall be governed by a school board. An act of this Board is not valid unless approved, at a meeting of the Board, by a majority vote of the members lawfully serving on the Board.

The Board may submit to the School electors a question that is within the scope of the powers of the School electors and that the Board considers proper for the management of the School system or the advancement of education in the School District. Upon the adoption of a question by the Board, the Board shall submit the question to the School electors by complying with Michigan election law (M.C.L. 168.312).

The Board shall adopt bylaws. These bylaws may establish or change Board procedures, the number of Board officers, titles and duties of Board officers, and any other matter related to the effective and efficient functioning of the Board.

The Board has authority, based on statute, to make decisions regarding the following subjects without resort to prior bargaining:

- A. the policyholder of an employee group insurance benefit
- B. the starting day for the school year and the amount of student contact time to receive full State school aid
- C. the composition of the District's school-improvement committees established under M.C.L. 380.1277
- D. the decision whether or not to have inter-district and intra-district open-enrollment opportunities
- E. the decision whether or not to permit authorization of Charter Schools (public school academies)
- F. ~~contracting with outside parties for noninstructional support services provided by an employee group including the procedures for obtaining a contract, the identity of the outside party, and the impact on individual staff members or a bargaining unit if the employee group is given an opportunity to bid on providing the noninstructional support services~~
- G. use of volunteers
- H. decisions regarding the use of experimental or pilot programs including staffing, use of technology, provision of the technology, and the impact on individual staff members or a bargaining unit
- I. compensation or reimbursement of a staff member for monetary penalties imposed on the staff member under the Public Employment Relations Act
- J. ~~any decision regarding the placement of teachers, or the impact of that decision on an individual employee or the bargaining unit~~
- K. ~~for teachers covered under the Teacher Tenure Act, decisions about the development, content, standards, procedures, adoption, and implementation of policies regarding personnel decisions when conducting a staffing or program reduction or eliminating a position as well as decisions regarding recall or hiring after any such reduction~~

~~This includes the impact of any such decisions on an individual employee or the bargaining unit.~~
- L. ~~decisions about the development, content, standards, procedures, adoption, and implementation of a performance evaluation system under M.C.L. 380.1249 for teachers and administrators~~

- M. ~~decisions concerning the content of a teacher's or administrator's performance evaluation or the impact of such decision~~
- N. ~~decisions about the format, timing, or number of classroom observations required for evaluation under the Teacher Tenure Act (M.C.L. 38.83a)~~
- O. ~~decisions concerning the classroom observation of an individual teacher, and the impact of such decision on an individual teacher or the bargaining unit~~
- P. ~~decisions about the development, content, standards, procedures, adoption, and implementation of the method of performance based compensation for teachers and administrators in accordance with M.C.L. 380.1250~~
- Q. ~~decisions about how performance evaluation is used to determine the performance based compensation for teachers and administrators~~
- R. ~~decisions concerning the performance based pay of an individual teacher or administrator, or the impact of such decision on such individual or the bargaining unit~~
- S. ~~decisions about the development, content, standards, procedures, adoption, and implementation of a policy regarding discipline or discharge for teachers covered under the Teacher Tenure Act (M.C.L. 38.71)~~
- T. ~~decisions concerning the discipline or discharge of a teacher covered under the Teacher Tenure Act (M.C.L. 38.71) or the impact of such decision on an individual teacher or the bargaining unit~~
- U. insertion of statutorily required emergency manager language into all collective bargaining agreements
- V. ~~decisions on whether to enter into an intergovernmental agreement to consolidate, to jointly perform, or to collaborate on one (1) or more functions or services~~ **[Note: the impact on employees of such decisions remains a mandatory subject of bargaining]**
 - 1. ~~procedures of obtaining a contract for such an agreement to transfer of functions or responsibilities~~
 - 2. ~~identities of any other parties to such an agreement~~
- W. ~~any requirement that would violate section 10(3), M.C.L. 423.210(3) (Right to Work Law)~~
- X. ~~decisions about the development, format, content, and procedures of the notification to parents and legal guardians required under M.C.L. 380.1249a (the requirement to make the notifications is effective with the 2018-2019 school year)~~

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Book	Policy Manual
Section	Special Update - November 2023
Title	Special Update - November 2023 Revised SCHOOL ADMINISTRATOR EVALUATION
Code	po1420
Status	From Neola
Legal	M.C.L. 380.1249, 1249b
Adopted	December 15, 1997
Last Revised	December 16, 2019

Revised Policy - Special Update - November 2023

1420 - SCHOOL ADMINISTRATOR EVALUATION

[DRAFTING NOTE: Please note that the amended statute also imposes a requirement for contracts entered into after the July 1, 2024 effective date. M.C.L. 380.1249b(1)(q). This does not need to be in policy, but will affect district operations going forward.]

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with the involvement of school administrators, it delegates to the Superintendent the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. Evaluates the school administrator's job performance ~~at least~~ annually in a year-end evaluation, while providing timely and constructive feedback.

The Superintendent or designee shall perform administrators' evaluations. Administrators rated highly effective on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion.

- B. Establishes clear approaches to measuring student growth and provides school administrators with relevant data on student growth.
- C. **Before the 2024-2025 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data.** ~~Evaluates a school administrator's job performance as highly effective, effective, minimally effective, or ineffective using multiple rating categories that take into account student growth and assessment data. For the 2018-2019 school year, twenty five percent (25%) of the annual year-~~

~~end evaluation shall be based on student growth and assessment data. Beginning with the 2019-2020 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data.~~

Prior to July 1, 2024 ~~For~~ building-level administrators, the data to be used is the aggregate student growth and assessment data that are used in teacher annual year-end evaluations in each school in which the school administrator works as an administrator. For a ~~central office-level~~ ~~central office-level~~ administrator, the pertinent data is that of the entire School District.

Beginning in the 2024-2025 school year, the annual evaluation must include the student growth and assessment data or student learning objectives metrics and twenty percent (20%) of the annual evaluation must be based on student growth and assessment data or student learning objectives metrics.

After July 1, 2024, the evaluations must be based primarily on the administrator's performance as measured by the District's evaluation tool.

- D. Uses the evaluations, at a minimum, to inform decisions regarding all of the following:
1. The effectiveness of school administrators, so that they are given ample opportunities for improvement.
 2. Promotion, retention, and development of school administrators, including providing relevant coaching, instruction support, or professional development.
 3. ~~Prior to July 1, 2024, removing~~ ~~Removing~~ ineffective school administrators after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures.
 4. ~~() Prior to July 1, 2024, whether~~ ~~Whether~~ to grant full certification to school administrators using rigorous standards and streamlined, transparent, and fair procedures.
- E. ~~Prior to July 1, 2024, the~~ ~~The~~ portion of the annual year-end evaluation that is not based on student growth and assessment data shall be based on at least the following for the school in which the school administrator works as an administrator:
1. The school administrators' training and proficiency in conducting teacher performance evaluations if ~~they do/he does~~ so, or ~~his/her~~ designee's proficiency and training if the administrator designates such duties.
 2. The progress made by the school or District in meeting the goals established in the school/District improvement plan.
 3. Student attendance.
 4. Student, parent, and teacher feedback and other information considered pertinent by the Board.

After July 1, 2024, the portion of the year-end evaluation that is not based on student growth and assessment data or student learning objectives must be based on objective criteria.

- F. For the purposes of conducting ~~annual~~ year-end evaluations under the performance evaluation system, the District shall adopt and implement one (1) or more of the evaluation tools for teachers or administrators, if available, that are included on the list established and maintained by the Michigan Department of Education ("MDE"). However, if the District has one (1) or more local evaluation tools for administrators or modifications of an evaluation tool on the list, and the District complies with G., below, the District may conduct annual ~~year-end~~ evaluations for administrators using one (1) or more local evaluation tools or modifications. The evaluation tools shall be used consistently among the schools operated by the District so that all similarly situated school administrators are evaluated using the same measures.

G. The District shall post on its public website all of the following information about the measures it uses for its performance evaluation system for school administrators:

1. The research base for the evaluation framework, instrument, and processor or, if the District adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.
2. The identity and qualifications of the author or authors or, if the District adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.
3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the District adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.
4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.
6. A description of the plan for providing evaluators and observers with training.

H. The District shall also:

1. Provide training to school administrators on the measures used by the District in its performance evaluation system and on how each of the measures is used. This training may be provided by a District or by a consortium consisting of two (2) or more districts, the intermediate school district, or a public school academy.
2. Ensure that training is provided to all evaluators and observers. The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide the training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

Prior to July 1, 2024, administrators shall receive a rating of highly effective, effective, minimally effective, or ineffective. After July 1, 2024, the rating system must assign a rating of effective, developing, or needing support and the evaluation process shall comply with the requirements of M.C.L. 380.1249b. After July 1, 2024, if an administrator is rated as needing support, they will be provided with the options set out in M.C.L. 380.1249b.

The evaluation system shall ensure that if the administrator is rated as minimally effective or ineffective prior to July 1, 2024, or developing or needing support on or after July 1, 2024, the person(s) conducting the evaluation shall develop and require the school administrator to implement an improvement plan to correct the deficiencies. The improvement plan shall recommend professional development opportunities and other measures designed to improve the rating of the administrator on the his/her next annual year-end evaluation. An administrator rated as ineffective prior to July 1, 2024, or needing support on or after July 1, 2024 "ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment with the District.

After July 1, 2024, the evaluation system must include a midyear progress report for each administrator in each year they are evaluated. This midyear progress report shall comply with M.C.L. 380.1249b and may not replace the annual evaluation.

After July 1, 2024, for the first three (3) years that an administrator is in a new administrative position, they shall be assigned a mentor or coach.

The evaluation program shall aim at the early identification of specific areas in which the individual administrator needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to an administrator shall not release that professional staff member from the responsibility to improve. If an administrator, after receiving a reasonable degree of assistance, fails to perform ~~his/her~~ his/her assigned responsibilities in a satisfactory manner, dismissal or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each administrator as stipulated in the revised School Code, the employment contract, the Superintendent's administrative guidelines, and as directed by the Michigan Department of Education. An administrator shall be given a copy of any documents relating to ~~the administrator's~~ the administrator's ~~his/her~~ performance which are to be placed in the personnel file.

This policy shall not deprive an administrator of any rights provided by State law or any contractual rights consistent with State law.

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Book	Policy Manual
Section	Special Update - November 2023
Title	Special Update - November 2023 Reissued EMPLOYMENT OF PROFESSIONAL STAFF
Code	po3120
Status	
Legal	M.C.L. 380.1229 - 1231, 380.1233, 380.1233b, 380.1237, 380.1531d, 380.623 R 390.1105
Adopted	December 15, 1997
Last Revised	December 13, 2021

Reissued Policy - Special Update - November 2023

3120 - EMPLOYMENT OF PROFESSIONAL STAFF

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly qualified and competent personnel. The Board requires that anyone employed as a professional staff member with instructional responsibilities in an elementary or secondary school in this District hold a certificate, permit, or vocational authorization valid for the positions to which **the professional staff members/he** is assigned.

The Board shall approve the **employment/employment**, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the **compensation/compensation**, and establish the term of employment for each professional staff member employed by the Board.

Individuals employed in the following categories shall be considered members of the professional staff:

- A. **Teacher** _____
- B. **School Counselor** _____
- C. _____
- D. _____
- E. _____

F. () _____

G. () _____

All professional staff are subject to a criminal history record check. See Policy 3121.

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

Such approval shall be given only to those candidates for employment chosen by the Board from a group selected by the Superintendent.

When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.

All applications for employment shall be referred to the _____.

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which ~~the staff members/he~~ would be supervised directly by the relative staff member.

The Board will not employ (but may reemploy) the () children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a Board member () children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a regular full-time professional staff member **[END OF OPTIONS]**.

Applications for employment will not be accepted from any current District Board member. If a Board member wishes to apply for a position, ~~the Board member's/his/her~~ resignation must be accepted by the Board prior to submitting an application.

Any professional staff member's intentional misstatement of fact or omission material to ~~his/her~~ qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The temporary employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment to the professional staff as a nonadministrator shall receive recommendation for such employment without having proffered visual evidence of proper certification or that application for such certification is in process, except as otherwise permitted by law.

Prior to hiring an applicant, the Superintendent shall obtain from the applicant a signed Consent to Obtain Records (Form 3120 F2) and shall obtain from the applicant's current or immediately-previous employer any records, including the applicant's personnel file relating to unprofessional conduct in which the applicant engaged. Any such records are to be reviewed prior to a recommendation for employment and may be disclosed to those individuals directly involved in evaluating the applicant's qualifications.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all professional staff.

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Book	Policy Manual
Section	Special Update - November 2023
Title	Special Update - November 2023 Reviewed ASSIGNMENT AND TRANSFER
Code	po3130
Status	From Neola
Legal	E.S.E.A./N.C.L.B. -□20 U.S.C. 6319 M.C.L. 380.1231, 1233, 1233b
Adopted	December 15, 1997
Last Revised	March 18, 2019

Reviewed Policy - Special Update - November 2023

3130 - ASSIGNMENT AND TRANSFER

The Board of Education believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District.

The Superintendent shall be responsible for the proper assignment and transfer of all professional staff members and shall attempt to effect the optimum assignment of the professional staff in conformance with any applicable contractual or legal requirements, State certification requirements, and Federal requirements. **The Superintendent/He** shall establish an audit procedure to ensure that each instructional staff member's teaching certificate is currently in compliance with appropriate State certification criteria and has not been nullified or, if applicable, that the professional staff member is otherwise qualified to teach as allowed by law.

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Book	Policy Manual
Section	Special Update - November 2023
Title	Special Update - November 2023 Revised STAFF REDUCTIONS/RECALLS
Code	po3131
Status	
Legal	PA 102, 2011 M.C.L. 380.1248
Adopted	December 15, 1997
Last Revised	August 15, 2016

Revised Policy - Special Update - November 2023

3131 - STAFF REDUCTIONS/RECALLS

It is the policy of this Board that all personnel decisions shall be based on retaining effective teachers 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. **The District shall not utilize length of service as the sole factor in personnel decisions. [DRAFTING NOTE: This is optional only because the statute does not require it. It is recommended that districts select and retain this option.] x]** Length of service or tenure status may only be considered by the administration when all other factors, as listed below, are considered equal amongst the potentially affected teachers. **[END OF OPTION]** Length of service or tenure status may only be considered by the administration when all other factors, as listed below, are considered equal amongst the potentially affected teachers.

[DRAFTING NOTE: This language was removed from M.C.L. 380.1248 and will need to be bargained, but a district may choose to maintain it in policy.]

[x] This policy shall not operate or be applied to retain or recall a teacher whose most recent performance evaluation contains an overall rating of **minimally effective or ineffective** ~~Minimally Effective or Ineffective~~ **x]** or **needing support [END OF OPTION]** in preference to any properly certified and qualified teacher with a higher effectiveness rating as reflected in that teacher's most recent performance evaluation. This policy also shall not operate or be applied to retain or recall a probationary teacher who has received a rating of either **minimally effective or ineffective** ~~Minimally Effective or Ineffective~~ in preference to any properly certified and qualified teacher with a higher effectiveness rating. **[END OF OPTION] [DRAFTING NOTE: the following language remains in the Teachers' Tenure Act and should be maintained as revised]** A probationary teacher who is rated as **effective** ~~Effective~~ or, prior to July 1, 2024, as **highly effective** ~~Highly Effective~~ on his/her most recent annual performance evaluation is not subject to **displacement** ~~being displaced~~ under this policy by a tenured teacher solely because the other teacher has attained tenure under the Teachers' Tenure Act.

The effectiveness of teachers ~~as measured under~~ shall be measured in accordance with the District's performance evaluation system developed under Section 1249 of the School Code ~~or as otherwise collectively bargained must be used as a factor for personnel decisions,~~ and the personnel decisions shall be based on the following factors:

The following shall also be used for personnel decisions made under this policy:

[DRAFTING NOTE: the first three (3) items listed below are expressly allowed by statute to be used for personnel decisions. The remaining subparts are no longer mentioned in the statute and districts should consider whether they wish to retain them as factors. Please note that these could change again if the Governor signs the enrolled senate bills relating to the evaluation system.]

- A. The teacher's length of service in a grade level or subject area.
- B. The teacher's disciplinary record.
- C. Relevant special training. This factor may be based on completion of relevant training, other than the professional development or continuing education, which is required by the employer or by State law, and the integration of that training into instruction in a meaningful way.

[DRAFTING NOTE: The following are no longer listed in M.C.L. 380.1248 as of February 13, 2024.]

- D. Evidence of student growth, which shall be the predominant factor in assessing an employee's individual performance.
 - E. The teacher's demonstrated pedagogical skills, including at least a special determination concerning the teacher's knowledge of the teacher's subject area and the ability to impart that knowledge through planning, delivering rigorous content, checking for and building higher-level understanding, differentiating, and managing a classroom; and consistent preparation to maximize instructional time.
 - F. The teacher's management of the classroom, manner and efficacy of disciplining students, rapport with parents and other teachers, and ability to withstand the strain of teaching.
 - G. The teacher's attendance record.
 - H. Significant, relevant accomplishments and contributions. This factor shall be based on whether the individual contributes to the overall performance of the school by making clear, significant, relevant contributions above the normal expectations for an individual in the teacher's peer group and having demonstrated a record of exceptional performance.
- A. ~~Individual performance shall be the majority factor in making the decision, and shall consist of but is not limited to all of the following:~~

- ~~1. Evidence of student growth, which shall be the predominant factor in assessing an employee's individual performance.~~
- ~~2. The teacher's demonstrated pedagogical skills, including at least a special determination concerning the teacher's knowledge of his or her subject area and the ability to impart that knowledge through planning, delivering rigorous content, checking for and building higher level understanding, differentiating, and managing a classroom; and consistent preparation to maximize instructional time.~~
- ~~3. The teacher's management of the classroom, manner and efficacy of disciplining students, rapport with parents and other teachers, and ability to withstand the strain of teaching.~~
- ~~4. The teacher's attendance and disciplinary record, if any.~~

- B. ~~Significant, relevant accomplishments and contributions. This factor shall be based on whether the individual contributes to the overall performance of the school by making clear, significant, relevant contributions above the normal expectations for an individual in his/her peer group and having demonstrated a record of exceptional performance.~~
- C. ~~Relevant special training. This factor shall be based on completion of relevant training other than the professional development or continuing education that is required by the employer or by state law, and integration of that training into instruction in a meaningful way.~~

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Book	Policy Manual
Section	Special Update - November 2023
Title	Special Update - November 2023 Reviewed VACANCIES
Code	po3132
Status	From Neola
Adopted	December 15, 1997

Reviewed Policy - Special Update - November 2023

3132 - VACANCIES

It shall be the policy of the Board of Education to employ the best-qualified individual for any District vacancy at any level.

Vacancies shall be announced and all members of the professional staff shall be eligible for consideration for any District vacancy, providing they are properly qualified.

The Superintendent shall establish procedures to facilitate identification and evaluation of candidates for administrative, supervisory, and other leadership positions.

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Book	Policy Manual
Section	Special Update - November 2023
Title	Special Update - November 2023 Reissued STAFF DISCIPLINE
Code	po3139
Status	
Legal	M.C.L. 38.101 et seq., 38.74, 380.1230d, 380.1535a
Adopted	December 15, 1997
Last Revised	February 19, 2018

Reissued Policy - Special Update - November 2023

3139 - STAFF DISCIPLINE

Whenever it becomes necessary to discipline a member of the staff, the Superintendent shall utilize related procedures described in the current negotiated agreement, to the extent not inconsistent with the current negotiated agreement, **and** the following principles and procedures.

A teacher may only be discharged, demoted, or otherwise disciplined for a reason that is not arbitrary or capricious. In all instances, discipline, discharge, and demotion shall occur in accordance with the statutory requirements under the Teacher Tenure Act and the Revised School Code.

The administrator/Superintendent shall conduct an investigation of any alleged act or omission by a teacher that could result in disciplinary action. The teacher shall be provided with oral or written notice of the issue or incident being investigated.

The investigation shall include, at a minimum, interviews of appropriate persons and a meeting with the subject teacher and, if requested or if required by the bargaining agreement, **the teacher's his/her** designated representative (either another employee or a union representative if part of a bargaining unit) to allow the teacher an opportunity to respond to the complaint. Prior notice of this meeting shall be provided to the teacher for any discipline that may result in a suspension or loss of pay. The meeting shall not proceed without the teacher's designated representative; however, the meeting shall not be unduly delayed to secure the attendance of the teacher's preferred representative. The District may substitute another representative from the union to timely process the investigation.

After completion of the investigation, if discipline is to be imposed, the teacher shall receive written notice of the discipline and this notice shall also be placed in the teacher's file.

Discipline may include, but is not limited to:

- A. written warning;
- B. written reprimand;
- C. suspension (paid or unpaid);
- D. discharge;
- E. financial penalty in accordance with Michigan law.

The District does not have to apply discipline in a progressive manner, but, rather, may impose discipline consistent with the seriousness of the teacher's conduct, as determined by the District. Additionally, nothing in this policy limits the District's right to take other appropriate action, such as placing a teacher on administrative leave during the pendency of an investigation or issuing a counseling memorandum, which is considered instructional, not disciplinary.

[x] If it appears that disciplinary action beyond written reprimand may be necessary, the administrator should contact the Superintendent to discuss the disciplinary action that is to be taken.

x [Only applicable if original investigation conducted by another administrator] Any disciplinary action that is not subject to Board review, as described below, may be submitted to the Superintendent for review within five (5) work days of the teacher's receipt of the written confirmation. The Superintendent is not required to conduct an independent investigation. **The Superintendent/He** shall meet with the administrator who issued the discipline and with the teacher and **the teacher's his/her** designated representative, if requested. The Superintendent may affirm, revise, or reject any disciplinary action taken against a teacher and **the Superintendent's his/her** decision is final.

x The administrator's decision to impose any disciplinary action that is not subject to Board review, as described below, is final. The following disciplinary actions may only be imposed by the Board in adherence with the requirements of the Teacher Tenure Act:

- A. discharge of a tenured or probationary teacher;
- B. demotion of a tenured teacher (which includes suspension for fifteen (15) or more consecutive days without pay or a reduction in compensation by more than **the** equivalent of thirty (30) days compensation in one (1) school year);
- C. non-renewal of a probationary teacher.

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Book	Policy Manual
Section	Special Update - November 2023
Title	Special Update - November 2023 Reviewed TERMINATION AND RESIGNATION
Code	po3140
Status	
Legal	M.C.L. 28.722, 38.74, 380.1230 et seq., 380.1535a
Adopted	December 15, 1997
Last Revised	April 17, 2006

Reviewed Policy - Special Update - November 2023

3140 - TERMINATION AND RESIGNATION

TERMINATION

An employment contract may be suspended or terminated, upon a majority vote of the Board of Education. In such cases, the Board shall abide by due process and such terms as may be set forth in a negotiated, collectively-bargained agreement, the Teacher Tenure Act, or the individual contract, as applicable.

Employees and those under contract to work regularly and continuously in the schools, whether part-time or full-time, may not continue employment with the Board if a criminal history records check or other authoritative source reveals a conviction of a "listed" offense under M.C.L. 28.722.

Individuals convicted of a non-listed felony may not continue to work unless both the Superintendent and the Board give written approval. Such conviction(s) may subject professional staff to discharge or demotion of a teacher on continuing tenure. The State Board of Education will be notified of the report of conviction(s) as required by law.

RESIGNATION

A professional staff member may resign in accordance with the terms of the negotiated, collectively-bargained agreement or the staff member's/his/her employment contract.

An administrator may resign by filing a written resignation with the Superintendent at least thirty (30) days prior to the effective date of the resignation.

A resignation, once accepted, may not then be rescinded.

The Superintendent may act for the Board in the acceptance of a resignation.

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Book	Policy Manual
Section	Special Update - November 2023
Title	Special Update - November 2023 Revised PROFESSIONAL STAFF EVALUATION
Code	po3220
Status	
Legal	M.C.L. 380.1249 (as amended)
Adopted	December 15, 1997
Last Revised	December 16, 2019

Revised Policy - Special Update - November 2023

3220 - PROFESSIONAL STAFF EVALUATION

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with involvement of professional staff, ~~the Board~~ delegates to the Superintendent the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does **at least** all of the following:

- A. evaluates the employee's job performance ~~at least annually~~ in a year-end evaluation, while providing timely and constructive feedback

Teachers rated highly effective **or, as of July 1, 2024, effective on the three (3) most recent** consecutive year-end evaluations may be evaluated every other year **or, as of July 1, 2024, every third year**, at the District's discretion.

- B. establishes clear approaches to measuring student growth and provides professional staff with relevant data on student growth ~~based on the most recent three (3) consecutive school years of student growth data, or all available student growth data if less than three (3) years is available.~~

- C. evaluates an employee's job performance, using rating categories of highly effective, effective, minimally effective, and ineffective **prior to July 1, 2024 and using rating categories of effective, developing, and needing support as of July 1, 2024**, which take into account student growth and assessment data **or student learning objectives**

~~Before the 2024-2025 school year For the 2019-2019 school year twenty five percent (25%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the 2019-2020 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning in the 2024-2025 school year, twenty percent (20%) of the year-end evaluation~~

must be based on student growth and assessment data or student learning objectives metrics. **[DRAFTING NOTE: The statute now requires that the metrics be agreed upon through collective bargaining, but this is not required to be in policy.]**

Evaluations must also comply with the following:

1. The portion of a teacher's ~~annual~~ year-end evaluation that is not based on student growth and assessment data ~~or student learning objective metrics~~ shall be based primarily on a teacher's performance as measured by the District ~~as described below~~.
2. ~~Prior to July 1, 2024~~ ~~Beginning with the 2018 – 2019 school year~~, for core content areas in grades and subjects in which state assessments are administered, fifty percent (50%) of student growth must be measured using the state assessments, and the portion of student growth not measured using state assessments must be measured using multiple research-based growth measures or alternative assessments that are rigorous and comparable across schools within the District. Student growth also may be measured by student learning objectives or nationally normed or locally adopted assessments that are aligned to state standards, or based on achievement of individualized education program goals.
3. ~~Prior to July 1, 2024, the~~ ~~The~~ portion of a teacher's evaluation that is not measured using student growth and assessment data or using the evaluation tool developed or adopted by the District shall incorporate criteria enumerated in section M.C.L. 380.1248(1)(b)(i) to (iii) that are not otherwise evaluated under the tool. (See Policy 3131) ~~After July 1, 2024, the portion of a teacher's evaluation that is not measured using student growth and assessment data or student learning objectives metrics, or using the evaluation tool developed or adopted by the District, must be based on objective criteria.~~
4. ~~Prior to July 1, 2024, if~~ there are student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on the student growth and assessment data for the most recent three (3) consecutive-school-year period. If there are not student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on all student growth and assessment data that are available for the teacher.
5. ~~As of July 1, 2024, the following apply: Evaluations and feedback concerning the evaluation must be provided in writing to the teacher; if a written evaluation is not provided, the teacher is deemed effective; if required by circumstances described in M.C.L. 380.1249, a teacher must be designated as unevaluated; and if a teacher receives an unevaluated designation, the teacher's rating from the immediately prior school year must be used.~~

D. uses the evaluations, at a minimum, to inform decisions regarding all of the following:

1. the effectiveness of employees, so that they are given ample opportunities for improvement
2. ~~prior to July 1, 2024, promotion, retention, and development of employees, including providing relevant coaching, instruction support, or professional development, and after July 1, 2024, development of employees, including providing relevant coaching, instruction support, or professional development~~
3. ~~prior to July 1, 2024, whether to grant tenure or full certification, or both, to employees, using rigorous standards and streamlined, transparent, and fair procedures~~
4. ~~prior to July 1, 2024, removing ineffective tenured and untenured employees after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures~~

E. provides a mid-year progress report for every ~~(-) certificated~~ ~~[END OF OPTION]~~ teacher who is in the first year of probation or has received a rating of minimally effective or ineffective ~~or, after July 1, 2024, needing support or developing~~ on the most recent ~~annual~~ year-end evaluation

This mid-year report shall **supplement and** not replace the ~~annual~~ year-end evaluation. The mid-year report shall:

1. **prior to July 1, 2024,** be based, at least in part, on student achievement;
2. be aligned with the teacher's individualized development plan;
3. include specific performance goals and any recommended training for the remainder of the school year, as well as written improvement plan developed in consultation with the teacher that incorporates the goals and training.

F. includes classroom observations in accordance with the following:

1. must include review of the lesson plan, State curriculum standards being taught, and student engagement in the lesson **and, as of July 1, 2024, the items described in this paragraph must be discussed during a post-observation meeting between the observer and the teacher**
2. must include multiple observations unless the teacher has received an effective or higher rating on the last two (2) year-end evaluations
3. observations need not be for an entire class period **but, as of July 1, 2024 must not be less than fifteen (15) minutes**
4. ~~at least~~ one (1) observation ~~may~~ **must** be unscheduled
5. the school administrator responsible for the teacher's performance evaluation shall conduct at least one (1) of the observations

Other observations may be conducted by other observers who are trained in the use of the evaluation tool as described below. These other observers may be teacher leaders.

6. the District shall ensure that, within thirty (30) **calendar** days after each observation, the teacher is provided with **written** feedback from the observation

G. for the purposes of conducting annual year-end evaluations under the performance evaluation system, **[must select one (1) option below]**

the District will adopt and implement one (1) or more of the evaluation tools for teachers that are included on the list established and maintained by the Michigan Department of Education ("MDE")

the District will use its local evaluation tool(s) for teachers or modifications of an evaluation tool on the list, which must comply with H., below

The evaluation tool(s) shall be used consistently among the schools operated by the District so that all similarly situated teachers are evaluated using the same evaluation tool.

H. the District will post on its public website all of the following information about the measures it uses for its performance evaluation system for teachers:

1. The research base for the evaluation framework, instrument, and process or, if the District adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.
2. The identity and qualifications of the author or authors or, if the District adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.

3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the District adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.
4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.
6. A description of the plan for providing evaluators and observers with training.

I. the District shall also:

1. ~~provide~~ Provide training to teachers on the evaluation tool(s) used by the District in its performance evaluation system and how each evaluation tool is used

This training may be provided by a district or by a consortium consisting of the District, the intermediate school district, or a public school academy.

2. ~~ensure~~ Ensure that training is provided to all evaluators and observers

The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide the training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

3. ~~by not later than September 1, 2024, and every three (3) years thereafter, each individual who conducts an evaluation shall complete rater reliability training provided by the District that complies with M.C.L. 380.1249~~

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform ~~his/her~~ assigned responsibilities in a satisfactory manner, ~~dismissal~~ dismissal, or non-renewal procedures may be invoked. A teacher rated as ~~ineffective~~ ineffective or, as of July 1, 2024, needing support "ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment as a teacher with the District. In such an instance, all relevant evaluation documents may be used in the proceedings.

~~Prior to July 1, 2024, if~~ a non-probationary teacher is rated as ineffective on an annual year-end evaluation, the teacher may request a review of the evaluation and the rating by the Superintendent. The request for a review must be submitted in writing within twenty (20) days after the teacher is informed of the rating. Upon receipt of the request, the Superintendent shall review the evaluation and rating and may make any modifications as appropriate based on ~~his/her~~ review. However, the performance evaluation system shall not allow for a review as described in this subdivision more than twice in a three (3) school-year period.

~~After July 1, 2024, if a teacher is rated as needing support, the teacher must be provided with the options related to review of the evaluation, including a written response, the ability to request mediation, and when appropriate, utilization of the grievance process or binding arbitration as set out in M.C.L. 380.1248.~~

The District shall not assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ineffective ~~or, after July 1, 2024, as needing support~~ on the teacher's ~~his/her~~ two (2) most recent annual year-end evaluations. If the District is unable to comply with this and plans to assign a student to be taught in the same subject area for two (2) consecutive years by a teacher who has been rated as ineffective ~~or, after July 1, 2024, as needing support~~ on the teacher's ~~his/her~~ two (2) most recent annual year-end

evaluations, the Board will notify the student's parent or legal guardian in writing not later than July 15 immediately preceding the beginning of the school year for which the student is assigned to the teacher, that the District is unable to comply and that the student has been assigned to be taught in the same subject area for a second consecutive year by a teacher who has been rated as ineffective or, as of July 1, 2024, as needing support on the teacher's his/her two (2) most recent annual year-end evaluations. The notification shall include an explanation of why the Board is unable to comply. After July 1, 2024, if a teacher requests a review of the teacher's evaluation under the amendments to the statute, the Board must not issue the notification until the review process is complete.

Evaluations shall be conducted of each professional staff member as stipulated in the Teacher Tenure Act, the revised School Code, a negotiated agreement or contract, the Superintendent's administrative guidelines, and as directed by the Michigan Department of Education. A professional staff member shall be given a copy of any documents relating to the staff member's his/her performance which are to be placed in the personnel file.

This policy shall not deprive a professional staff member of any rights provided by State law or contractual rights consistent with State law.

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