

Regular Meeting  
Monday, April 13, 2020 7:00 PM Eastern

Durand Middle School  
310 North Saginaw Street  
Durand, MI 48429

I.	<b>CALL TO ORDER - ROLL CALL</b>
II.	<b>PLEDGE OF ALLEGIANCE</b>
III.	<b>APPROVAL OF AGENDA</b>
IV.	<b>RECOGNITION</b>
V.	MASB Recognition
VI.	<b>CONSENT AGENDA</b>
VII.	Minutes
VIII.	Financial Report
IX.	Personnel
X.	<b>OLD/NEW BUSINESS</b>
XI.	Second Reading of New and Revised Board Policies
XII.	<b>VOTES AND RESOLUTIONS</b>
XIII.	Board Policies
XIV.	Preliminary Qualification of Bonds
XV.	Donation
XVI.	High School Grading System
XVII.	<b>PUBLIC COMMENTS</b>
XVIII.	<b>REPORTS AND REVIEWS</b>
XIX.	Superintendent
XX.	Principals and Directors
XXI.	Bertha Neal Principal Report
XXII.	Robert Kerr Principal Report
XXIII.	Middle School Principal Report
XXIV.	High School Principal Report
XXV.	<b>BOARD COMMUNICATION</b>
XXVI.	<b>FUTURE MEETINGS</b>
XXVII.	Committee of the Whole Meeting - April 29, 2020- 7:00 PM - Durand Administration Building
XXVIII.	Regular Meeting - May 11, 2020 - 7:00 pm - Durand Middle School
XXIX.	<b>ADJOURNMENT</b>

**MINUTES – REGULAR MEETING  
DURAND AREA SCHOOLS BOARD OF EDUCATION  
March 9, 2020**

**I. CALL TO ORDER – ROLL CALL**

A. 7:00 p.m. Xak Zdunic, President, called the meeting to order at Durand Middle School.

B. Roll Call

1) **Members Present** – Darrick Huff, Xak Zdunic, John Dennis, Blair Panchuck, Jake Zdunic and Kasey Fieburnitz.

2) **Members Absent** – Cari Shephard.

**II. PLEDGE OF ALLEGIANCE**

**III. RECOGNITION**

A. Students of the Month – Bertha Neal/Robert Kerr.

**IV. APPROVAL OF AGENDA**

A. Moved by member Huff and supported by member J. Zdunic that the Board of Education approve the Agenda as presented.

**Roll Call Vote: AYES:** All (6) **NAYS:** None (0). Motion Adopted.

**IV. CONSENT AGENDA**

A. Moved by member Huff and supported by member J. Zdunic that the Board of Education hereby approves the Consent Agenda, which includes the minutes, financial report, bills payable, and personnel, as presented.

**Roll Call Vote: AYES:** All (6) **NAYS:** None (0). Motion adopted.

Consent Agenda as presented includes: A) Regular Meeting minutes from 2/10/20 and Committee of the Whole Meeting minutes from 3/3/20; B) Financial Report; C) Personnel: Retirement: Susan Rogers (Bertha Neal); HS Spring Coaching Assignment: Jason Tolsdorf (Boys Baseball).

**VI. OLD/NEW BUSINESS**

A. First Reading of New and Revised Board Policies.

B. Bond Proposal Updates.

**VII. VOTES AND RESOLUTIONS**

A. **2019-2020 Budget Amendment** - Moved by member Panchuck and supported by member Huff that the Board of Education hereby resolves to approve the 2019-2020 budget amendments, as presented.

**Roll Call Vote: AYES:** All (6); **NAYS:** None (0). Motion Adopted.

**B. Robotics Team Donations** - Moved by member Fiebernitz and supported by member J. Zdunic that the Board of Education hereby accepts the following donations toward the Robotics Team, as presented:

- D Space - \$500

**Roll Call Vote: AYES:** All (6); **NAYS:** None (0). Motion Adopted.

## **VIII. PUBLIC COMMENTS**

A. None.

## **IX. REPORTS AND REVIEWS**

- A. **Superintendent's Report** – Superintendent McCrumb discussed bond proposal and board policy updates.
- B. **Principal/Director Reports** – Amy Holek, Tina Franks, Alex Gardner and Ms. Delay.

## **X. BOARD COMMUNICATION**

- Thank you to Paul Mayers for Robotics.
- Thank you to Mr. Gardner and Ms. Franks for musical update.
- Kudos to the Students of the Month.

## **XI. FUTURE MEETINGS**

- A. Regular Meeting – April 13, 2020, 7:00 PM - Durand Middle School
- B. Committee of the Whole Meeting – April 29, 2020, 7:00 PM - Durand Administration Building.

## **XII. ADJOURNMENT**

- A. There being no further business, the Board President adjourned the meeting at 8:30p.m.

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Blair Panchuck  
Secretary of the Board of Education

Prepared by: slz  
Board Approved:

**MINUTES – SPECIAL MEETING  
DURAND AREA SCHOOLS BOARD OF EDUCATION  
March 19, 2020**

**I. CALL TO ORDER – ROLL CALL**

A. 6:02 p.m. Xak Zdunic, President, called the meeting to order virtually.

B. Roll Call

- 1) **Members Present** – Darrick Huff, Xak Zdunic, John Dennis, Blair Pancheck, Cari Shephard, Jake Zdunic and Kasey Fiebertz.
- 2) **Members Absent** – None.

**II. PLEDGE OF ALLEGIANCE**

**III. APPROVAL OF AGENDA**

A. Moved by member J. Zdunic and supported by member Huff that the Board of Education approve the Agenda as presented.

**Roll Call Vote: AYES:** All (7) **NAYS:** None (0). Motion Adopted.

**IV. VOTES AND RESOLUTIONS**

A. **Rescind a Prior Resolution** - Moved by member Huff and supported by member Shephard that the Board of Education hereby rescinds the prior resolution for the May 5, 2020 special election, as presented.

**Roll Call Vote: AYES:** All (7); **NAYS:** None (0). Motion Adopted.

**V. PUBLIC COMMENTS**

A. None.

**VI. FUTURE MEETINGS**

- A. Regular Meeting – April 13, 2020 - 7:00 PM - Durand Middle School
- B. Committee of the Whole Meeting – April 29, 2020 - 7:00 PM - Durand Administration Building

**VII. ADJOURNMENT**

A. There being no further business, the Board President adjourned the meeting at 6:21 p.m.

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Blair Pancheck  
Secretary of the Board of Education

Prepared by: slz  
Board Approved:

**DURAND AREA SCHOOLS  
BOARD OF EDUCATION**

**Unaudited Statement of Revenue, Expenditures, and Fund Balance  
General Fund  
As of March 31, 2020**

	GENERAL FUND			
	2019-2020	YTD	Over	%
	Budget Amend #2		(Under) Budget	Rec'd/ Used
<b>REVENUE</b>				
Local sources	\$ 1,398,095	\$ 1,146,812	\$ (251,283)	82%
State sources	11,429,577	6,289,772	(5,139,805)	55%
Federal sources	368,147	164,326	(203,821)	45%
Interdistrict sources-RESD & Other	359,796	85,838	(273,957)	24%
Interdistrict sources-transfers in	28,473	-	(28,473)	0%
<b>TOTAL REVENUE &amp; OTHER SOURCES</b>	<b>\$ 13,584,087</b>	<b>\$ 7,686,748</b>	<b>\$ (5,897,339)</b>	<b>57%</b>
<b>EXPENDITURES</b>				
<b>INSTRUCTION</b>				
<b>BASIC PROGRAMS:</b>				
ELEMENTARY	\$ 2,634,999	\$ 1,530,603	\$ (1,104,396)	58%
MIDDLE SCHOOL	1,206,048	702,465	(503,583)	58%
HIGH SCHOOL	1,943,432	1,106,154	(837,277)	57%
PRESCHOOL	33,460	18,222	(15,238)	54%
PRESCHOOL (GSRP)	241,990	138,269	(103,721)	57%
<b>TOTAL BASIC PROGRAMS</b>	<b>\$ 6,059,928</b>	<b>\$ 3,495,713</b>	<b>\$ (2,564,215)</b>	<b>58%</b>
<b>ADDED NEEDS:</b>				
SPECIAL EDUCATION	\$ 1,168,576	\$ 736,134	\$ (432,443)	63%
AT RISK GRANT	566,020	357,314	(208,706)	63%
TITLE I GRANT	205,717	119,002	(86,715)	58%
TITLE IV GRANT	19,986	11,704	(8,282)	59%
TITLE II GRANT	51,989	24,715	(27,274)	48%
VOCATIONAL EDUCATION	451,266	271,526	(179,740)	60%
<b>TOTAL ADDED NEEDS</b>	<b>\$ 2,463,554</b>	<b>\$ 1,520,394</b>	<b>\$ (943,160)</b>	<b>62%</b>
<b>TOTAL INSTRUCTION</b>	<b>\$ 8,523,483</b>	<b>\$ 5,016,108</b>	<b>\$ (3,507,375)</b>	<b>59%</b>
<b>SUPPORTING SERVICES</b>				
<b>PUPIL SERVICES:</b>				
GUIDANCE SERVICES	\$ 373,801	\$ 221,749	\$ (152,052)	59%
OTHER PUPIL SERVICES	7,632	2,396	(5,236)	31%
<b>TOTAL PUPIL SERVICES</b>	<b>\$ 381,433</b>	<b>\$ 224,145</b>	<b>\$ (157,288)</b>	<b>59%</b>
<b>INSTRUCTIONAL SUPPORT:</b>				
IMPROVEMENT OF INSTRUCTION	190,281	54,656	(135,625)	29%
AT RISK GRANT	24,449	13,318	(11,132)	54%
GSRP & SPECIAL EDUCATION	17,163	9,948	(7,215)	58%
TITLE I & II	86,176	48,087	(38,090)	56%
LIBRARY SERVICES	69,428	45,824	(23,604)	66%
TECHNOLOGY	4,000	-	(4,000)	0%
STUDENT ASSESSMENT	19,646	13,953	(5,693)	71%
<b>TOTAL INSTRUCTIONAL SUPPORT</b>	<b>\$ 411,143</b>	<b>\$ 185,785</b>	<b>\$ (225,358)</b>	<b>45%</b>
<b>GENERAL ADMINISTRATION:</b>				
BOARD OF EDUCATION	\$ 65,200	\$ 42,951	\$ (22,249)	66%
EXECUTIVE ADMINISTRATION	303,140	209,806	(93,334)	69%
<b>TOTAL GENERAL ADMINISTRATION</b>	<b>\$ 368,340</b>	<b>\$ 252,758</b>	<b>\$ (115,582)</b>	<b>69%</b>
<b>SCHOOL ADMINISTRATION:</b>				
SCHOOL ADMINISTRATION	\$ 884,723	\$ 610,699	\$ (274,024)	69%
<b>TOTAL SCHOOL ADMINISTRATION</b>	<b>\$ 884,723</b>	<b>\$ 610,699</b>	<b>\$ (274,024)</b>	<b>69%</b>
<b>BUSINESS SERVICES:</b>				
FISCAL SERVICES	\$ 270,207	\$ 195,229	\$ (74,979)	72%
PRINTING AND OTHER SUPPORT SERVICES	\$ 104,512	\$ 54,644	\$ (49,868)	52%
PERSONNEL SERVICES	3,385	1,610	(1,775)	48%
TECHNOLOGY MANAGEMENT	288,612	155,760	(132,853)	54%
<b>TOTAL BUSINESS SERVICES</b>	<b>\$ 666,717</b>	<b>\$ 407,243</b>	<b>\$ (259,474)</b>	<b>61%</b>
<b>OPERATIONS AND MAINTENANCE:</b>				
OPERATIONS AND MAINTENANCE	1,484,342	1,111,110	(373,232)	75%
SECURITY SERVICE	\$ 26,200	\$ 11,238	\$ (14,962)	43%
<b>TOTAL OPERATIONS AND MAINTENANCE</b>	<b>\$ 1,510,542</b>	<b>\$ 1,122,348</b>	<b>\$ (388,194)</b>	<b>74%</b>
<b>PUPIL TRANSPORTATION SERVICES:</b>				
PUPIL TRANSPORTATION SERVICES	\$ 686,578	\$ 509,820	\$ (176,758)	74%
<b>TOTAL PUPIL TRANSPORTATION</b>	<b>\$ 686,578</b>	<b>\$ 509,820</b>	<b>\$ (176,758)</b>	<b>74%</b>
<b>OTHER SERVICES:</b>				
SUPPORT SERVICES	11,881	5,193	(6,688)	44%
ATHLETICS	386,959	282,628	(104,331)	73%
MISCELLANEOUS	250	-	(250)	0%
COMMUNITY EDUCATION	6,397	2,950	(3,448)	46%
<b>TOTAL OTHER SERVICES</b>	<b>\$ 405,487</b>	<b>\$ 290,771</b>	<b>\$ (114,717)</b>	<b>72%</b>
<b>TOTAL SUPPORTING SERVICES</b>	<b>\$ 5,314,964</b>	<b>\$ 3,603,570</b>	<b>\$ (1,711,394)</b>	<b>68%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,838,446</b>	<b>\$ 8,619,677</b>	<b>\$ (5,218,769)</b>	<b>62%</b>
<b>REVENUE OVER or (UNDER) EXPENDITURES</b>	<b>\$ (254,360)</b>	<b>\$ (932,929)</b>	<b>\$ (678,570)</b>	
<b>FUND BALANCE - 7/1/19</b>	<b>1,811,828</b>			
<b>PROJECTED FUND BALANCE - 6/30/20</b>	<b>1,557,469</b>			

**Durand Area Schools  
Board of Education**

**Unaudited Statement of Revenue, Expenditures, and Fund Balance  
School Service Fund  
As of March 31, 2020**

	SCHOOL SERVICE FUND (FOOD SERVICE)			
	2019-2020		Over	%
	Budget Amend #2	YTD Actual	(Under) Budget	Rec'd/ Used
<b>REVENUE</b>				
Local sources	\$ 166,170	\$ 114,131	\$ (52,039)	69%
State Sources	26,980	12,397	(14,583)	46%
Federal sources	401,039	243,971	(157,068)	61%
Interdistrict sources-RESD & Other	-	-	-	
Interdistrict sources-transfers in	-	-	-	
Total revenue and other sources	\$ 594,188	\$ 370,498	\$ (223,690)	62%
<b>EXPENDITURES</b>				
FOOD SERVICE EXPENDITURES	\$ 664,027	\$ 426,034	\$ (237,993)	64%
<b>TOTAL EXPENDITURES</b>	<b>\$ 664,027</b>	<b>\$ 426,034</b>	<b>\$ (237,993)</b>	<b>64%</b>
<b>REVENUE OVER or (UNDER) EXPENDITURES</b>	\$ (69,839)	\$ (55,535)	\$ 14,304	
<b>FUND BALANCE - 7/1/19</b>	154,324			
<b>PROJECTED FUND BALANCE - 6/30/20</b>	84,485			



**CHECK REGISTERS FOR MONTH**  
**As of March 31, 2020**

**CHECK RUN ACTIVITY BY FUND**

GENERAL FUND	\$	428,056.74
FOOD SERVICE	\$	32,768.04
SINKING FUND	\$	-
TRUST & AGENCY - ACTIVITIES	\$	6,197.31
2016 BLDG & SITE BONDS	\$	11,767.86
<b>CHECK RUN TOTAL</b>	<b>\$</b>	<b><u>478,789.95</u></b>

**PAYROLL ACTIVITY**

PAYROLL #18	\$	337,864.82
PAYROLL #19	\$	386,972.06
PAYROLL #20	\$	334,211.60
<b>PAYROLL TOTAL</b>	<b>\$</b>	<b><u>1,059,048.48</u></b>

**GRAND TOTAL \$ 1,537,838.43**

**DURAND AREA SCHOOLS  
CHECK REGISTERS FOR MONTH**

As of March 31, 2020					
Check#	Date	Type	Name	Invoice Description	Amount
57691	3/2/2020	Comp	MSVMA	FESTIVAL	125.00
57694	3/2/2020	Comp	ZANGER, STACEY	MILEAGE REIMBURSEMENT	29.35
57695	3/3/2020	Ppd	DURAND AREA SCHOOLS	Pay #18	337,864.82
57696	3/5/2020	Comp	HI-TECH BUILDING SERVICES	FEBRUARY JANITORIAL 8/12	40,018.85
57697	3/5/2020	Comp	MSBOA - MEMBERSHIP	STATE FESTIVAL	205.00
57698	3/6/2020	Comp	ALLIED-EAGLE SUPPLY CO.	CUSTODIAL SUPPLIES 2019-20	2,141.78
57699	3/6/2020	Comp	C & S MOTORS INC	DRYER, AIR DRYER	647.38
57700	3/6/2020	Comp	CENTRAL MICHIGAN PAPER	SKID OF COPY PAPER	1,070.00
57701	3/6/2020	Comp	CHEMSEARCHFE	WATER TREAT PRODUCTS	418.70
57702	3/6/2020	Comp	CITY OF DURAND	SCHOOL LIASON OFFICER	1,600.00
57703	3/6/2020	Comp	CITY OF DURAND	WATER/SEWAGE 9/12	3,734.36
57704	3/6/2020	Comp	COFFIELD OIL COMPANY, INC	FUEL	605.70
57705	3/6/2020	Comp	DURAND AUTO PARTS	ROD	325.30
57706	3/6/2020	Comp	ECOLAB PEST ELIMINATION	BN PEST CONTROL	205.00
57707	3/6/2020	Comp	HOLLAND BUS COMPANY	DECAL	23.70
57708	3/6/2020	Comp	JOHNSON & WOOD L.L.C.	HS REPAIR DAMAGE WIRING	3,003.00
57709	3/6/2020	Comp	MAXIMUM TOWING AND RECOVERY LLC	BUS 17 TOWING	287.50
57710	3/6/2020	Comp	OWOSSO HITCH & PLOW CENTER INC	PIN/MDII PIN ASSM	24.98
57711	3/6/2020	Comp	QUALITY ACE HARDWARE	BATTERIES/REMOTE CLICKER	888.76
57712	3/6/2020	Comp	QUILL	PAPER SHREDDER	66.99
57713	3/6/2020	Comp	REMESZ, NICK	MILEAGE REIMBURSEMENT	138.62
57714	3/6/2020	Comp	SHEA, SHERYL	FOOD REIMBURSEMENT	18.32
57715	3/6/2020	Comp	SHIAWASSEE AREA TRANSPORTATION	MV TRANSPORTATION FEB 2020	11.25
57716	3/6/2020	Comp	SHIAWASSEE ECONOMIC DEVELOPMENT	ANNUAL INVESTMENT PLEDGE	1,617.00
57717	3/6/2020	Comp	SRES D	EDUSTAFF BILL 2/9-2/22/200	6,161.28
57718	3/6/2020	Comp	SRES D	SPRING 2020 DUAL/EARLY CO	32,500.00
57719	3/6/2020	Comp	WASCHA, SHELLY	MILEAGE REIMBURSEMENT	15.31
57720	3/6/2020	Comp	WASTE MANAGEMENT OF MICHIGAN	WASTE SERVICE 9/12	1,508.72
57721	3/6/2020	Comp	WEBSTER & GARNER	PROPANE	1,424.77
57722	3/6/2020	Comp	FOSTER BLUE WATER OIL, LLC	BULK OIL	948.90
57723	3/6/2020	VOID	MICHIGAN FCCLA	REGISTRATION FOR CONFERENC	760.00
57724	3/6/2020	Comp	VALLEY PLAZA INN	FCCLA CONFERENCE	755.92
57725	3/5/2020	Ppd	BMO FINANCIAL GROUP	FEB BMO CREDIT CARD	6,160.98
57726	3/12/2020	Ppd	DURAND AREA SCHOOLS	CASH TRF FS/FEB FOOD	33,380.67
57727	3/13/2020	Comp	ALLIED-EAGLE SUPPLY CO.	CUSTODIAL SUPPLIES 2019-20	399.87
57728	3/13/2020	Comp	BEAVER RESEARCH COMPANY	ROUGH RIDER AIR FRESHNER	184.18
57729	3/13/2020	Comp	C & S MOTORS INC	LOCK	258.26
57730	3/13/2020	Comp	CARPENTER, BRYAN	WREST. DIST. FEE	50.00
57731	3/13/2020	Comp	CINTAS CORP #308	UNIFORMS	588.76
57732	3/13/2020	Comp	CLASPELL, GINA	FOOD REIMBURSEMENT	5.25
57733	3/13/2020	Comp	CLEAR RATE COMMUNICATIONS INC	DISTRICT PHONE SERV 9/12	2,251.72
57734	3/13/2020	Comp	COFFIELD OIL COMPANY, INC	FUEL	778.59
57735	3/13/2020	Comp	DECKER INC.	SURFACE MOUNT BRACKET	114.29
57736	3/13/2020	Comp	DURAND SCH/FOOD SERVICE	BN PRESCHOOL MEALS	361.50
57737	3/13/2020	Comp	DURAND SCH/FOOD SERVICE	BOARD MEETING WATER	24.14
57738	3/13/2020	Comp	EDWARDS SIGN & SCREEN PRINTING	YARD SIGNS	440.10
57739	3/13/2020	Comp	GARDNER, ALEX	FEBRUARYTRAVEL REIMBURSE	13.05
57740	3/13/2020	Comp	INDEPENDENT NEWSPAPERS I60 MEDIA	KINDERGARTEN AD	1,872.00
57741	3/13/2020	Comp	MHSAA/CAP	WREST. DIST. SHARE	222.00
57742	3/13/2020	Comp	MICHIGAN SCHOOLS ENERGY COOP	FEBRUARY 2020 9/12	13,815.78
57743	3/13/2020	Comp	PRECISION DATA PRODUCTS	31-A SUPPLIES	116.00
57744	3/13/2020	Comp	PSAT	PSAT/NMSQT TESTS	780.30
57745	3/13/2020	Comp	QUILL	INK CARTRIDGE	280.88
57746	3/13/2020	Comp	RICOH USA	HS/MS BASE 3/1/20-3/31/20	625.00
57747	3/13/2020	Comp	ROCKWELL, KEN	DISTRICT TRAINER	30.00
57748	3/13/2020	Comp	ROSE PEST SOLUTIONS	PEST CONTROL BN 9/12	343.00
57749	3/13/2020	Comp	SANDLOT SPORTS LLC	FIELD DRY	265.00
57750	3/13/2020	Comp	SCHOOL SPECIALTY INC.	31-A SUPPLIES	135.60
57751	3/13/2020	Comp	SECRET, WARDLE, LYNCH,HAMPTON,	MATTER #092255	71.64
57752	3/13/2020	Comp	SET-SEG ATTN:FINANCE	SERVICES	5,940.00
57753	3/13/2020	Comp	SHEA, SHERYL	FOOD REIMBURSEMENT	5.57

**DURAND AREA SCHOOLS  
CHECK REGISTERS FOR MONTH**

As of March 31, 2020

Check#	Date	Type	Name	Invoice Description	Amount
57754	3/13/2020	Comp	SRES	MARC 23A DROP OUT RECOVERY	3,850.00
57755	3/13/2020	Comp	VIC BOND SALES, INC	PARTS	109.43
57756	3/13/2020	Comp	WEBSTER & GARNER	PROPANE	665.45
57757	3/13/2020	Comp	WELLS FARGO VENDOR	PRINTER LEASE 7/12	705.40
57758	3/13/2020	Comp	WEX BANK	FUEL 8/12	391.08
57759	3/13/2020	VOID	POSTMASTER	USPS MARKETING MAIL	240.00
57760	3/17/2020	Ppd	DURAND AREA SCHOOLS	Pay #19	386,972.06
57761	3/23/2020	Ppd	OFFICE OF RETIREMENT SERVICES	MAR UAAL	72,385.95
57762	3/20/2020	Comp	CONSUMERS ENERGY	GAS/ELECTRIC - 10/12	16,349.32
57763	3/20/2020	Comp	CRYSTAL WATER COMPANY	TRANSPORTATION SUPPLIES	50.00
57764	3/20/2020	VOID	FLINN SCIENTIFIC INC	SCIENCE SUPPLIES	31.10
57765	3/20/2020	Comp	HURLEY OCCUPATIONAL HEALTH PROG	DOT PHYSICAL	75.00
57766	3/20/2020	Comp	LUSTY, LYNN	ACCOMP - 2/17-2/29/20	777.00
57767	3/20/2020	Comp	SCHOOL SPECIALTY INC.	OFFICE SUPPLIES	245.06
57768	3/20/2020	Comp	WEISS, JON	FOOD REIMBURSEMENT	6.41
57769	3/20/2020	Comp	FLINN SCIENTIFIC INC	SCIENCE SUPPLIES	45.05
57770	3/20/2020	Comp	ALLIED-EAGLE SUPPLY CO.	CUSTODIAL SUPPLIES 2019-20	1,331.64
57771	3/20/2020	Comp	VERIZON NORTH	DISTRICT CELL PHONES 9/12	239.68
57772	3/27/2020	Comp	AL-PAR PEAT CO	SOIL	348.42
57773	3/27/2020	Comp	D & D TRUCK & TRAILER PARTS	ANCO WIPER BLADES	45.60
57774	3/27/2020	Comp	DEMCO INC	LIBRARY SUPPLIES	334.30
57775	3/27/2020	Comp	GENERAL BINDING CORPORATION	LAMINATING FILM	184.38
57776	3/27/2020	Comp	GRIMES HORTICULTURE INC	GREENHOUSE PLANTS	1,235.51
57777	3/27/2020	Comp	HOLLAND BUS COMPANY	RELAY	52.84
57778	3/27/2020	Comp	INSTRUMENTALIST AWARDS LLC	SOUSA AWARD	81.00
57779	3/27/2020	Comp	J.W. PEPPER & SON INC.	MUSIC	140.98
57780	3/27/2020	Comp	JOHNSON & WOOD L.L.C.	UV ROOM POWER WORK	8,628.09
57781	3/27/2020	Comp	MORRIS MECHANICAL CONTRACTING	HEATER FOR AG BARN	2,045.00
57782	3/27/2020	Comp	OFFICE DEPOT ACT #26938715	OFFICE SUPPLIES	117.25
57783	3/27/2020	Comp	QUILL	OFFICE CHAIR	411.71
57784	3/27/2020	Comp	REYNOLDS & SONS INC	SPRING SUPPLIES	1,999.93
57785	3/27/2020	Comp	SRES	EDUSTAFF BILL 2/23-3/7/20	6,658.90
57786	3/27/2020	Comp	SYNCB/AMAZON	REGISTRATION	50.22
57787	3/27/2020	Comp	WEBSTER & GARNER	PROPANE	725.87
57788	3/27/2020	Comp	PORTER, JOYCE	MILEAGE REIMBURSEMENT	43.85
57789	3/27/2020	Comp	BARKER, KASEY	TRAVEL REIMBURSEMENT	225.04
57790	3/27/2020	Comp	RIVERSIDE MARKET	FOOD LAB SUPPLIES	157.60
57791	3/31/2020	Ppd	DURAND AREA SCHOOLS	Pay #20	334,211.60
57792	3/23/2020	Ppd	MESSA	MESSA PAYMENT MARCH	127,080.57
57793	3/23/2020	Ppd	HEALTH EQUITY	HSA MARCH 2020	10,227.64
				CHECK TOTAL	1,488,136.32
				LESS VOIDS	1,031.10
				GRAND TOTAL	1,487,105.22

**Check Register for Food Service Fund**

Check#	Date	Type	Name	Invoice Description	Amount
6050	3/5/2020	Ppd	GORDON FOOD SERVICE	DISTRICT ORDER	5,245.04
6051	3/12/2020	Ppd	GORDON FOOD SERVICE	DISTRICT ORDER	5,156.55
6052	3/13/2020	Comp	AUNT MILLIE'S BAKERIES	BREAD BN	90.84
6053	3/13/2020	Comp	BEARDSLEY, LISA	MILEAGE REIMB MTH OF FEB	21.75
6054	3/13/2020	Comp	COUNTRY FRESH, LLC	MILK MS	1,437.80
6055	3/13/2020	Comp	PCMI	FOOD SERVICE CONT - 18/26	6,662.91
6056	3/13/2020	Comp	RIVERSIDE MARKET	BACKPACK SUPPLIES	944.40
6057	3/20/2020	Comp	AUNT MILLIE'S BAKERIES	BREAD MS	11.28
6058	3/20/2020	Comp	COUNTRY FRESH, LLC	MILK MS	438.41
6059	3/20/2020	Ppd	GORDON FOOD SERVICE	DISTRICT ORDER	288.63
6060	3/27/2020	Comp	BEARDSLEY, LISA	MILEAGE REIMB FOR MARCH	44.95
6061	3/27/2020	Comp	PCMI	FOOD SERVICE CONT - 19/26	7,954.65
6062	3/27/2020	Ppd	GORDON FOOD SERVICE	DISTRICT ORDER	3,131.99
6063	3/23/2020	Ppd	MESSA	MESSA PAYMENT MARCH	1,158.84

**DURAND AREA SCHOOLS  
CHECK REGISTERS FOR MONTH**

As of March 31, 2020

Check#	Date	Type	Name	Invoice Description	Amount
6064	3/23/2020	Ppd	HEALTHEQUITY	HSA PAYMENT	180.00
				CHECK TOTAL	32,768.04
				LESS VOIDS	0.00
				GRAND TOTAL	32,768.04

**Check Register for Capital Projects**

Check#	Date	Type	Name	Invoice Description	Amount
1219	3/6/2020	Comp	CDW-GOVERNMENT INC	PARTS	503.76
1220	3/6/2020	Comp	DEISLER ELECTRIC INC	HS ELECTRICAL	1,850.00
1221	3/6/2020	Comp	QUALITY ACE HARDWARE	PAINT	470.83
1222	3/12/2020	Comp	DURAND AREA SCHOOLS	REIMBURSE GEN FUND	5,419.66
1223	3/27/2020	Comp	SYNCB/AMAZON	PARTS	3,273.61
1224	3/27/2020	Comp	ARCHITECTURAL SYSTEMS GROUP	REPLACE CARD	250.00
				CHECK TOTAL	11,767.86
				LESS VOIDS	0.00
				GRAND TOTAL	11,767.86

**DURAND AREA SCHOOLS BOARD OF EDUCATION  
REGULAR MEETING  
April 13, 2020**

**CONSENT AGENDA**

D. Personnel

**Resignations**

(D1) **Haley Bellamy**  
Building: Robert Kerr  
Assignment: Paraprofessional  
Effective Date: March 13, 2020

**Support Staff**

(D2) **Chelsea Schaub**  
Building: Bertha Neal  
Assignment: Sub Paraprofessional  
Effective Date: April 14, 2020

**Policy: po1420**

**Section: Vol. 34, No. 1 - September 2019**

**Vol. 34, No. 1 - September 2019 Revised SCHOOL ADMINISTRATOR EVALUATION**

**1420 - SCHOOL ADMINISTRATOR 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 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. 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**~~2015—2016, 2016—2017 and 2017—2018~~ school years twenty-five percent (25%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the **2018—2019-2020** school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data.

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 administrator, the pertinent data is that of the entire School District.

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. 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. ( ) Whether to grant full certification, to school administrators using rigorous standards and streamlined, transparent, and fair procedures.

E. 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 s/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.

F. For the purposes of conducting annual year-end evaluations under the performance evaluation system, ~~by the beginning of the 2016—2017 school year,~~ 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. ~~Beginning with the 2016—2017 school year, t~~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 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.

H. ~~Beginning with the 2016—2017 school year~~**The District shall also:**

1. ~~The District shall p~~**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 a District or by a consortium consisting of two (2) or more districts, the intermediate school district or a public school academy.**

2. ~~The District shall 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.

The evaluation system shall ensure that if the administrator is rated as minimally effective or ineffective, 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 his/her next annual year-end evaluation. An administrator rated as "ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment with the District.

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 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 his/her performance which are to be placed in the personnel file.

**[NOTE: Only select if there is a relevant CBA.]**

~~[ ] The evaluation procedure set forth above in this policy shall be in effect as of September 1, 2011, unless there is a collective bargaining agreement in place as of July 19, 2011, which would prevent implementation of this procedure. In that case, the procedure must be in place and become effective upon the expiration of the bargaining agreement.~~

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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Legal References: M.C.L. 380.1249, 1249b

**Vol. 34, No. 1 - September 2019 New CHILD CARE CENTER STAFF AND VOLUNTEERS**

**2265 - CHILD CARE CENTER STAFF AND VOLUNTEERS**

**Background Checks**

All staff members employed by the District whose job responsibilities include working with children in the District's

**[DRAFTING NOTE: YOU MUST SELECT ALL CATEGORIES THAT ARE PROVIDED IN YOUR DISTRICT THAT ARE COVERED BY THE CHILD CARE ORGANIZATIONS ACT]**

- pre-school programs,
- before or after school programs,
- early childhood development programs,
- child or day care center,
- drop-in program, and/or
- \_\_\_\_\_

and all other persons eighteen (18) years or older who provide unsupervised care or have unsupervised access to the children in the program(s) **OPTION** [ ], including volunteers, **[END OF OPTION]** must consent to and complete a comprehensive background check compliant with the requirements of the Child Care Organizations Act.

**[DRAFTING NOTE: SELECT THE ABOVE OPTION ONLY IF YOU DO NOT SELECT THE OPTION BELOW PROHIBITING VOLUNTEERS FROM UNSUPERVISED ACCESS.]**

**[OPTION]**  Volunteers shall not engage in unsupervised care or supervision of the children or be provided unsupervised access to the children in the program(s). **[END OF OPTION]**

All staff members and any volunteers who have contact with children in the program(s) at least four (4) hours per week for more than two (2) consecutive weeks must have test results on file with the District indicating that they are free from communicable tuberculosis. The test results must have been verified within one (1) year before employment or volunteering.

### **Supervision of Volunteers**

All persons who volunteer in the program(s), including the parents or guardians of a child receiving care or services, will be supervised by the District staff member(s) who are working in the program(s). District staff members will be informed of their supervisory roles **[OPTION]**  including the requirement that volunteers shall not engage in unsupervised care or supervision of the children or be provided unsupervised access to the children in the program(s). **[END OF OPTION]**

**[DRAFTING NOTE: SELECT THIS OPTION IF YOU SELECTED THE OPTION ABOVE.]**

District staff members must report any issues or concerns of any nature relating to volunteers to the **[PICK ONE]**  **building principal**  **Superintendent**  \_\_\_\_\_ **[END OF OPTIONS]** at the first available opportunity. The PRINCIPAL **[insert selection from preceding sentence]** will promptly address all issues or concerns and determine whether any instruction, changes, corrective action or other remedies should be implemented.

All volunteers must comply with Board policies and District guidelines while acting as a volunteer and are subject to removal or prohibition from participating as a volunteer in the program(s).

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Legal References: M.C.L. 722.111, et seq.

**Policy: po2450**

**Section: Vol. 34, No. 1 - September 2019**

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**Vol. 34, No. 1 - September 2019 Revised COMMUNITY AND ADULT EDUCATION**

**2450 - COMMUNITY AND ADULT EDUCATION**

The Board of Education believes that education is a continuous process throughout life and supports the position that the District should cooperate with other community agencies in providing educational, cultural, and recreational opportunities for all of its citizens. The school, in this setting, becomes a force for community service and improvement; and the values the community seeks for children in the regular school program are, thus, available for all citizens through the community and/or adult program.

With regard to community education, the Board shall provide programs

in the evening

and day

for the purpose of meeting the

avocational,

recreational,

cultural

interests of the community.

as well as the vocational/technical training and retraining needs of local workers.

With regard to adult education, the Board also shall provide a

basic

high school

continuation program for anyone over the age of sixteen (16) who is not attending high school

in the schools of this District

as an opportunity to complete the requirements for a high school diploma.

**Veterans Benefits and Transition Act**

**The Board shall permit for GI Bill and Vocational Rehabilitation and Employment Program beneficiaries to attend a course of education or training for up to ninety (90) days pending payment from the Veterans Administration (VA) for the course. To be eligible, the beneficiary must provide a certificate of eligibility for entitlement to educational assistance (valid/current VAF 28-1905) and a written request to use the entitlement. Documentation must be submitted no later than the first day the course or training commences. The ninety (90) day period starts on the date when the District certifies tuition and fees following receipt of the required documents.**

**The District shall not impose a penalty, deny access to classes or facilities, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from the VA. The State Approving Agency (SAA) or the VA may act to approve or disapprove certain courses of education, which may be subject to a waiver by the VA.**

The Board shall also maintain an Americanization program of instruction for the benefit of foreign-born residents of the District.

The Superintendent shall develop and implement administrative guidelines whereby the schools are available to residents of the District for the above-stated purposes and such programs have equal access to the District's facilities and its instructional equipment, materials, and supplies.

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Legal References: A.C. Rule 388.281 et seq.

**Policy: po2628**

**Section: Vol. 34, No. 1 - September 2019**

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**Vol. 34, No. 1 - September 2019 Revised STATE AID INCENTIVES**

**2628 - STATE AID INCENTIVES**

The Board of Education, in its efforts to provide a quality education for the students of this District, shall review annually the State School Aid Act to determine any programs or incentives that offer additional revenues.

The Superintendent shall examine the requirements for each of the programs or incentives to determine which are feasible for this District and provide the Board with the necessary resolutions for those selected.

**[ ] At Risk Funding**

The State School Aid Act provides Section 31a funding for instructional and student support services who meet the at-risk identification characteristics specified in **Section 31a(20)**.

At-risk characteristics include low achievement on State- or local-administered assessments in mathematics, English language arts, social studies or science; failure to meet proficiency standards in reading by the end of 3rd grade or career and college readiness for high school students at the end of 12th grade; a victim of child abuse or neglect; is a pregnant teenager or teenage parent; has a family history of school failure, incarceration or substance abuse; is **economically disadvantaged; is an English learner (EL); is chronically absent as defined and reported to the Center for Educational Performance and Information (CEPI); is an immigrant who has immigrated within the immediately-preceding three (3) years**~~a student in a priority or priority successor school~~; and in the absence of State or local assessment data, meets at least two or more identified risk factors.

Section 31a funds are limited to instructional services, and direct non-instructional services to students. They may not be used for administration or other related costs. The District shall implement multi-tiered systems of support, as required, in order to access such funding.

Annually, the Superintendent shall allocate such funding to appropriate programs and services based on District priorities. Section 31a funds may be used to provide an anti-bullying or crisis intervention program.

**[END OF OPTION]**

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Legal References: State School-Aid Act

**Vol. 34, No. 1 - September 2019 Revised STAFF ETHICS**

**3210 - STAFF ETHICS**

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

**A. Responsibility to the Profession**

- 1. demonstrate responsibility for oneself as an ethical professional;**
- 2. acknowledge, address and attempt to resolve ethical issues in an appropriate manner;**
- 3. promote and advance the profession within and beyond the school community;**

**B. Responsibility to Professional Competence**

- 1. demonstrate commitment to high standards of practice;**
- 2. demonstrate responsible use of data, materials, research and assessment;**
- 3. act in the best interest of all students;**

**C. Responsibility to Students**

- 1. respect the rights and dignity of students;**
- 2. demonstrate an ethic of care for students;**
- 3. maintain student trust and confidentiality in a developmentally appropriate manner and within appropriate limits;**

**D. Responsibility to the School Community**

- 1. promote effective and appropriate relationships with parents/guardians;**
- 2. promote effective and appropriate relationships with colleagues;**

3. **promote effective and appropriate relationships with the community and other stakeholders;**
4. **promote effective and appropriate relationships with employers;**
5. **understand the problematic nature of dual or multiple relationships;**

**E. Responsible and Ethical Use of Technology**

1. **use technology in a responsible manner;**
  2. **ensure student safety and well-being when using technology;**
  3. **maintain confidentiality in the use of technology;**
  4. **promote the appropriate use of technology in educational settings;**
- F. ( ) recognize basic dignities of all individuals with whom they interact in the performance of duties;
- G. ( ) represent accurately their qualifications;
- H. ( ) exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- I. ( ) seek and apply the knowledge and skills appropriate to assigned responsibilities;
- J. ( ) keep in confidence legally-confidential information as they may secure;
- K. ( ) ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- L. ( ) avoid accepting anything of value offered by another for the purpose of influencing judgment;
- M. ( ) refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will **not be implemented in a manner that limits constitutionally or legally protected rights as a citizen.** ~~in no way limit constitutionally or legally protected rights as a citizen.~~

In keeping with the ethical responsibilities of the professional staff, the Board of Education **prohibits staff from engaging in a** ~~requires that staff not engage in any~~ romantic or sexual relationship of any kind with students of this District, regardless of their **student's** age. Professional staff should not provide alcohol, drugs, cigarettes, or any other contraband to a student.

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Legal References: Michigan Code of Educational Ethics  
M.C.L. 750.520b, 750.520c, 750.520d, 750.520e

**Vol. 34, No.1 - September 2019 Revised PROFESSIONAL STAFF EVALUATION**

**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, 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 employee's job performance at least annually in a year-end evaluation, while providing timely and constructive feedback

Teachers 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 professional staff with relevant data on student growth

~~Commencing with the 2015-16 school year, the year-end evaluation of student growth shall be 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, which take into account student growth and assessment data. For the ~~2015-2016, 2016-2017 and 2017-2018 school years~~ **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 ~~2018-2019~~ **2020** school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data.

**Evaluations must also comply with** ~~For these purposes, student growth shall be measured by the following:~~

1. ~~Beginning with the 2016-2017 school year,~~ **The portion of a teacher's annual year-end evaluation that is not based on student growth and assessment data shall be based primarily on a teacher's performance as measured by the District as described below.**

2. 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. 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.)
  4. 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.
- 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. promotion, retention, and development of employees, including providing relevant coaching, instruction support, or professional development
  3. whether to grant tenure or full certification, or both, to employees, using rigorous standards and streamlined, transparent, and fair procedures
  4. 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 on the most recent annual year-end evaluation

This mid-year report shall not replace the annual year-end evaluation. The mid-year report shall:

1. 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
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
4. ~~beginning with the 2016—2017 school year,~~ at least one (1) observation must be unscheduled;
5. ~~beginning with the 2016—2017 school year,~~ 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. ~~beginning with the 2016—2017 school year,~~ the district shall ensure that, within thirty (30) days after each observation, the teacher is provided with feedback from the observation.

G. For the purposes of conducting annual year-end evaluations under the performance evaluation system, ~~by the beginning of 2016—2017 school year,~~ **[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. ~~Beginning with the 2016—2017 school year,~~ 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** ~~Beginning with the 2016—2017 school year:~~

1. ~~The District will p~~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. ~~The District will e~~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.

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, or non-renewal procedures may be invoked. A teacher rated as "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.

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.

~~Beginning with the 2018-2019 school year,~~ 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 on 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 on 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 on his/her two (2) most recent annual year-end evaluations. The notification shall include an explanation of why the Board is unable to comply.

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 his/her performance which are to be placed in the personnel file.

**[OPTION]**

~~[ ] The evaluation procedure set forth above in this policy shall be in effect as of September 1, 2011, unless there is a collective bargaining agreement in place as of July 19, 2011, which would prevent implementation of this procedure. In that case, the procedure must be in place and become effective upon the expiration of the bargaining agreement.~~

**[END OF OPTION]**

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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Legal References: M.C.L. 380.1249 (as amended)

**Vol. 34, No. 1 - September 2019 Revised LATE ARRIVAL AND EARLY DISMISSAL**

**5230 - LATE ARRIVAL AND EARLY DISMISSAL**

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by

written

personal

request of the student's parent, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the \_\_\_\_\_.

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

**Presentation of photo identification is required of anyone authorized such custody. (See Form 5230 F1)**

**Vol. 34, No. 1 - September 2019 Revised OPIOID ANTAGONISTS**

**5330.02 - OPIOID ANTAGONISTS**

The Board has determined that it is in the best interests of its students and employees to have opioid antagonists available to be administered, if necessary, by appropriately trained personnel.<sup>1</sup> Therefore, the Board adopts this policy to govern the handling and administration of opioid antagonists consistent with the following processes, procedures and limitations.

**District shall purchase opioid antagonists and distribute the opioid antagonists to an employee or agent of the District who has been trained in the administration of that opioid antagonist. An opioid antagonist is naloxone hydrochloride or any other similarly acting and equally safe drug approved by the U.S. Food and Drug Administration for the treatment of drug overdose.**

**A District employee or agent may possess an opioid antagonist distributed to that employee or agent and may administer that opioid antagonist to an individual only if both of the following apply:**

- A. The employee or agent has been trained in the proper administration of that opioid antagonist.**
- B. The employee or agent has reason to believe that the individual is experiencing an opioid-related overdose.**

**[OPTIONAL LANGUAGE]**

~~Beginning with the 2017/2018 school year, e~~Each school in the District shall have at least ( ) two (2) ( ) \_\_\_\_\_ employees who have been trained in the appropriate use and administration of an opioid antagonist. The training shall be done in a manner that has been approved by ( ) a licensed registered professional nurse ( ) \_\_\_\_\_ . ~~Only a nurse employed or contracted by the District or an appropriately trained school employee or agent may possess and administer an opioid antagonist.~~

Each school in the District shall possess at least one (1) package of an opioid antagonist on site. The opioid antagonist may be administered by a ~~school nurse or a~~ trained school employee **or agent** to a student or other individual on school grounds who is believed to be having an opioid-related overdose.

**[END OF OPTIONAL LANGUAGE]**

An opioid-related overdose is a condition, including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death, that results from the consumption or use of an opioid or another substance with which an opioid was combined or that a **reasonable person** ~~an individual who has received training approved by a licensed professional nurse in the administration of an opioid antagonist~~ would believe to be an opioid-related overdose that requires medical assistance.

Any school personnel who have reason to believe that a student is having an opioid-related overdose must call 911.

**[SELECT ANY OR NONE OF THE FOLLOWING OPTIONS]**

Any person who administers an opioid antagonist to a student shall promptly notify the

student's parent/guardian.

\_\_\_\_\_, who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.

The person who notifies the student's parent/guardian must encourage the parent or guardian to seek treatment for the student from a substance use disorder services program.

It shall be the responsibility of the \_\_\_\_\_ **[insert person or position]** to be sure that the supply of opioid antagonists is maintained at the appropriate level and they have not expired. The \_\_\_\_\_ shall also be responsible for coordinating the training of District employees to administer the opioid antagonists and to maintain the list of employees authorized to administer the antagonists.

The District's training regarding, administration of, and the maintenance and storage of opioid antagonists shall be consistent with PO 5330, AG 5330 and the Michigan Department of Education's medication administration guidelines, as amended.

At least annually, the \_\_\_\_\_ will report all instances in which an opioid antagonist was administered to a student using the school's stock of opioid antagonists to the Michigan Department of Education, using the form and in the manner required by the MDE.

<sup>1</sup> An opioid antagonist is naloxone hydrochloride or any other similarly acting and equally safe drug approved by the U.S. Food and Drug Administration for the treatment of drug overdose.

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Legal References: Administration of Opioid Antagonists Act

**Policy: po6800**

**Section: Vol. 34, No. 1 - September 2019**

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**Vol. 34, No. 1 - September 2019 Revised SYSTEM OF ACCOUNTING**

**6800 - SYSTEM OF ACCOUNTING**

It is the policy of the Board of Education that a chart of accounts be established in accordance with the requirements of the State Department of Education for the accounting of all District funds. The Superintendent is responsible for an accounting of all capital assets to protect the financial investment of the District against catastrophic loss. Further, the Superintendent will establish procedures and regulations necessary to properly account for capital assets and comply with generally accepted accounting principles (GAAP) and ensure that the District's capital assets are properly insured.

**GASB 84**

The District's system of accounting shall comply with all applicable requirements of the Governmental Accounting Standards Board, Statement No. 84 (GASB 84). In accordance with GASB 84, the District will report applicable fiduciary activities as identified in either the private purpose trust fund or the custodial fund. Typically, these activities include recognized student and school-related activity funds held in a bank account maintained by the District. These funds shall be subject to the accounting and requirements specified in the Michigan Public Schools Accounting Manual. An activity not identified as a fiduciary activity under GASB 84 will be deemed a governmental activity and will be reported in a governmental fund.

**GASB 54**

The District's system of accounting shall comply with all requirements of the Governmental Accounting Standards Board, Statement No. 54 (GASB 54). In accordance with GASB 54, the District will report its fund balances in the following categories:

- *Nonspendable fund balance*—amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).
- *Restricted fund balance*—amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- *Committed fund balance*—amounts constrained to specific purposes by the Board; to be reported as committed, amounts cannot be used for any other purpose unless the Board takes action to remove or change the constraint.

- *Assigned fund balance*—amounts the Board intends to use for a specific purpose; intent can be expressed by the Board or by an official or committee to which the Board delegates the authority.
- *Unassigned fund balance*—amounts that are available for any purpose; these amounts are reported only in the general fund.

The Board authorizes the auditors and directs its administrative staff to take all steps necessary to comply with the requirements of GASB 54. All revenue and funds will be designated to one of the above categories.

The \_\_\_\_\_ shall be responsible for the proper accounting of all District funds. S/He shall ensure that expenditures are budgeted under and charged against those accounts which most accurately describe the purpose for which such monies are to be or have been spent. Wherever appropriate and practicable, salaries of individual employees, expenditures for single pieces of equipment, and the like shall be prorated under the several accounts which most accurately describe the purposes for which such monies are to be or have been spent.

The \_\_\_\_\_ is responsible to implement procedures and practices that will determine: 1) Capitalization policies for District assets (i.e., which assets will be capitalized and depreciated over their estimated useful life versus which assets will be expensed in year of purchase); 2) Methods for calculating annual and accumulated depreciation expense for assets including estimates for asset lives, residual asset values, and depreciation methodology; 3) Procedures for recording gain or loss on sale of capital assets and proceeds from the sale of capital assets in compliance with GAAP Reporting of estimated cash values or replacement values to District insurance providers.

A report of the revenues and expenditures in the fund reporting categories established above shall be made to the Board on a monthly basis by the \_\_\_\_\_.

The Board's annual financial statements will include information such as: 1) beginning and ending balances of capital assets; 2) beginning and ending balances of accumulated depreciation, 3) total depreciation expense for the fiscal year.

Such reporting shall include description of significant capital asset activity during the fiscal year including: acquisitions through purchase or donation, sales or dispositions including the proceeds and gains or losses on the sale, changes in methods of calculating depreciation expense or accumulated depreciation, such as, estimates of useful life, residual values, depreciation methodology (e.g. straight line or other method).

Before implementing procedures or changing procedures, the Superintendent will review the proposed procedure with the CPA appointed by the Board of Education to conduct the Board's financial audit. The procedures established shall comply with all statutorily required standards and generally accepted accounting procedures.

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Legal References: M.C.L. 41.422 et seq., 141.421 et seq.  
A.C. Rule R340.351 et seq.  
GASB #34  
GASB #54

**Vol. 34, No. 1 - September 2019 Revised DISPOSITION OF REAL PROPERTY**

**7300 - DISPOSITION OF REAL PROPERTY**

The Board of Education believes that the efficient administration of the District requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the School District.

"Real Property" means land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.

The Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes in accordance with the provisions of this policy and Policy 7310 - Disposition of Surplus Property. **The Board must approve the terms of any sale, lease or other disposition of real property.**

- A.  All written offers on real property under consideration for disposition shall be presented as an item on the agenda of a public Board meeting. A preliminary review of offers to purchase or lease shall include: source of offer, date of offer, expiration date of offer, and intended use of property.
- B.  Written offers shall be referred to the Board Finance Committee for review and recommendations.  Offers, when received, will be distributed to the members of the Board.
- C.  All property considered for (sale) disposition
  - may
  - shallbe subjected to a current, outside, professional appraisal prior to the solicitation of offers.
- E.  All property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.
- F.  **The Board may offer real property for sale by any reasonable method, including listing with a real estate broker, soliciting bids, or auction.**

- G. ( ) The authorized agents of the Board to review all purchase or lease offers pertaining to sale or lease of property shall be the Superintendent and the Board Finance Committee. ~~The Board shall give final approval of all contracts.~~
- H. ( ) In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.
- I. ( ) Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer.
- J. ( ) Potential purchasers shall demonstrate reasonable likelihood of obtaining necessary city/township approvals and/or compliance with city/township zoning ordinances.

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Legal References: 2 C.F.R. 200.85

**Vol. 34, No. 1 - September 2019 New SMALL UNMANNED AIRCRAFT SYSTEMS**

**7440.03 - SMALL UNMANNED AIRCRAFT SYSTEMS**

**OPTION 1**

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS), commonly known as drones, at any time on property owned or leased or contracted for by the Board by any individual, whether the individual is employed by the District or not.

The Board also prohibits the operation of a sUAS (drone) on property owned or leased or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Michigan High School Athletic Association (MHSAA). District officials may deny admission or entry to anyone attempting to use a sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.

Any individual who violates this policy ( ) may be ( ) shall be referred to local law enforcement.

**[END OF OPTION 1]**

**OR**

**OPTION 2**

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS) at any time by any individual who is not employed by the District, as well as by any District staff member or administrator who is not expressly authorized to do so by the Superintendent, on property owned or leased or contracted for by the Board.

The Board also prohibits the operation of a sUAS (drone) on property owned or leased or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Michigan High School Athletic Association (MHSAA). District officials may deny admission or entry to anyone attempting to use a sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.

To be authorized to operate a drone on property owned or leased or contracted for by the Board, a staff member or administrator must have a Remote Pilot Certificate issued by the Federal Aviation Administration (FAA). Further, the drone must be registered with the FAA and properly marked in accordance with 14 C.F.R. Part 107.

A staff member or administrator authorized to operate a drone on property owned or leased or contracted for by the Board, must also comply with all rules set forth in 14 C.F.R. Part 107. (See AG 7440.03)

Failure to adhere by all rules set forth in 14 C.F.R. Part 107 and AG 7440.03 may result in loss of authorization to operate a drone to operate on property owned or leased or contracted for by the Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination.

**[END OF OPTIONS]**

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Legal References: 14 C.F.R. Part 107

**Vol. 34, No. 1 - September 2019 Reissued SCHOOL SAFETY INFORMATION**

**8400 - SCHOOL SAFETY INFORMATION**

The Board of Education is committed to maintaining a safe school environment. The Board believes that school crime and violence are multifaceted problems which need to be addressed in a manner that utilizes the best resources and coordinated efforts of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-sponsored activity or while enroute to or from school, or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

**[NOTE: Include this paragraph if adopting optional revisions of Policy 7217 only.]**

In furtherance of its commitment to a safe school environment, the Board has prohibited weapons on school property and at school-sponsored events, except in very limited circumstances. See Board Policy 3217, Policy 4217, and Policy 5772. This prohibition is reasonably related to legitimate educational concerns, including the ability to provide a safe and secure learning and social environment for its students and controlling and minimizing disruptions to the educational process. The presence of dangerous weapons on school property or at school-sponsored events, except under very controlled circumstances, creates a potentially dangerous situation for students, staff and visitors, and may trigger precautionary safety responses which disrupt the educational process and learning environment for students.

**[NOTE: END OF OPTION]**

Federal law establishes a "Student Safety Zone" that extends 1,000 feet from the boundary of any school property in relation to weapons, drugs and registered sex offenders. Individuals are prohibited from engaging in these activities at any time on District property, within the Student Safety Zone, or at any District-related event.

The District will work with local officials in arranging signage defining the 1,000 foot boundary.

The Superintendent shall take the necessary steps so that an individual eighteen (18) years of age or older who is a registered sex offender, and resides, works, or loiters in violation of the Student Safety Zone, is prosecuted to the fullest extent of the law.

The \_\_\_\_\_ shall convene a meeting for the purpose of conferring regarding the *School Safety Information Policy Agreement*, and making modifications as deemed necessary and proper; discussing additional training that might be needed; and, discussing any other such related matters as may be deemed to be necessary by the participants. Participants in this meeting shall include the Superintendent, members of the Board, the County Prosecutor or his/her designee, and representatives from the local law enforcement  **agency**  **agencies**. The following may also be invited to participate in the meeting:

- A.  Chief Judge of Circuit and/or District Courts or his/her designee, including a representative of the family division;
- B.  representative from the Intermediate School District (ISD);
- C.  representative(s) from the local child protection agency;
- D.  building administrators;
- E.  teachers;
- F.  parents;
- G.  students  **in grades \_\_\_ through \_\_\_**;
- H.  Fire Marshal or his/her designee;
- I.  representative(s) from emergency medical services;
- J.  representative(s) from county emergency management service agency;
- K.  School Resource Officer;
- L.  representatives from other school districts within \_\_\_\_\_ **[county/ISD]**;
- M.  \_\_\_\_\_ **[other]**.

The Superintendent shall make a report to the Board about all such reviews and recommend the approval and adoption of any proposed revisions or additions.

### **District Contact Person**

Furthermore, in accordance with State law, the Board hereby designates the \_\_\_\_\_ as the District contact person who shall receive information from law enforcement officials, prosecutors and the court officials, including receipt of information provided from the Michigan State Police relating to the student safety act hotline ("OK2Say"). The current contact information for \_\_\_\_\_ shall be provided to the Michigan State Police in the manner and frequency required by law. **[DRAFTING NOTE: THIS INFORMATION MUST BE PROVIDED TWICE A YEAR. IF A DISTRICT DESIGNATES MORE THAN ONE PERSON AS CONTACT FOR THE MSP, IT MUST SPECIFY WHEN EACH PERSON IS AVAILABLE BY DAY AND TIME WHEN IT REPORTS TO THE MSP.]**

The District contact person shall notify the principal of the school of attendance of a student about whom information is received from law enforcement officials, prosecutors, or court officials within twenty-four (24) hours of the receipt of that information. The principal shall, in turn, notify the building staff members who s/he determines have a need to know the information that has been received within twenty-four (24) hours of receipt of that information.

The District contact person shall notify the appropriate law enforcement officials when an adult or a student commits any offense listed as a reportable incident in the *School Safety Information Policy Agreement* and shall report all information that is required to be reported to State or local law enforcement agencies and prosecutors. Reporting such information is subject to 20 U.S.C. 1232g, commonly referred to as the Family Educational Rights and Privacy Act of 1974.

If a student is involved in an incident that is reported to law enforcement officials pursuant to the District's *School Safety Information Policy Agreement*, then, upon request by school officials, the student's parent or legal guardian shall execute any waivers or consents necessary to allow school officials access to school, court, or other pertinent records of the student concerning the incident and action taken as a result of the incident.

## **Required Reporting**

The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the number of students expelled from the District during the preceding school year and the reason for the expulsion.

The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the incidents of crime occurring at school. At least annually, a copy of the most recent report of incidents of crime shall be made available to the parent or legal guardian of each student enrolled in the District. This report will include at least crimes involving:

- A. physical violence;
- B. gang related acts;
- C. illegal possession of a controlled substance, controlled substance analogue or other intoxicant;
- D. trespassing;
- E. property crimes, including but not limited to theft and vandalism, including an estimate of the cost to the District resulting from the property crime.

Each school building shall collect and keep current on a weekly basis the information required from the report of incidents of crime, and must provide that information, within seven (7) days, upon request.

Additionally, the District shall report all incidents of and attempted commissions of the crimes listed above to the Michigan State Police, in the form and manner prescribed by the Michigan State Police, within twenty-four (24) hours after the incident occurs.

## **Law Enforcement Information Network (LEIN)**

The Board authorizes the ( ) **Superintendent** ( ) **principal** ( ) **assistant principal(s)** to request vehicle registration information for suspicious vehicles within 1,000 feet of school property through the Law Enforcement Information Network (LEIN).

## **[ ] Threat Assessment**

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. This policy is designed to be consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and Department of Homeland Security publication, *Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence*. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board of Education authorizes the Superintendent to create building-level, trained threat assessment teams. Each Team shall be headed by the Principal and include a school counselor, school psychologist, instructional personnel, and, where appropriate, the School Resource Officer. At the discretion of the Superintendent, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.

The Team will meet ( ) on a regular basis and ( ) \_\_\_\_\_ **[insert level of frequency]** \_\_\_\_\_ and **[END OF OPTIONS]** when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The Board authorizes the Superintendent to create guidelines for the purpose of:

- A. identifying team participants by position and role;
- B. requiring team participants to undergo appropriate training;
- C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;

- D. defining that types of information that may be gathered during the assessment;
- E. stating when and how parents/guardians of the student making the threat shall be notified and involved;
- F. designating the individuals (by position) who would be responsible for gathering and investigating information;
- G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the Superintendent or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 – Student Records, and State and Federal law.

**[END OF OPTION]**

### **Persistently Dangerous Schools**

The Board recognizes that State and Federal law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall

discuss this at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

convene a meeting of the building administrator, representative(s) of the local law enforcement  **agency**  **agencies**, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall

discuss the school's designation as a persistently dangerous school at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

convene a meeting of the building administrator, representative(s) of the local law enforcement  **agency**  **agencies**, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

If a school in a neighboring district is identified as persistently dangerous and there is not another school in that district, the District will admit students from that school in accordance with Board Policy 5113.02.

## **Victims of Violent Crime**

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

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Legal References: Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended  
M.C.L. 380.1241, 380.1308, 380.1308a, 380.1310a, 752.913, 771.2a

**Vol. 34, No. 1 - September 2019 Revised STUDENT ABUSE AND NEGLECT**

**8462 - STUDENT ABUSE AND NEGLECT**

The Board of Education is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Each professional staff member employed by this District **and all other persons employed by this District who are mandatory reporters under the law** who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means.

The professional staff member **or other mandatory reporter**

or appropriate administrator in the presence of the staff member

shall immediately call the local office of the Family Independence Agency.

and shall secure prompt medical attention for any such injuries reported.

S/He shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect.

Any support staff member who has reasonable cause to suspect child abuse or neglect shall immediately report any such case to

the principal

his/her supervisor

who shall, in turn, immediately notify the Family Independence Agency.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect.

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and subjects the disseminator to civil liability for resulting damages.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by a staff member. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent.

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Legal References: M.C.L. 722.621 et seq.

Bertha Neal Update

Hi all,

I hope this message finds you well and safe. Craig just sent the communication below and without wasting any time, I thought I would follow up with how we will execute our plan at BN while also allowing time for brainstorming, questioning, and efficiency in such an uncertain time. If you still have questions, I am going to facilitate a zoom meeting with teachers tomorrow at 1:00 pm. I will send this info in a follow up communication.

Bottom line, because of our lack of access to technology and our inability to guarantee we meet the needs of all students through technology from home, we will be assembling packets to finish up the remainder of the school year. Whatever you are already doing is great and can continue, but we must be able to prove to the state that we are reaching all students. Thus, we are going the packet route. I am hopeful this communication will give us enough time to plan and prep before entering the buildings next week (if you are comfortable doing so). Keep in mind, our goal overall is to minimize the amount of foot traffic to a bare minimum. Which means I will be sharing a schedule of assigned days by grade level. You will have the ability to get with your team and work out the best possible way to follow through with creating the packet. If this means only one person per grade level comes in at time, which other grade levels reportedly prefer, this is absolutely fine! We must be smart as Craig says and emphasize safety.

Attached to this email please find a document that will further explain our "Learning Opportunity Packet" and a schedule for next week. If you still have further questions, please let me know! I am happy to help as we all are going to have to lean on each other here.

The building will be open from 6:00 AM to 6:00 PM for these assigned grade level days. Custodians will be in to clean and keep the building sanitized. There will be a sign in sheet for ALL teachers to sign in and out of that will also include a spot for you to put the areas you accessed. Ashley and I will have envelopes and address labels for your class outside of your classrooms and I will provide each grade level with a copy of the cover letter that should go into the packet last and on top. You will need to make copies when you are ready. Upon completion of these packets, you will leave them outside of your classroom and I will gather them to be mailed.

Teachers will have to enter the main door and complete the sign-in sheet. Clorox wipes will be in the bathroom (only use the one bathroom) and at all of the copy machines. Keep in mind, only teachers will have access to the building on their day. I am beyond thankful to those of you who have reached out to offer help, but we will continue to limit the number of people out and about for the safety of all.

On a final note, thank you for your flexibility as we know things have been changing by the hour. In such, please remain flexible as further changes can come. For now, this is the plan of action.

I will start up the Zoom session tomorrow at 1:00 to answer any questions or take down any that still need answers. I also hope to have other updates to share with each of you.

For now, do reach out if you have further questions! Talk more soon,

"We cannot fail if we keep our focus on relationships!"

Robert Cawson  
Bertha Neal Principal  
Bertha Neal Preschool Director  
989-288-2016

Robert Kerr Board Report

Happy Wednesday!

Below is a summary from our meeting yesterday.

Monday, April 13th- Specials, Resource, Title ( I believe that both Title and Specials will email you the activities for the packets)

Tuesday, April 14th- 2nd grade (rooms 138, 139, 140, staff restrooms, copy machine areas)

Wednesday, April 15th- 3rd grade (121, 122, 123, 124, staff restrooms, copy machine areas)

Thursday, April 16th- 4th grade (136, 110, 112, 109, staff restrooms, copy machine areas)

Friday, April 17th- 5th grade ( 113, 108, 111, boxcar room, staff restrooms, copy machine areas)

- \*Please enter the building through the main entrance only.
- \* Clorox wipes will be at the two copy machines, please clean after use.
- \*Only one person in the building at a time unless both parties agree to sharing time.
- \*Mailing envelopes, address labels, and the cover letter will be in your mailboxes.
- \*Please only use the two staff restrooms if needed. I will also have Clorox wipes in both restrooms.
- \* Please coordinate the daily schedule with your team.
- \* No need to secure the building with the alarm, the custodian will do that nightly. Make sure the building is locked when you leave.
- \* DAILY HOURS FOR THE BUILDING WILL BE 6AM-6PM. CUSTODIANS WILL BE CLEANING AT 6PM DAILY.

### **Opportunity Packets:**

- \* 40 pages maximum, 80 pages if you use front and back
- \* Cover letter must be on top of packet
- \*No grades will be given for this packet
- \*Material must be from Reading Street and Math Expressions, science and social studies use what you feel best
- \*Specials have the social emotional piece covered
- \*All subject areas need to be mentioned, main focus ELA and Math
- \* Special ed students will have separate backs(those students will have two packets mailed)
- \* Packets will have weekly work starting on April 27-June 5th, please have the packet organized by weekly assignments
- \***Office hours for educators to provide assistance will be to respond to a request within 24 hours via email, phone, zoom, etc. Monday-Friday.**
- \* In addition to the packets, educators can continue to reach out to students, which is encouraged.
- \* **Weekly, teachers will reach out to ALL students, with a simple check on academics. Example..."Hope everyone had a great week. Any questions on the academic material from last week?" via email, remind, and phone if you do not have an email address or families are**

**not on remind. Please document and send me the weekly reach out by June 5th. Please send me one form with the date and time you reached out.**

\* Please have 5 extra packets per GL on top of the pile for each GL that will be out on the bench outside of the main entrance.

\*Packets will be mailed Monday, April 20th.

**Odds and Ends:**

\* Please remember to make sure you have 3rd marking period grades finalized.

\*Please remember to take parent contact information with you, if needed.

\* I will not be in the building but if you need me please contact me. I can be at the school in ten minutes.

\*We will clean desks and prepare classrooms for summer cleaning at a later date. Please only complete packets and leave.

It's very sad to be in the building this morning, very quiet. This is usually an exciting time for us, with M-STEP, field trips, and the daily routine of the school year coming to an end. I believe what makes this staff so unique is that we do truly appreciate each other on a daily basis. We support each other and enjoy the opportunity to work together, we know we are lucky to have each other. I'm looking forward to June, I believe we will be back in the halls of Robert Kerr preparing our rooms for summer, you can bet I'm planning a bbq for lunch! Stay safe and healthy my Robert Kerr family, I miss you and I'm thinking of you daily. As the Queen of England said the other day, "We will meet again".

## **April 2020 Board Report for Durand Middle and High School**

**The following document outlines the plans given to the middle and high school teachers regarding the creation and disseminating of continued learning opportunities for students. We are continuing to work on strategies and ideas to focus on relationships, connections, and the mental health of our students as well. We will be including mental health resources, an example daily schedule, and coping strategies in the packet. Our teachers and administrations have come up with creative ways to carry on traditions and reach out to students and will continue to do so over the remainder of the school year. As we embark on this uncharted territory, we are making our decisions based on what is best for students and manageable for families.**

## 2019-2020 Durand Secondary 4th Marking Period Learning Opportunity Packets

Welcome to uncharted waters during covid-19! The State/ISDs have MANY requirements for us, we have simplified them! We as a district are NOT using an online platform, so our lives became much less complicated for certain. Starting next week, we will build packets for our students for the remainder of the school year. Each teacher will make a high quality packet for every hour that you teach (some packets will duplicate for other hours). There is a clear and present concern about being around others at this scary time. So, to try and limit the number of personnel in the building, we are allowing only certain subject areas in the building on a given day. If you teach multiple subjects, please come in only once and complete all 5 of your classes during the same trip in. We are doing this once for the rest of the year. The days are as follows: (don't hesitate to reach out to your colleagues to see when you can stagger entry, we want everyone to remain safe and healthy)

April 13, Monday – MATH 5am -11pm

April 14, Tuesday – SCIENCE 5am -11pm

April 15, Wednesday – ENGLISH 5am -11pm

April 16, Thursday – SOCIAL STUDIES 5am -11pm

April 17, Friday – ELECTIVES & SPECIAL EDUCATION 5am -11pm

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*During your visit to school, PLEASE see to it that your 3<sup>rd</sup> marking period grades are TOTALLY up to date, remembering that we THOUGHT we were coming back, so leniency may be necessary.*

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### Each packet must contain the following to meet State/ISD/District requirements:

- 6 sheets (front and back) with your contact info included
- NO grades will be given for this work nor will it be required
- Each sheet labeled for 6 weeks; ex: "Week 1 Learning Opportunity" and cont. for remaining 5 weeks
- Content MUST be subject specific and manageable without a textbook and/or technology
- Think outside of the box; hands-on, discovery projects, task completion like doubling a recipe for fraction practice, news and current events

All packets will need to be printed for all of your students (5 classes) and placed inside your students' envelope which will be found in the cafeteria on the tables, organized alphabetically and by grade. Each Special Education student will receive an additional packet of accommodated materials for all 6 hours and any self-contained classes. PACKET DEADLINE to be inside envelopes is **Friday, April 17<sup>th</sup> at 5pm.**

### Remaining two requirements:

- 1 – We need to answer emails within 24 hours Mon-Fri
- 2 – You need to reach out to all of your students once a week for the 6-week period, April 27 – June 5 and "cc" principals for documentation collection

**THANK YOU FOR BEING THE BEST! IT IS APPRECIATED GREATLY!**  
**20K+ views on FB of your awesome video!**

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