

**Fowlerville Community Schools
Board of Education
Regular Meeting
Agenda**

Fowlerville High School, Media Center 7:00 p.m.

December 5, 2023

District Mission Statement-Fowlerville Community Schools are committed to providing a quality educational experience for all students in a safe, orderly, healthy, and nurturing environment.
The district's guiding principles are educational excellence, effective leadership, personal integrity, mutual respect and continuous improvement through staff, student, and community involvement.

- I. Call to Order
- II. Pledge of Allegiance
- III. Consent Agenda
 - A. Roll Call
 - B. Approval of Minutes from November 14, 2023
 - C. Approval of November Payables
 - D. Approval of Superintendent's Personnel Report
- IV. Call to the Public
- V. Reports/Recognition
 - A. Dana Coon Smith Elementary Presentation
 - B. Board Committee Reports
 1. 11/9 Recreation Report
 2. 11/13 Personnel Committee Report
 3. 11/17 Finance Committee Report
 4. 11/20 Curriculum & Technology Committee Report
 5. 11/27 Policy Committee Report
 - a. Recommendation to Approve First Reading of Proposed Policies
 6. 12/4 Asset Management Committee Report
 - C. Student Representative's Report – Miss Aurora Furlong
 - D. Assistant Superintendent's Report – Mrs. Adva Ringle
 - E. Superintendent's Report – Mr. Matt Stuard
- VI. New Business/Presentation
 - A. Fowlerville Education Association Grievance #23-24-01, Step 3
- VII. Old Business
 - A. Recommendation to Adopt Resolution for General Fund Budget Amendment
- VIII. Introduction of Other Matters by Members of the Board
- IX. Introduction of Other Matters by the Superintendent
- X. Information
 - A. 1/09/24 Organizational School Board Meeting, 7:00 p.m. in the FHS media center
- XI. Adjournment

CALL TO THE PUBLIC GUIDELINES:

- Any audience member may address the Board about topics on the agenda or not on the agenda.
- Each person shall be allowed to speak for a maximum of 3 minutes.
- Individuals addressing the Board should take into consideration the rules of common courtesy.
- Comments cannot be used to make personal attacks against Board members, District employees, or students.
- Call to the Public is not a question and answer period.
- Board members may ask questions of the speaker, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public.
- The Board President may refer questions/issues to the Superintendent for investigation, study, or recommendation. He may ask the Superintendent to address questions directly during the Superintendent's report.

IV. Call to the Public

V. Reports/Recognition

A. Presentation – Dana Coon Smith Elementary School

B. Board Committee Reports

1. 11/9 Recreation Report – Mr. Braska
2. 11/13 Personnel Committee Report – Mrs. Charron
3. 11/17 Finance Committee Report – Mr. Belcher
4. 11/20 Curriculum & Technology Committee Report – Mr. Hinton
5. 11/27 Policy Committee Report – Mrs. Sova

a. Recommendation to Approve First Reading of Proposed Policies: Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability, Policy 8321 – Criminal Justice Information Security (Non-Criminal Justice Agency), Policy 8330 – Student Records, Policy 8400 – School Safety Information, Policy 4362.01 – Threatening Behavior Toward Staff Members, Policy 5610 – Emergency Removal, Suspension, and Expulsion of Students, Policy 5611 – Due Process Rights, Policy 5341 – Emergency Medical Authorization, Policy 7440 – Facility Security – The Policy Committee has reviewed and approved the policies included in the Board packet. A second and final reading will be presented at the next Board meeting.

Recommendation: Administration, in agreement with the Policy Committee, recommends the following policies be approved for a first reading. Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability, Policy 8321 – Criminal Justice Information Security (Non-Criminal Justice Agency), Policy 8330 – Student Records, Policy 8400 – School Safety Information, Policy 4362.01 – Threatening Behavior Toward Staff Members, Policy 5610 – Emergency Removal, Suspension, and Expulsion of Students, Policy 5611 – Due Process Rights, Policy 5341 – Emergency Medical Authorization, Policy 7440 – Facility Security [Appendix A] Roll Call Vote Needed.

6. 12/4 Asset Management Committee Report – Mr. Justin Braska

C. Student Representative's Report – Miss Aurora Furlong

D. Assistant Superintendent's Report – Mrs. Adva Ringle

E. Superintendent's Report – Mr. Matt Stuard

VI. New Business/Presentation

A. Presentation – Fowlerville Education Association Grievance #23-24-01, Step 3

VII. Old Business

A. Recommendation to Adopt Resolution for General Fund Budget Amendment

Recommendation: Administration, with support from the Finance Committee, recommends adoption of the 2023-2024 General Fund Budget Amendment as presented. [Appendix B] Roll Call Vote Needed.

VIII. Introduction of Other Matters by Members of the Board

IX. Introduction of Other Matters by the Superintendent

X. Information

A. Next Regular School Board Meeting, January 9, 2024 at 7:00 p.m. in the FHS media center

XI. Adjournment

FOWLerville COMMUNITY SCHOOLS
Board of Education Minutes
Regular Meeting
November 14, 2023

The meeting was called to order by School Board President, Mrs. Amy Sova, at 7:02 p.m. in the media center at Fowlerville High School.

The Pledge of Allegiance was recited.

Members Present: Mr. John Belcher, Mr. Justin Braska, Mrs. Susan Charron, Mrs. Danielle DeVries, Mrs. Diana Dombrowski, Mr. Robert Hinton and Mrs. Amy Sova

Members Absent: None

Motion by Mr. Belcher, supported by Mr. Hinton, to approve the consent agenda including Board minutes from November 7, 2023. The motion was adopted unanimously.

During the Introduction of other Matters by Members of the Board, Mr. Belcher commented on the broadcast of the last Board meeting. Mrs. Sova read a statement regarding transgender students, and stated that decisions are made on a case by case basis.

During the Call to the Public community members addressed the Board.

Superintendent Stuard introduced Ms. Mary Wiese, Special Education Director.

Mrs. Amy Pashak, Principal, gave a Fowlerville High School update. Mackenzie Kelly, FHS Student and member of the Student Advisory Panel, gave a student update, and Tammy Steffee, FHS Special Education Teacher, updated the audience on powder puff volleyball food drive, WRAP students working in the community, NHS Blood Drive, Veterans Day Honor Wall and the InterAct (student leadership) Club.

10/10 Recreation Report – Mr. Justin Braska

10/16 Personnel Committee Report – Mrs. Sue Charron

Motion by Mr. Belcher, supported by Mrs. Dombrowski, to approve the hiring of Ms. Julie White as Student Support Specialist at Kreeger Elementary School for the remainder of the 2023-2024 school year. Ms. White will be 1.0 FTE. Hiring is contingent on a satisfactory criminal record check, misconduct form, fingerprints, verification of certification. The motion was adopted unanimously.

10/20 Finance Committee Report – Mr. John Belcher

10/20 Policy Committee Report – Mrs. Amy Sova

Motion by Mr. Belcher, supported by Mr. Hinton, recommending the following policies be approved for a second and final reading, Policy 2210-Curriculum Development – Approved Courses, Policy 4162 – Controlled Substance and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers and Other Employees Who Perform Safety-Sensitive Functions, Policy 8600 – Transportation, Policy 2412 – Homebound Instruction Program, Policy 2414 – Reproductive Health and Family Planning, Policy 3362.01 – Threatening Behavior Toward Staff Members, Policy 5200 – Attendance, Policy 6107 – Authorization to Accept and Distribute Electronic Records and To Use Electronic Signatures, Policy 8462 – Student Abuse and Neglect as presented. [Appendix A]

Ayes: Mr. Belcher, Mr. Braska, Mrs. Charron, Mrs. DeVries, Mrs. Dombrowski, Mr. Hinton and Mrs. Sova

Nays: None
The motion carried.

10/23 Curriculum & Technology Committee Report – Mr. Bob Hinton
10/25 Executive Committee Report – Mrs. Amy Sova
11/6 Asset Management Committee Report – Mrs. Justin Braska

Ms. Aurora Furlong, Student Representative, reported on K-12 student activities.

Assistant Superintendent's Report – Mrs. Adva Ringle gave an I-Ready presentation regarding student academic achievement.

Mr. Matt Stuard, Superintendent, gave a maintenance department update and thanked staff members who are assisting during the transition period, he noted that the posting for a Director of Operations would be taking place soon. Superintendent Stuard also commented that Ms. Danielle Birdyshaw will be hired as the Instructional Support Specialist/Academics.

The next Regular School Board meeting will take place on December 5, 2023 at 7:00 p.m. in the FHS media center.

Motion by Mrs. Charron, supported by Mr. Braska, recommending adjournment of the meeting at 8:38 p.m. The motion was adopted unanimously.

Susan Charron, Board Secretary
Fowlerville Community Schools

FOWLerville COMMUNITY SCHOOLS
CHECK REGISTER FOR THE MONTH OF NOVEMBER 2023

NOTE: Check numbers beginning with the letter "A" are ACH payments.
 Check numbers beginning with the number "9" are EFT payments.

CHECK NUMBER	CHECK DATE	AMOUNT	VENDOR NAME
045209	11/7/2023	1,735.00	CHERYL DIXON
045210	11/7/2023	362.36	CLEAR RATE COMMUNICATIONS, INC
045211	11/7/2023	5,094.82	CONSUMERS ENERGY PAYMENT CENTER
045212	11/7/2023	547.97	DTE ELECTRIC COMPANY REMITTANCE PROCESSING CC0202
045213	11/7/2023	150.00	DEWITT PUBLIC SCHOOLS
045214	11/7/2023	499.80	GRAINGER
045215	11/7/2023	200.00	H & H PUBLICATIONS
045216	11/7/2023	829.50	INGHAM INTERMEDIATE SCHOOL DISTRICT
045217	11/7/2023	1,423.02	LOWES
045218	11/7/2023	90.00	MICHIGAN SCHOOL BUSINESS OFFICIALS SUITE 200
045218	11/28/2023	(90.00)	MICHIGAN SCHOOL BUSINESS OFFICIALS SUITE 200
045219	11/7/2023	1,590.00	MSU - GATE MSU - GIFTED AND TALENTED EDUCATION
045220	11/7/2023	2,424.38	MUSIC SALES DIGITAL SERVICES, LLC D.B.A. MUSICFIRST
045221	11/7/2023	55.00	PACKERLAND RECORDS MANAGEMENT
045222	11/7/2023	90.12	PODS ENTERPRISES LLC
045223	11/7/2023	2,157.03	PRAIRIE FARMS DAIRY
045224	11/7/2023	1,212.66	RANDY'S SERVICE STATION
045225	11/7/2023	423.72	DIGI INTERNATIONAL, INC. SMARTSENSE BY DIGI
045226	11/7/2023	3,371.01	THRUN LAW FIRM, P.C. 2900 WEST ROAD STE 400
045227	11/7/2023	63.81	SCHOOL SPECIALTY, LLC
045228	11/7/2023	786.06	VERIZON WIRELESS
045229	11/7/2023	20.00	WASHTENAW INTERMEDIATE SCHOOL DISTRICT
045230	11/9/2023	424.08	MICHIGAN STATE DISBURSEMENT UNIT
045231	11/9/2023	554.50	ROOSEN, VARCHETTI & OLIVER, PLLC
045232	11/9/2023	206.06	STENGER & STENGER PC BRIAN L GROEN
045233	11/9/2023	227.94	VELO LAW OFFICE SCOTT A RENNER (P73003)
045234	11/9/2023	122.16	A PARTS WAREHOUSE
045235	11/9/2023	403.13	ARAMARK UNIFORM SERVICES AUS CENTRAL LOCKBOX
045236	11/9/2023	239.00	ASCD
045237	11/9/2023	2,805.00	CDW-GOVERNMENT INC SUITE 1515
045238	11/9/2023	2,730.00	CONTROLNET, LLC
045239	11/9/2023	1,108.64	FOWLerville SUNOCO
045240	11/9/2023	109.06	GRAMPY'S AUTO PARTS
045241	11/9/2023	2,330.61	GRANGER WASTE SERVICES, INC.
045242	11/9/2023	2,200.00	GREEN-UP LAWN & SPRINKLERS, LLC
045243	11/9/2023	114.32	KODET'S TRUE VALUE
045244	11/9/2023	25.99	KODET'S TRUE VALUE
045245	11/9/2023	888.25	LYDEN OIL COMPANY
045246	11/9/2023	189.48	MIO-GUARD, LLC
045247	11/9/2023	1,000.00	QUADIENT FINANCE USA, INC.
045248	11/9/2023	2,262.82	PRAIRIE FARMS DAIRY
045249	11/9/2023	3,493.34	ROAD EQUIPMENT PARTS CENTER
045250	11/9/2023	180.00	REDFORD LOCK SECURITY SOLUTIONS
045251	11/9/2023	90.00	SIGNATURE SIGNS LLC
045252	11/9/2023	319.98	UNITY SCHOOL BUS PARTS
045253	11/9/2023	56.89	SCHOOL SPECIALTY, LLC
045254	11/9/2023	168.25	VESCO OIL CORPORATION

FOWLerville COMMUNITY SCHOOLS
CHECK REGISTER FOR THE MONTH OF NOVEMBER 2023

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CHECK NUMBER	CHECK DATE	AMOUNT	VENDOR NAME
045255	11/9/2023	430.15	WEST MICHIGAN INTERNATIONAL
045256	11/17/2023	74.55	BASIC BENEFITS LLC
045257	11/17/2023	6,500.00	CAPTURING KIDS' HEARTS
045258	11/17/2023	810.00	CHERYL DIXON
045259	11/17/2023	2,032.98	CORRIGAN PROPANE
045260	11/17/2023	301.50	DATA RECOGNITION CORP
045261	11/17/2023	13,177.16	DTE ENERGY
045262	11/17/2023	87.50	HURON-CLINTON METROPOLITAN AUTHORITY
045263	11/17/2023	500.00	MASSP SUITE 100
045264	11/17/2023	90.00	MICHIGAN SCHOOL BUSINESS OFFICIALS SUITE 200
045265	11/17/2023	2,125.70	PRAIRIE FARMS DAIRY
045266	11/17/2023	1,177.62	RANDY'S SERVICE STATION
045267	11/17/2023	1,168.00	LGC REFUND
045268	11/20/2023	77.00	RECREATION REFUND
045269	11/20/2023	40.00	RECREATION REFUND
045270	11/20/2023	77.00	RECREATION REFUND
045271	11/20/2023	50.00	RECREATION REFUND
045272	11/20/2023	191.00	RECREATION REFUND
045273	11/20/2023	91.00	RECREATION REFUND
045274	11/20/2023	30.00	RECREATION REFUND
045275	11/20/2023	91.00	RECREATION REFUND
045276	11/20/2023	100.00	RECREATION REFUND
045277	11/20/2023	100.00	RECREATION REFUND
045278	11/20/2023	91.00	RECREATION REFUND
045279	11/20/2023	77.00	RECREATION REFUND
045280	11/20/2023	205.00	RECREATION REFUND
045281	11/20/2023	160.00	RECREATION REFUND
045282	11/20/2023	205.00	RECREATION REFUND
045283	11/20/2023	100.00	RECREATION REFUND
045284	11/20/2023	160.00	RECREATION REFUND
045285	11/20/2023	100.00	RECREATION REFUND
045286	11/20/2023	77.00	RECREATION REFUND
045287	11/20/2023	145.00	RECREATION REFUND
045288	11/21/2023	424.08	MICHIGAN STATE DISBURSEMENT UNIT
045289	11/21/2023	565.42	ROOSEN, VARCHETTI & OLIVER, PLLC
045290	11/21/2023	165.07	STENGER & STENGER PC BRIAN L GROEN
045291	11/21/2023	64.58	VELO LAW OFFICE SCOTT A RENNER (P73003)
045292	11/21/2023	130.00	ALETA'S FLOWER SHOP
045293	11/21/2023	583.50	HUTSON, INC. OF MICHIGAN
045294	11/21/2023	2,331.62	DELAU FIRE SERVICES
045295	11/21/2023	250.00	GRAND LEDGE PUBLIC SCHOOLS
045296	11/21/2023	70,468.52	HPS
045297	11/21/2023	1,845.00	MARCO TECHNOLOGIES, LLC
045298	11/21/2023	1,370.00	MICHIGAN STATE UNIVERSITY FFA
045299	11/21/2023	256.50	MOBILE TESTING SERVICES, L.L.C
045300	11/21/2023	1,300.00	NOREGON SYSTEMS INC.
045301	11/21/2023	886.00	PEOPLE DRIVEN TECHNOLOGY, INC

FOWLerville COMMUNITY SCHOOLS
CHECK REGISTER FOR THE MONTH OF NOVEMBER 2023

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CHECK NUMBER	CHECK DATE	AMOUNT	VENDOR NAME
045302	11/21/2023	1,420.00	POMP'S TIRE SERVICE, INC.
045303	11/21/2023	1,367.26	PRIORITY HEALTH
045304	11/21/2023	1,466.10	R & D SEPTIC TANK CLEANING LLC
045305	11/21/2023	1,820.00	RED CEDAR SPORTS ENTERTAINMENT LLC C/O JEFF ZDUNIC
045306	11/21/2023	270.00	REDFORD LOCK SECURITY SOLUTIONS
045307	11/21/2023	1,121.12	RANDY'S SERVICE STATION
045308	11/21/2023	2,704.89	SCORE SPORTS
045309	11/21/2023	301.38	SET SEG ATTENTION: FINANCE DEPT
045310	11/21/2023	7,644.00	SPORTS & APPAREL
045311	11/21/2023	2,205.71	TOWN CENTER INC
045312	11/21/2023	329.45	SCHOOL SPECIALTY, LLC
045313	11/21/2023	4,490.00	WASHTENAW COMMUNITY COLLEGE C/O WCC CASHIER'S
045314	11/21/2023	41.50	THE WATER STORE
045315	11/21/2023	250.00	WILLIAMSTON HIGH SCHOOL
045316	11/21/2023	102.85	FOOD SERVICE REFUND
045317	11/28/2023	1,513.66	CAPITAL ONE WALMART COMMUNITY CARD
900656	11/3/2023	12,313.76	GORDON FOODS
900657	11/3/2023	89,490.11	EDUSTAFF LLC
900658	11/6/2023	9,820.28	GORDON FOODS
900659	11/7/2023	12,007.85	GORDON FOODS
900660	11/7/2023	350.45	BASIC PR SWEEPS
900661	11/13/2023	6,367.14	HEALTH EQUITY INC.
900662	11/13/2023	425.79	GORDON FOODS
900663	11/13/2023	9,880.89	GORDON FOODS
900664	11/15/2023	189.03	BASIC PR SWEEPS
900665	11/17/2023	12,242.19	GORDON FOODS
900666	11/20/2023	10,701.45	GORDON FOODS
900667	11/2/2023	2,991.64	EDUSTAFF LLC
900668	11/22/2023	9,218.74	GORDON FOODS
900669	11/22/2023	100.47	GORDON FOODS
900670	11/29/2023	6,307.14	HEALTH EQUITY INC.
900671	11/17/2023	88,982.85	EDUSTAFF LLC
900672	11/24/2023	528.41	EDUSTAFF LLC
900673	11/28/2023	871.93	BASIC PR SWEEPS
A00621	11/7/2023	7,121.52	CONSTELLATION NEWENERGY GAS DIVISION, LLC
A00622	11/7/2023	674.70	MAURER'S TEXTILE RENTAL SERVICES, INC
A00623	11/8/2023	11,910.56	AMAZON CAPITAL SERVICES, INC.
A00624	11/9/2023	15,394.02	GLP/ING
A00625	11/9/2023	231,023.72	BRIGHTON AREA SCHOOLS
A00626	11/9/2023	484.98	KONE INC KONE CHICAGO
A00627	11/21/2023	15,394.02	GLP/ING
A00628	11/21/2023	377.08	VILLAGE OF FOWLerville
A00629	11/29/2023	4,628.13	AMAZON CAPITAL SERVICES, INC.
TOTAL		743,414.98	

Fowlerville Board of Education
Superintendent's Personnel Report
Regular Meeting – 11/13/2023

FOR ACTION

Subject: PERSONNEL RECOMMENDATIONS

It is recommended that the following personnel recommendations be approved:

A. EMPLOYMENT:

Name:	Position:	Date:	Current Process:
Sandra Perez	Sub Noon Supervisor	10/23/2023	Onboarding
Krista Pellerin	Learning Support Interventionist-HS Para Group	10/25/2023	Onboarding
Erin Voyles	Sub-Lunch Supervisor-Smith	10/03/2025	Onboarding
Denise Newman Doocusen	Stand by Bus Driver	11/03/2023	Onboarding
Zachary Freeman	Para-JHS	11/03/2023	Started 11/03/2023
Kristin Rosalez	Executive Assistant-CO	11/13/2023	Start date 11/13/2023

B. ADDITIONAL ASSIGNMENTS/TRANSFERS/PROMOTIONS/INACTIVATE:

Name:	Position:	Date:	Current Process:

C. RESIGNATIONS/RETIREMENTS/TERMINATIONS:

Name:	Position:	Length of Service:	Effective Date:
Andrea Smith	Smith-Teacher (ELD)	9 years	11/1/2023
Amy King	Admin. Asst. Maint.	9 years	11/2/2023
Tim Laplante	Maint. Director	6 years	11/06/2023

D. LEAVE OF ABSENCE

Name: **Position:** **Leave Type:** **Effective Date:**

Karrissa Olson	3rd Grade Teacher	Maternity/Child	8/22/23-12/1/2023
Jaime Phibbs	Para	Non FMLA/child	Returning 11/13/23

E. EMPLOYMENT – PROFESSIONAL STAFF

Name:	Position:	Committee Date:	Current Process:
Margaret O'Brien	Resource Teacher-SE Smith	11/13/2023	Start Date 11/28/2023
Jessica McDonald-Mengyan	Art teacher Smith	11/13/2023	Onboarding
Danielle Birdyshaw	Instructional Support Specialist	11/13/2023	Onboarding
Alexa Iannarelli	Music Teacher-Kreeger	11/13/2023	Started 11/13/23

Fowlerville Recreation

7677 W. Sharpe Road
Fowlerville, MI 48836

DRAFT MINUTES - PENDING APPROVAL AT DECEMBER MEETING

November 9, 2023 6:05 pm Munn Building door #10

Agenda:

- Members present: Laurie Eisele, Jason Atkinson, Craig Curtis, April Hodge, Brande Nogafsky, Justin Braska, Bonnie Flanery
- Other Township Representatives present: Julie Dailey (Iosco), Carol Hill (Village)
- Members absent: none
- Staff Present: Cheryl Dixon, Jill Curd
- District Staff present: Lauri Daubenmeyer, Matt Stuard, Jeff Finney
- NOTE: April Hodge had to leave early

Introductions

- Approval of October Minutes-motioned by Craig Curtis to approve, seconded by Laura Eisele. School board member requested meeting minutes be approved prior to the following months meetings. Iosco J. Atkinson would like draft minutes to still be sent out but vote on approval at the following month's meetings. Majority of board requested to leave approval of minutes to be done at the following month's meetings.
- Community Member Input - none
- Current Program(s)
 - Basketball-
 - i. 6-1/2 boys teams, 4 1/2 girls teams
 - ii. (1) 3G, (1) 4G, (2) 5G, (1) 6G, (2) 3B, (4) 4B, (4) 5B, (4) 6B
 - iii. 7th grade girls season Oct.-Nov.
 - iv. 7th/8th grade boys season Jan.-Mar
 - v. Coaches meeting regarding season rules, paperwork and expectations was the week of Oct. 23rd following 2 nights of coaching clinics by varsity basketball coaches
 - Pee wee Wrestling registration going on now for K-2 grades.
- Old Business
 - 1) Discussed meeting time being 2nd Thursday of the month. Everyone could attend, but Cohoctah would need to leave by 6:45. Will check to see if the first Thursday would be better for all.
 - 2) Review budget packet - Budget and participation information were reviewed and discussed.

- 3) Continued review of the current Recreation agreement and mission statement -The Rec. Agreement was last updated in 2018. Board members were asked to review agreement over the month and bring back suggestions. No resolution was found to move forward to a vote to amend the agreement prior to December meeting. Call to public still being considered. Board was split.
- 4) Mission statement - Discussion was had. This item will be revisited at the December meeting with the notes made from October's meeting.
- 5) Fee scheduled for 23/24 and 24/25 seasons were presented with suggested cost increases. Will be further discussed at December meeting.

- New Business

- 1.) Brande Nogafsky discussed Antrim township seeking more information on becoming a possible participating township. Cheryl will reach out to them.
- 2.) Village has received a bond to do improvements at the Community Park. It would not include dugouts. Would Recreation department be interested in fundraising for some to be put there?
- 3.) Discussion had amongst board members on how to get back to a more cohesive environment.
- 4.) Laura Eisele resigned from the Board as a full time representative. She will be the alternate for the newly appointed Handy township representative, Bonnie Flannery.

- Meeting adjourned: 7:40pm

Next Meetings:

TBD. A poll will be sent to all attendees to find the best meeting time in the future.

**Personnel Committee Minutes
Fowlerville Community Schools
November 13, 2023**

Central Office Conference Room, 6:00 p.m.

The meeting was called to order at 6:02 p.m. by Mrs. Charron in the C.O. conference room.

Members Present: Mrs. Sue Charron, Mr. Bob Hinton and Mrs. Amy Sova
Staff Present: Mr. Matthew Stuard and Mrs. Reed
Others Present:

Motion by Mr. Hinton, supported by Mrs. Sova, to approve minutes from the October 16, 2023 meeting.

Call to the Public – None

Staffing Update –

- Superintendent's Personnel Report – Mrs. Reed updated the committee on this month's Personnel Report.
- Open Positions - Mrs. Reed updated the committee on the district's current open positions.

Maintenance Department – The committee addressed the recent resignations of the Maintenance Director and the Maintenance Department Administrative Assistant. Administration recommended examining the possible redistribution of duties and the formation of an operations director role. This role would act as an umbrella over several existing non-academic departments, thereby centralizing oversight and potentially reducing costs. The committee unanimously supported this recommendation.

Labor and Employment Update - Mr. Stuard and Mrs. Reed discussed continued changes to various employment laws and the upcoming negotiations with the FEA.

Other – None

Motion by Mrs. Sova, supported by Mr. Hinton, recommending adjournment of the meeting at 7:50 p.m.

Finance Committee Minutes

Fowlerville Community Schools

November 17, 2023

Central Office Conference Room, 7:00 AM

The meeting was called to order at 7:04 a.m. by Mr. John Belcher in the C.O. Conference Room.

Members Present: Mr. John Belcher, Mr. Justin Braska & Mrs. Diana Dombrowski
Staff Present: Mr. Matt Stuard and Mrs. Carrie DeLuca
Others Present: None

Motion by Mr. Braska, supported by Mrs. Dombrowski, to approve minutes from the October 20, 2023 Finance Committee meeting. The motion passed unanimously.

Call to the Public – None

11/9/23 Early Pay Date – Mr. Stuard and Mrs. DeLuca discussed the recent early pay and the confusion it caused. The committee requested that Mrs. Daubenmeyer communicate any deviations from the normal pay dates for November and December and issue a calendar for the 2024 calendar year listing all pay dates. The district will explore other options to minimize future confusion.

Operations – Mr. Stuard reviewed the new Director of Operations position and the reorganization that will result. Possible cost savings due to increased efficiencies were discussed and a salary range for the new position was set. Additionally, Mr. Stuard reviewed a comparison of the district's current Operation's budget as a percentage of total expenditures showing it is in the average range for similar Michigan districts and those in Livingston County.

Student Enrollment Migration – Mr. Stuard informed the committee the district is expected to have a decrease of approximately 75 students for the fall 2023 count. Mr. Stuard reviewed residency trend data going back to 2010 that shows a steady annual increase of Fowlerville resident students attending other districts. The committee discussed ideas to address the outflow of resident students including opening a Young 5s program, increasing advertising, improving student outcomes, increasing family engagement, and ensuring the district has high quality offerings for students.

Cardonex Master Scheduling Software – Mr. Stuard updated the committee on Cardonex, which is a master scheduling program that allows principals to better balance class loads and right size staffing. Mr. Stuard explained that he brought this option up during discussion with the FEA as part of grievance #23-24-01. Administration plans to meet with the vendor and possibly pilot the program.

Other – None

Motion by Mr. Braska, supported by Mrs. Dombrowski, recommending adjournment of the meeting at 8:10 AM. The motion passed unanimously.

Curriculum & Technology Committee Minutes

Fowlerville Community Schools

November 20, 2023

Central Office conference room 6:00 p.m.

The meeting was called to order at 5:57 p.m. by Mr. Bob Hinton in the C.O. conference room.

Members Present: Mr. Bob Hinton, Mrs. Sue Charron, and Mrs. Diana Dombrowski
Staff Present: Mr. Matt Stuard, Mrs. Adva Ringle, Mr. James Stauble
Others Present: Mrs. Danielle Birdyshaw, Mrs. Kim Reginia and Mrs. Shannon Marschall.

Motion by Mrs. Charron, supported by Mrs. Dombrowski, recommending approval of the minutes from the October 23, 2023 meeting. The motion passed unanimously.

Call to the Public – Two members of the public addressed the Committee.

Technology Updates – Mr. Stauble updated the committee on the work of the Technology department over the past month. Additionally, Mr. Stauble provided the committee with an overview of future technology needs and possible future work. Mr. Stauble thanked “Elm Street Wholesale” and Kevin Plunkett for the donation of Chromebook cases to the district.

i-Ready Data Review – Mrs. Ringle updated the committee on the results of fall benchmark testing at Grades K-5 and the continued implementation of the i-Ready assessment program.

Literacy Leadership Team & Pilot Update – Mrs. Ringle informed the Board of the ongoing work of the Literacy Leadership Team (LLT) and its recommendation to pilot “Magnetic Foundations”, “Magnetic Reading”, “Ready Writing”, and “Phonics for Reading” for grades K-5. Mrs. Ringle explained the benefits of using these resources due to its alignment with the i-Ready program. Mrs. Marschall discussed the work of the LLT and its support for piloting the Magnetic Reading program.

Math Leadership Team Update – Mrs. Ringle informed the committee of the formation of a Math Leadership Team (MLT) to begin discussing the district’s math needs.

Multi-Tiered System of Supports (MTSS) - Behavior & Academic Update – Mrs. Birdyshaw, the district’s new grant-funded Instructional Support Specialist, was introduced by Mrs. Ringle. Mrs. Ringle updated the committee on the continued implementation of MTSS A and B across the district and provided an overview of the district’s SWIS behavior data.

31aa Grant Update – An update on the 31aa grant allocation, the funds intended purpose, and the planned use of the funds was discussed with the committee. Mrs. Ringle also showed the committee the results to date of the community survey showing the hiring of support staff and safety infrastructure were the top priorities.

Other – Committee members expressed excitement for the progress being made by the district.

Motion by Mrs. Charron, supported by Mrs. Dombrowski, recommending adjournment of the meeting at 7:01 p.m. The motion passed unanimously.

Policy Committee Minutes

Fowlerville Community Schools

November 27, 2023

Central Office conference room 6:00 p.m.

The meeting was called to order at 6:04 p.m. by Mrs. Amy Sova in the C.O. conference room.

Members Present: Mrs. Amy Sova, Mr. John Belcher and Mr. Justin Braska
Staff Present: Mr. Matt Stuard and Mr. Dave Pruneau
Others Present: None

Motion by Mr. Belcher, supported by Mr. Braska recommending approval of the minutes from the October 20, 2023 meeting.

Call to the Public – None

Law Firms – Mr. Stuard discussed with the committee the use of Thrun as the district's sole legal representation. Conversation occurred about the possibility of having another law firm on retainer besides Thrun or using other law firms on a case-by-case basis even if not on retainer. The committee expressed the desire to keep Thrun on retainer due to its ability to provide comprehensive support in a variety of legal areas and its ability to provide legal interpretations of legislation and court cases that the Board could then consider. The committee did not support a second law firm on retainer but is open to obtaining other firm's opinions on a case-by-case basis.

Policy Updates - Mr. Pruneau reviewed the proposed changes to the policies below. The committee requested that Mr. Stuard modify Policy 5610 to allow the Superintendent to suspend a student for more than ten (10) days but less than a Permanent Expulsion. The committee unanimously approved sending the policies to the full Board for first reading with the change to Policy 5610.

- Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability
- Policy 8321 – Criminal Justice Information Security (Non-Criminal Justice Agency)
- Policy 8330 – Student Records
- Policy 8400 – School Safety Information
- Policy 4362.01 – Threatening Behavior Toward Staff Members
- Policy 5610 – Emergency Removal, Suspension, and Expulsion of Students
- Policy 5611 – Due Process Rights
- Policy 5341 – Emergency Medical Authorization
- Policy 7440 – Facility Security

Other – Discussion occurred about the process for changing gender on a birth certificate. Additionally, the committee discussed a policy adopted by the Coruna School District regarding locker room and bathroom use. The committee unanimously supported addressing each transgender student on a case-by-case basis regarding facility usage and athletic participation for now.

Motion by Mr. Braska, supported by Mr. Belcher, recommending adjournment of the meeting at 7:19 p.m.

Appendix A

Book	Policy Manual
Section	Vol. 35, No. 2 - February 2021
Title	Vol. 35, No. 2 - February 2021 Revised SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY
Code	po2260.01
Status	
Adopted	August 8, 2017

2260.01 - SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA") and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and the Board will make its facilities, programs, and activities accessible to qualified individuals with disabilities. ~~will make accessible to qualified individuals with disabilities its facilities, programs, and activities.~~ No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aids or services, or learned behavioral or adaptive neurological modifications.

With respect to public preschool, elementary and secondary educational services, a qualified person with a disability means a disabled person:

- A. who is of an age during which nondisabled persons are provided educational services;
- B. who is of any age during which it is mandatory under Michigan law to provide educational services to disabled persons; or
- C. to whom the State is required to provide a free appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

With respect to vocational education services, a qualified person with a disability means a ~~disabled person~~ person with a disability who meets the academic and technical standards requisite to admission or participation in the vocational program or activity. ~~The Board will not deny a student with disabilities access to its vocational education programs or courses due to architectural and/or equipment barriers, or because the student needs related aids or services to receive an appropriate education.~~

Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's 504 Compliance Officer(s)/ADA Coordinator(s) (hereinafter referred to as the "District Compliance Officer(s)").

[DRAFTING NOTE: Neola suggests the Board appoint School Districts may want to consider appointing both a male and a female District Compliance Officer in order to provide complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. Additionally, by appointing two (2) District

Compliance Officers, there should always be a Compliance Officer available to investigate a claim that pertains to the other Compliance Officer.]

Jeff Finney _____
(Name)

Athletic Director _____
(School District Title)

(Telephone Number)

(Office Address)

(E-mail Address)

(Name)

(School District Title)

(Telephone Number)

(Office Address)

(E-mail Address)

The name(s), title(s), and contact information of this/these individual(s) will be published annually on the School District's web site ~~and~~:

- ☐ in the parent/student and staff handbooks.
- ☐ in the School District Annual Report to the public.
- ☒ on the School District's web site.
- ☐ on each individual school's web site.
- ☐ in the School District's calendar.
- ☐ _____.

Building Principals shall serve as Building Section 504/ADA Compliance Officer(s) ("Building Compliance Officers").

The District Compliance Officer(s) ~~is~~ **are** responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. A copy of Section 504 and the ADA, including copies of the implementing regulations, may be obtained from the District Compliance Officer(s).

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below. The Board will further establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing. See AG 2260.01B.

Training

The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities.

Education

The Board is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of their disabilities.

An appropriate education may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For ~~students with disabilities~~ disabled students who are not eligible for specially designed instruction under the IDEIA, the special education and related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of nondisabled students are met, shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13). Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan. The quality of education services provided to students with disabilities will be equal to the quality of services provided to students without disabilities.

The Board is committed to educating (or providing for the education of) each qualified person with a disability who resides within the District with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services cannot be achieved satisfactorily. If the District places a person in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the person's home. If the Board operates a separate class or facility that is identifiable as being for persons with disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without a disability.

The District will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Non-academic and extracurricular services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and non-academic and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such services and activities to the maximum extent appropriate.

Notice

Notice of the Board's policy on nondiscrimination in education practices and the identity of the District's Compliance Officer(s) will be published on the District's website and posted throughout the District, and ~~included~~ published in the District's recruitment statements or general information publications.

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), parents and students will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, students and their parents will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights. Finally, students and parents will be advised of their right to request a due process hearing before an Impartial Hearing Officer (IHO) regarding the identification, evaluation or educational placement of persons with disabilities, including the right to participation by the student's parents or guardian and representation of counsel, and their right to examine relevant education records.

Internal complaints and requests for due process hearings must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint or the request for a hearing, and offer possible solutions to the dispute. The complaint or request for due process hearing must be filed with a District Compliance Officer within specified time limits. The District's Compliance Officer is available to assist individuals in filing a complaint or request.

Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Internal Complaint Procedures

An internal complaint may be filed by a student and/or parent. A student and/or parent may initiate the internal complaint procedure when s/he/they believe that a violation, misapplication or misinterpretation of Section 504 has occurred. Additionally, the following procedure may be used for any disagreement with respect to actions regarding the identification, evaluation, or educational program or placement of students who are identified as disabled or believed to be disabled pursuant to Section 504, and are not eligible under the IDEIA, except in the case of disciplinary actions where the provisions of the Student Code of Conduct apply. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights or requesting a due process hearing.

Step 1

Investigation by the Building Compliance Officer: A student or parent may initiate an investigation by filing a written internal complaint with the Building Compliance Officer. The complaint should fully describe the circumstances giving rise to the dispute and how the child is adversely affected. The complaint must be filed as soon as possible, but not longer than thirty (30) ~~calendar~~ days after disclosure of the facts giving rise to the complaint. The Building Compliance Officer shall conduct an impartial investigation of the complaint. As part of the investigation, the Building Compliance Officer shall permit the complainant to present witnesses and other evidence in support of the complaint. The investigation shall be completed within fifteen (15) ~~school~~ days of the written complaint being filed. The Building Compliance Officer will notify the complainant in writing of his/her decision.

Step 2

Appeal to the District Compliance Officer: If the complaint is not resolved satisfactorily at Step 1, the student or parent may appeal the Building Compliance Officer's decision in writing to the District Compliance Officer. The appeal must be made within five (5) ~~school~~ days following receipt of the Building Compliance Officer's decision. The District Compliance Officer will review the case, may conduct an informal hearing, and will notify all parties in writing of his/her decision within ten (10) ~~school~~ days of receiving the appeal.

Step 3

If the complaint is not resolved satisfactorily at Step 2, the student or parent may request a due process hearing, provided the complaint involves an issue related to the identification, evaluation, or placement of the student.

If it is determined that the Complainant was subjected to unlawful discrimination, the Building and District **Compliance Officers** ~~EOs~~ must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

OCR Complaint

At any time, if a student or parent believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
Cleveland Office
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
(216) 522-4970
FAX: (216) 522-2573
TDD: (216) 522-4944
E-mail: OCR.Cleveland@ed.gov
Web: <http://www.ed.gov/ocr>

Except in extraordinary circumstances, the OCR does not review the result of individual placement and other educational decisions, so long as the District complies with the "process" requirements of Subpart D of Section 504.

Retaliation

~~Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation, is prohibited. Specifically, Neither the Board nor any other person may will not retaliate against, coerce, intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a report, formal complaint, charge, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.~~

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

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Legal

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Book	Policy Manual
Section	Vol. 35, No. 2 - February 2021
Title	Vol. 35, No. 2 - February 2021 Revised CRIMINAL JUSTICE INFORMATION SECURITY (NON-CRIMINAL JUSTICE AGENCY)
Code	po8321
Status	
Adopted	June 13, 2017
Last Revised	January 9, 2018

8321 - CRIMINAL JUSTICE INFORMATION SECURITY (NON-CRIMINAL JUSTICE AGENCY)

The District is required by State law to have the Michigan State Police (MSP) obtain both a State and a Federal Bureau of Investigation (FBI) criminal history record information (CHRI) background check report for all employees of the District and contractors, vendors and their employees who work on a regular and continuous basis in the District. To assure the security, confidentiality, and integrity of the CHRI background check information received from the MSP/FBI, the following standards are established:

A. Sanctions for Non-Compliance

Employees who fail to comply with this policy and any guidelines issued to implement this policy will be subject to discipline for such violations. Discipline will range from counseling and retraining to discharge, based on the nature and severity of the violation. All violations will be recorded in writing, with the corrective action taken. The Superintendent shall review, approve, sign and date all such corrective actions.

B. Local Agency Security Officer (LASO)

The Director of Safety and Security and Director of Human Resources ~~_____~~ [insert designated administrator] shall be designated as the District's Security Officer ("LASO") and shall be responsible for overall implementation of this policy and for data and system security. This shall include:

1. ensuring that personnel security screening procedures are being followed as set forth in this policy;
2. ensuring that approved and appropriate security measures are in place and working as expected;
3. supporting policy compliance and instituting the incident response reporting procedures;
4. ensuring that the Michigan State Police are promptly informed of any security incidents involving the abuse or breach of the system and/or access to criminal justice information;
5. to the extent applicable, identifying and documenting how District equipment is connected to the Michigan State Police system;
6. to the extent applicable, identifying who is using the Michigan State Police approved hardware, software and firmware, and ensuring that no unauthorized individuals have access to these items.

The District's LASO shall be the point of contact for the Michigan State Police and should be the person most knowledgeable about this policy. The District's LASO shall be designated on the appropriate form as prescribed and maintained by the Michigan State Police. A new form shall be submitted every time a new LASO is designated.

C. Agency User Agreements

The District shall enter into any required User Agreement for Release of CHRI ("User Agreement"), and future amendments, by the Michigan State Police necessary to access the required CHRI on applicants, volunteers, and all other statutorily required individuals, such as contractors and vendors and their employees assigned to the District. The LASO shall be responsible for the District's compliance with the terms of any such User Agreement.

D. Personnel Security

Authorized users/personnel shall be individuals who have been appropriately vetted through a national fingerprint-based background check, as required by school safety legislation, and have been granted access to CHRI data, wherein access is only for the purpose of evaluating an individual's qualifications for employment or assignment.

~~All individuals that require access to any criminal justice information shall be subject to the following standards prior to granting of access:~~

1. ~~**Background Checks**—A Michigan (or state of residency if other than Michigan) and a national fingerprint-based criminal history record check shall be conducted within thirty (30) days of assignment to a position with direct access to criminal justice information or with direct responsibility to configure and maintain computer systems and networks with direct access to criminal justice information. Background re-checks should be conducted every five (5) years.~~

- a. ~~A felony conviction of any kind will disqualify an individual for access to criminal justice information.~~
 - b. ~~If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate. This includes, but is not limited to, any record which indicates the individual may be a fugitive or shows arrests without convictions. Such approval shall be recorded in writing, signed, dated and maintained with the individual's file.~~
 - c. ~~If support personnel, contractors or custodial workers need to be in an area where CHRI is maintained or processed, they shall be escorted by or under the supervision of authorized personnel at all times while in those areas. Information Technology contractors or vendors will be physically or virtually escorted by authorized personnel anytime said individual have access to facilities, areas, rooms, or an agency's CHRI information system.~~
2. **Subsequent Arrest/Conviction** - If an individual granted access to criminal justice information is subsequently arrested and/or convicted, access shall be suspended immediately until the matter is reviewed by the LASO to determine if continued access is appropriate. Such determination shall be recorded in writing, signed, dated and maintained with the individual's file. In the event that the LASO has the arrest/conviction, the Superintendent (if not the designated LASO) shall make the determination. If the Superintendent is also the designated LASO, the determination shall be made by the _____ **[Insert Designated Administrator]**; except that, as noted in D(1)(a), individuals with a felony conviction of any kind will have their access indefinitely suspended.
 3. **Public Interest Denial** - If the LASO determines that access to criminal justice information by any individual would not be in the public interest, access shall be denied whether that person is seeking access or has previously been granted access. Such decision and reasons shall be in writing, signed, dated and maintained in the individual's file.
 4. **Approval for Access** - All requests for access to criminal justice information shall be as specified and approved by the LASO. Any such designee must be a direct employee of the District. The District must maintain a readily accessible list that includes the names of all LASO approved personnel with access to criminal justice information, as well as the reason for providing each individual access. This list shall be made available to Michigan State Police upon request.
 5. **Termination of Employment/Access** - Within twenty-four (24) hours of the termination of employment, all access to criminal justice information shall be terminated immediately for that individual, such as requiring the individual to return any keys or access cards to buildings, offices, and/or files, or closing the individual's account and/or blocking access to any systems containing such information at the District.
 6. **Transfer/Re-assignment** - When an individual who has been granted access to criminal justice information has been transferred or re-assigned to other duties, the LASO shall determine whether continued access is necessary and appropriate. If not, s/he shall take such steps as necessary to block further access to such information within the twenty-four (24) hour period immediately following the transfer or reassignment.
 7. **Information Technology Contractors and Vendors**¹ - Prior to granting access to criminal justice information to an IT contractor or vendor, identification must be verified via a Michigan (or state of residency if other than Michigan) and national fingerprint-based criminal history record check. A felony conviction of any kind, as well as any outstanding arrest warrant, will disqualify an IT contractor or vendor for access to criminal justice information. A contractor or vendor with a criminal record of any other kind may be granted access if the LASO determines the nature or severity of the misdemeanor offense(s) does not warrant disqualification. ~~If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate.~~

E. Media Protection

Access to digital and physical media in all forms, which contains criminal history background information provided by the Michigan State Police through the statutory record check process, is restricted to authorized individuals only. Only individuals involved in the hiring determination of both District employees and volunteers shall be authorized to access digital and physical media containing CHRI.

1. **Media Storage and Access** - All digital and physical media shall be stored in a physically secure location or controlled area, such as locked office, locked cabinet, or other similarly secure area(s) which can only be accessed by authorized individuals. If such security cannot be reasonably provided, then all digital CHRI background data shall be encrypted. Digital media shall be stored on a District or School server. Storage on a third party server, such as cloud service, is not permitted. Storage of digital media must conform to the requirements in AG 8321.
2. **Media Transport** - Digital and physical media shall only be transported upon sufficient justification approved by the LASO. Digital and physical media shall be protected when being transported outside of a controlled area. Only authorized individuals shall transport the media. Physical media (e.g. printed documents, printed imagery, etc.) shall be transported using a locked container, sealed envelope, or other similarly secure measure. To the extent possible, digital media (e.g., hard drives and removable storage devices such as disks, tapes, flash drives and memory cards) shall be either encrypted and/or be password protected during the transport process. The media shall be directly delivered to the intended person or destination and shall remain in the physical control and custody of the authorized individual at all times during transport. Access shall only be allowed to an authorized individual.
3. **Media Disposal/Sanitization** - When the CHRI background check is no longer needed, the media upon which it is stored shall either be destroyed or sanitized. The LASO and the Superintendent shall approve in writing the media to be affected. This record shall be maintained by the LASO during the individual's active employment plus an additional six (6) years. **[Note: the regulations do not specify a specific period for maintaining this information. This time period is suggested based on the State of Michigan's background information retention schedule and will likely cover most statutes of limitation and can be retained in digital format.]**
 - a. **Digital Media** - Sanitization of the media and deletion of the data shall be accomplished by either overwriting at least three (3) times or by degaussing, prior to disposal or reuse of the media. If the media is inoperable or will not be reused, it shall be destroyed by shredding, cutting, or other suitable method to assure that any data will not be retrievable.

- b. **Physical Media** – Disposal of documents, images or other type of physical record of the criminal history information shall be cross-cut shredded or incinerated. Physical security of the documents and their information shall be maintained during the process by authorized individuals. Documents may not be placed in a waste basket or burn bag for unauthorized individuals to later collect and dispose of.

All disposal/sanitization shall be either conducted or witnessed by authorized personnel to assure that there is no misappropriation of, or unauthorized access to, the data to be deleted. Written documentation of the steps taken to sanitize or destroy the media shall be maintained for ten (10) years, and must include the date as well as the signatures of the person(s) performing and/or witnessing the process. (See also, AG 8321.)

4. **Personal Mobile Devices** – A personally owned mobile device (mobile phone, tablet, laptop, etc.) shall not be authorized to access, process, store or transmit criminal justice information unless the District has established and documented the specific terms and conditions for personally owned mobile devices through a Mobile Device Management (MDM) system. An MDM is not required when receiving CHRI from an indirect access information system (i.e., the system provides no capability to conduct transactional activities on State and national repositories, applications, or services).

5. **CHRI Background Check Consent and Documentation**

All individuals requested to complete a fingerprint-based CHRI background check must execute Michigan State Police Form RI-088A at time of application and be notified fingerprints will be used to check the criminal history records of the FBI, prior to completing a fingerprint-based CHRI background check. The most current and unaltered Livescan form (RI-030) will satisfy this requirement and must be retained. Individuals subject to a fingerprint-based CHRI background check shall be provided the opportunity to complete or challenge the accuracy of the individual's criminal history record.

Some type of documentation identifying the position for which a fingerprint-based CHRI background check has been obtained must be retained for every CHRI background check conducted, such as the "Agency User Agreement" (RI-087), an offer letter, employment agreement, new hire checklist, employment contract, volunteer background check form, etc.

6. **Controlled Area/Physical Protections**

All CHRI obtained from the Michigan State Police pursuant to the statutorily required background checks shall be maintained in the [insert designated location, such as the Principal's, Human Resources, or other such office], which is a physically secure and controlled area. The following security precautions will apply to the controlled area:

- Limited unauthorized personnel access to the area during times that criminal justice information is being processed or viewed.
- The controlled area shall be locked at all times when not in use or attended by an authorized individual.
- Information systems devices (e.g., computer screens) and physical documents, when in use, shall be positioned to prevent unauthorized individuals from being able to access or view them.
- Encryption shall be used for digital storage of criminal justice information. (See AG 8321)

7. **Passwords (Standard Authentication)¹**

All authorized individuals with access to computer or systems where processing is conducted or containing criminal justice information must have a unique password to gain access. This password shall not be used for any other account to which the individual has access and shall comply with the following attributes and standards:

- at least eight (8) characters long on all systems
- not be a proper name or a word found in the dictionary
- not be the same as the user identification
- not be displayed when entered into the system (must use feature to hide password as typed)
- not be transmitted in the clear outside of the secure location used for criminal justice information storage and retrieval
- must expire and be changed every ninety (90) days
- renewed password cannot be the same as any prior ten (10) passwords used (See also, AG 8321)

8. **Security Awareness Training**

All individuals who are authorized by the District to have access to criminal justice information or to systems which store criminal justice information shall have basic security awareness training within six (6) months of initial assignment/authorization and every two (2) years thereafter. The training shall, to the extent possible, be received through a program approved by the Michigan State Police. A template of the training is provided on the Michigan State Police's website. At a minimum, the training shall comply with the standards established by the U.S. Department of Justice and Federal Bureau of Investigation for Criminal Justice Information Services. (See AG 8321.) A record shall be kept current of all individuals who have completed the security awareness training.

9. **Secondary Dissemination of Information**

If criminal history background information received from the Michigan State Police is released to another authorized agency under the sharing provision designated by the revised school code, a log of such releases shall be maintained and kept current indicating:

- the date of release;
- record disseminated;

- c. method of sharing;
- d. agency personnel that shared the CHRI;
- e. the agency to which the information was released;
- f. the name of the individual recipient at the agency; and
- g. whether authorization was obtained.

A log entry need not be kept if the receiving agency/entity is part of the primary information exchange agreements between the District and the Michigan State Police. A release form consenting to the sharing of CHRI shall be maintained at all relevant times.

If CHRI is received from another District or outside agency, an Internet Criminal History Access Tool (ICHAT) background check shall be performed to ensure the CHRI is based on personal identifying information, including the individual's name, sex, and date of birth, at a minimum.

Incident Handling and Responses

Information system security incidents shall be tracked using Form CJIS-016 and documented on an ongoing basis. Incident-related information may be obtained from audit monitoring, network monitoring, physical access monitoring, and user/administrator reports. The LASO shall maintain completed security incident reporting forms for three (3) years or until legal action (if warranted) is complete, whichever timeframe is greater. The District shall implement steps for incident handling capabilities, for both digital and physical CHRI media. At a minimum, the following will be implemented:

	Physical - Hard Copy CHRI	Digital - Digitally Saved CHRI
1. Preparation	The CHRI container will be locked at all times in the business office where it is stored. The office must be locked when the office staff is not present.	Firewalls, virus protection, and/or malware/spyware protection shall be implemented and maintained to prevent unauthorized access or intrusion of the information systems.
2. Detection	Unauthorized activities or physical intrusions to the building shall be monitored by building alarm or video surveillance. Doors must be locked and checked at night.	Electronic intrusions shall be monitored and detected by the firewalls, virus protection, and/or malware/spyware protection software.
3. Analysis	The LASO will work with police authorities to determine how the incident occurred and what data was affected.	The LASO shall work with the IT department to determine what systems or data were compromised and affected.
4. Containment	The LASO shall lock uncompromised CHRI information in a secure container, or transport CHRI to a secure area.	The IT department shall stop the spread of any intrusion of the information systems and prevent further damage.
5. Eradication	The LASO shall work with law enforcement to remove any threats and compromised CHRI data.	The IT department shall remove the intrusion of the information systems before restoring the system. All steps necessary to prevent recurrence shall be taken before restoring the system.
6. Recovery	The Police shall handle and/or oversee the recovery of stolen CHRI media. The LASO may contact MSP for assistance in re-fingerprinting if necessary.	The IT department shall restore the agency information system and media to a safe environment.

When an incident involving the security of CHRI or systems with access to CHRI is discovered, the following procedures shall be followed:

- A. The LASO shall be notified immediately.
- B. The breach shall be assessed and steps taken to correct the situation:
 - 1. access shall be stopped for any unauthorized user;
 - 2. media shall be secured;
 - 3. systems shall be shut down as necessary to avoid further exposure to unauthorized access or dissemination of CHRI;
 - 4. such other steps are deemed necessary by the LASO or authorized personnel involved in assessing the incident.
- C. All necessary information regarding the security breach and District responses shall be recorded, analyzed, and preserved, including who was involved in taking incident response measures.
- D. The LASO shall be responsible for filing the incident report with the MSP.

The LASO shall monitor MSP information/guidance on incident reports and train authorized users with access to CHRI on detection and response to security incidents.

E. Mobile Device - Incident Handling and Response

1. The LASO shall be notified immediately.
2. The breach shall be assessed and steps taken to correct the situations:
 - a. access shall be stopped immediately, and remotely if necessary, for any authorized user;
 - b. media shall be secured and steps taken to identify how the incident occurred and what systems or data were compromised or affected;
 - c. systems shall be shut down as necessary to avoid further exposure to unauthorized access or dissemination of CJI;
 - d. such other steps as are deemed necessary by the LASO or authorized personnel involved in assessing the incident.
3. All necessary information regarding the security breach and District responses shall be recorded, analyzed, and preserved, including who was involved in taking incident response measures.
4. Steps shall be taken to restore the device and media to a safe environment.
5. The LASO shall be responsible for filing the incident report with the MSP using form CJIS-016. A copy of the completed form shall be retained and produced to MSP upon request.

When a device is lost the District shall document and indicate how long the device has been lost. Special reporting procedures for mobile devices shall apply in any of the following situations:

- a. for a lost device, report if the owner:
 1. believed the device was locked;
 2. believed the device was unlocked;
 3. could not validate the device's locked state.
- b. for a total loss of a device, report if:
 1. CHRI was stored on the device;
 2. the device was locked or unlocked;
 3. capable of remote tracking or wiping of device.
- c. report any compromise of a device when the intrusion occurs while still in the owner's possession
- d. report any compromise outside of the United States

F. Collection of Evidence

Where an information security incident involves legal action against the District or an individual (either civil or criminal), evidence shall be collected, retained, and presented in accordance with the rules of evidence of the relevant jurisdiction(s).

- G. **CHRI Background Check Consent and Documentation** All individuals requested to complete a fingerprint-based CHRI background check must have given written consent properly signed and dated at time of application and be notified fingerprints will be used to check the criminal history records of the FBI, prior to completing a fingerprint-based CHRI background check. The most current and unaltered Livescan form (RI-030) will satisfy this requirement and must be retained. Individuals subject to a fingerprint-based CHRI background check shall be provided the opportunity to complete or challenge the accuracy of the individual's criminal history record. Some type of documentation identifying the position for which a fingerprint-based CHRI background check has been obtained must be retained for every CHRI background check conducted, such as the "Agency User Agreement" (RI-087), an offer letter, employment agreement, new hire checklist, employment contract, volunteer background check form, etc.

H. Controlled Area/Physical Protection

All CHRI obtained from the Michigan State Police pursuant to the statutorily required background checks shall be maintained in a physically secure and controlled area, which shall be a designated office, room, or area. The following security precautions will apply to the controlled area:

1. Limited unauthorized personnel access to the area during times that criminal justice information is being processed or viewed.
2. The controlled area shall be locked at all times when not in use or attended by an authorized individual.
3. Information systems devices (e.g., computer screens) and physical documents, when in use, shall be positioned to prevent unauthorized individuals from being able to access or view them.
4. Encryption shall be used for digital storage of criminal justice information. (See AG 8321)

I. Passwords (Standard Authentication)²

All authorized individuals with access to computer or systems where processing is conducted or containing criminal justice information must have a unique password to gain access. This password shall not be used for any other account to which the individual has access and shall comply with the following attributes and standards:

1. at least eight (8) characters long on all systems
2. not be a proper name or a word found in the dictionary
3. not be the same as the user identification
4. not be displayed when entered into the system (must use feature to hide password as typed)
5. not be transmitted in the clear outside of the secure location used for criminal justice information storage and retrieval
6. must expire and be changed every ninety (90) days
7. renewed password cannot be the same as any prior ten (10) passwords used (See also, AG 8321)

J. Security Awareness Training All individuals who are authorized by the District to have access to criminal justice information or to systems which store criminal justice information shall have basic security awareness training within six (6) months of initial assignment/authorization and every two (2) years thereafter. The training shall, to the extent possible, be received through a program approved by the Michigan State Police. A template of the training is provided on the Michigan State Police's website. At a minimum, the training shall comply with the standards established by the U.S. Department of Justice and Federal Bureau of Investigation for Criminal Justice Information Services. (See AG 8321.) A record shall be kept current of all individuals who have completed the security awareness training.


K. Secondary Dissemination of Information If criminal history background information received from the Michigan State Police is released to another authorized agency under the sharing provision designated by The Revised School Code, a log of such releases shall be maintained and kept current indicating:

1. the date of release;
2. record disseminated;
3. method of sharing;
4. agency personnel that shared the CHRI;
5. the agency, and name of the individual at the agency, to which the information was released;
6. whether an authorization was obtained.

A log entry need not be kept if the receiving agency/entity is part of the primary information exchange agreements between the District and the Michigan State Police. A release form consenting to the sharing of CHRI shall be maintained at all relevant times.

If CHRI is received from another District or outside agency, an Internet Criminal History Access Tool (ICHAT) background check shall be performed to ensure the CHRI is based on personal identifying information, including the individual's name, sex, and date of birth, at a minimum.

¹ Non-Information Technology contractors or vendors shall not have access to criminal justice information.

²  Applicable to districts that maintain CHRI within a digital system of records, such as a digital database, filing system, record keeping software, spreadsheets, etc. Not applicable if CHRI kept solely via e-mail and/or paper copies.

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Legal

Ref: Criminal Justice Information Services - Security Policy (Version 5.6, 2017),

U.S. Dept. of Justice and Federal Bureau of Investigation

Noncriminal Justice Agency Compliance Audit Review, Michigan State Police, Criminal Justice Information Center, Audit and Training Section

Conducting Criminal Background Checks, Michigan State Police, Criminal Justice Information Center

Book	Policy Manual
Section	Vol. 35, No. 2 - February 2021
Title	Vol. 35, No. 2 - February 2021 Revised STUDENT RECORDS
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8330 - STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

After June 26, 2021, if the parent or legal guardian of a student provides the District with notice that ~~s/he~~ they have received a participation card issued by the attorney general under the address confidentiality program act, the District shall not disclose the confidential address of the student, regardless of any other provision of this policy. The Superintendent, or his or her designee, shall develop a process to ensure that a student's participation in the address confidentiality program act is appropriately noted to avoid disclosure of this information to any person or entity.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. ☒ observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. ☒ samples of student work
- C. ☒ information obtained from professionally acceptable standard instruments of measurement such as:
 - 1. ☒ interest inventories and aptitude tests,
 - 2. ☒ vocational preference inventories,
 - 3. ☒ achievement tests,
 - 4. ☒ standardized intelligence tests,
 - 5. ☐ _____
- D. ☒ authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. ☒ verified reports of serious or recurrent behavior patterns
- F. ☒ rank in class and academic honors earned
- G. ☒ psychological tests
- H. ☒ attendance records

- I. (X) health records
- J. (X) custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

- A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);
- B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request;
- C. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- D. report a crime committed by a child with or without a disability to appropriate authorities and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- E. release de-identified records and information in accordance with Federal regulations;
- F. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.) Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

[NOTE: Districts without AGs should include the following paragraph] This written agreement must include: 1) specification of the purpose, scope, duration of the study, and the information to be disclosed; 2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; 3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and 4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed. **[END OF OPTION]**

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

- G. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

[NOTE: the following sentence should be selected by districts with AGs] The District will verify that the authorized representative complies with FERPA regulations.

- H. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person-viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Upon written request by a student's parent or legal guardian, the District shall disclose to the parent or legal guardian any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records.

If the District provides any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records to any person, agency, or organization, then the District shall disclose to the student's parent or legal guardian upon his/her written request:

- A. the specific information that was disclosed;
- B. the name and contact information of each person, agency, or organization to which the information has been disclosed;
- C. the legitimate reason that the person, agency, or organization had in obtaining the information.

This information shall be provided without charge within thirty (30) days after the District receives the written request and without charge to the parent or legal guardian.

The District is not required to disclose to the parent or legal guardian, even upon written request, any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records and is provided to any person, agency, or organization in any of the following situations:

- A. provision of such information to the Michigan Department of Education or CEPI
- B. provision of such information to the student's parent or legal guardian
- C. provision of such information to its authorizing body or to an educational management organization with which it has a management agreement
- D. provision of such information to or from its intermediate school district or to another intermediate school district providing services to the District or its students pursuant to a written agreement
- E. provision of such information to a person, agency, or organization with written consent from the student's parent or legal guardian or, if the student is at least age eighteen (18), the student
- F. provision of such information to a person, agency, or organization seeking or receiving records in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction
- G. provision of such information as necessary for standardized testing that measures the student's academic progress and achievement
- H. provision of such information that is covered by the opt-out form described above, unless the student's parent or legal guardian or, if the student is at least age eighteen (18) or is an emancipated minor, the student has signed and submitted the opt-out form referenced below

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. ☒ a student's name;
- B. ☒ address (except for students participating in the address confidentiality program act);
- C. ☒ telephone number;
- D. ☐ date and place of birth;
- E. ☐ major field of study;
- F. ☒ participation in officially recognized activities and sports;
- G. ☒ height and weight, if member of an athletic team;
- H. ☒ height if member of an athletic team;
- I. ☒ weight, if member of an athletic team which requires disclosure to participate;
- J. ☐ dates of attendance;
- K. ☐ date of graduation;
- L. ☒ awards received;
- M. ☒ honor rolls;
- N. ☒ scholarships;
- O. ☒ telephone numbers for inclusion in school or PTO directories;
- P. ☒ school photographs or videos of students participating in school activities, events or programs;
- Q. ☒ _____.

[The following option should be selected if the Board assigns school email accounts to students per Policy 7540.03. *This option is provided to address potential confidentiality issues presented by Policy 7540.03 and is supported by Federal FERPA regulation 34 C.F.R. 99.37(d).]

☒ The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes ☒ and for inclusion in internal e-mail address books. School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

The Superintendent will also develop a list of uses for which the District commonly would disclose a student's directory information and develop an opt-out form that lists all of the uses or instances and allows a parent or legal guardian to elect not to have his/her child's directory information disclosed for one (1) or more of these uses.

Each student's parent or legal guardian will be provided with the opt-out form within the first thirty (30) days of the school year. The form shall also be provided to a parent or legal guardian at other times upon request.

If an opt-out form is signed and submitted to the District by a student's parent or legal guardian, the District shall not include the student's directory information in any of the uses that have been opted out of in the opt-out form. A student who is at least age eighteen (18) or is an emancipated minor may act on his/her own behalf with respect to the opt-out form.

Parents and eligible students may also refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ____ days after receipt of the District's public notice.

Armed Forces Recruiting

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses (except for students participating in the address confidentiality program act), and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

Public notice shall be given regarding the right to refuse disclosure of any or all "directory information" including to the armed forces of the United States and the service academies of the armed forces of the United States.

A fee, not to exceed the actual costs incurred by the high school, for copying and mailing student directory information under this section, may be charged an official recruiting representative.

Directory information received under armed services authorization request shall be used only to provide information to students concerning educational and career opportunities available in the armed forces of the United States or the service academies of the armed forces of the United States. An official recruiting representative who receives student directory information under this section shall not release that information to a person who is not involved in recruiting students for the armed forces of the United States or the service academies of the armed forces of the United States.

Annually, the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

Requests to the District records officer shall be presented on a standardized form developed by the armed forces of the United States requesting access to a high school campus and a time for the access. Requests should bear the signature of the ranking recruiting officer of the armed service making the request.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's education records or for the release of "directory information", either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not sell or otherwise provide to a for-profit business entity any personally identifiable information that is part of a student's education records. This does not apply to any of the following situations:

- A. providing the information as necessary for standardized testing that measures the student's academic progress and achievement
- B. providing the information as necessary to a person that is providing educational or educational support services to the student under a contract with the District

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town, unless a parent is prohibited from doing so due to a student's participation in the address confidentiality program act), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible students, must submit a written request to the building principal at least ____ work days before the scheduled date of the activity. The instrument will be provided to the parent within ____ business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure or use of personal information collected from students from the exclusive purpose of developing, evaluating, or providing educational products or service for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment;
- B. book clubs, magazines, and programs providing access to low-cost literary products;
- C. curriculum and instructional materials used by elementary and secondary schools;
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;

E. the sale by students of products or services to raise funds for school- related or education-related activities; and

F. student recognition programs.

The Board may establish online access for the parents or the eligible student to the student's confidential academic and attendance record. To authorize such access, the parents or the eligible student must sign a release (see Form 8330 F10). This release shall remind the parents or eligible student that the account and confidential information about the student is only as secure as they keep their account information. Neither the District nor its employees will be held responsible for any breach of this policy by the parent/eligible student or any unauthorized party.

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law;
- D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. () the proper storage and retention of records including a list of the type and location of records;
- B. () informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

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Legal

M.C.L. 380.1135, 380.1136

Letter, April 6, 2004 Jeremy Hughes, Deputy Supt. Department of Education

34 C.F.R. Part 99, 2002

Section 444 of subpart of part C of the General Education Provisions Act

Title IV of Public Law 90-247

20 U.S.C., Section 1232f through 1232i (FERPA)

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act

20 U.S.C. 7165(b)

26 U.S.C. 152

20 U.S.C. 7908

Book	Policy Manual
Section	Vol. 35, No. 2 - February 2021
Title	Vol. 35, No. 2 - February 2021 Revised SCHOOL SAFETY INFORMATION
Code	po8400
Status	
Adopted	June 13, 2017

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 and drugs, and registered sex offenders. Individuals are prohibited from possessing or using weapons or drugs 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.

~~1.1 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 Director of School Security 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 (x) agency (X) 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 Director of Safety and Security 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 post a report on the District website at least annually, 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, disaggregated by school building, 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 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

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

Book	Policy Manual
Section	Vol. 35, No. 1 - August 2020
Title	Vol. 35, No. 1 - August 2020 Revised THREATENING BEHAVIOR TOWARD STAFF MEMBERS
Code	po4362.01
Status	From Neola
Adopted	February 16, 2016

4362.01 - THREATENING BEHAVIOR TOWARD STAFF MEMBERS

The Board of Education believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff member or reasonably cause anxiety concerning for his/her physical and/or psychological well-being is strictly forbidden. Examples of such behavior include: threats to cause bodily harm; stalking; bullying; threats to damage real or personal property at the workplace; unusual behavior that a reasonable person would consider threatening. Any student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline or reported to the authorities.

The Superintendent shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

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Book	Policy Manual
Section	For the Board 35-1
Title	Copy of EMERGENCY REMOVAL, SUSPENSION, AND EXPULSION OF STUDENTS
Code	po5610
Status	
Adopted	July 11, 2017
Last Revised	March 3, 2020

5610 - EMERGENCY REMOVAL, SUSPENSION, AND EXPULSION OF STUDENTS

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

Factors to be Considered Before Suspending or Expelling a Student

The Board of Education also recognizes that exclusion from the educational program of the schools is a severe sanction that should only be imposed after careful and appropriate consideration. ~~Except as otherwise noted below with respect to possession of a firearm in a weapon-free school zone, if suspension or expulsion of a student is considered, the Board (Superintendent) shall consider the following factors prior to making a determination of whether to suspend or expel:~~

Except as otherwise noted below with respect to possession of a firearm in a weapon-free school zone, if suspension or expulsion of a student is considered, the Board (Superintendent) shall consider the following factors prior to making a determination of whether to suspend or expel:

- A. the student's age
- B. the student's disciplinary history
- C. whether the student has a disability
- D. the seriousness of the violation or behavior
- E. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- F. whether restorative practices will be used to address the violation or behavior
- G. whether a lesser intervention would properly address the violation or behavior

The Board ~~and/or Superintendent~~ will exercise discretion over whether or not to suspend ~~or expel~~ a student, ~~and the Board will exercise sole-discretion over whether or not to expel a student.~~ In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Superintendent/designee can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Superintendent/designee will still consider these factors in making the determination.

Restorative Practices

The Superintendent/designee shall consider using restorative practices as an alternative to or in addition to suspension or expulsion. If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption and harassment and cyberbullying.

If the Superintendent/designee decides to utilize restorative practices as an alternative to or in addition to suspension or expulsion, the restorative practices may include victim-offender conferences that:

- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;

- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the 'restorative practices team');
- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Due Process

The Board recognizes exclusion from the educational programs of the District, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and is one that cannot be imposed without appropriate due process, since exclusion deprives a child of the right to an education. The Board also recognizes that it may be necessary for a teacher to remove a student from class for conduct disruptive to the learning environment, and that such removals are not subject to a prior hearing, provided the removal is for a period of less than twenty-four (24) hours. However, if an emergency removal may result in a suspension, then due process must be ensured.

In all cases resulting in short-term suspension, long-term suspension or expulsion, appropriate due process rights described in Policy 5611 and AG 5610 must be observed. The Superintendent/DESIGNEE shall check to make sure the student is not classified as disabled under Section 504. Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with their rights under Federal law.

For purposes of this policy, suspension shall be either short-term (not more than ten (10) days) or long-term (for more than ten (10) days but less than permanent expulsion) removal of a student from a regular District program. The Superintendent may suspend a student for a period not to exceed 10 school days.

For purposes of this policy, unless otherwise defined in Federal and/or State law, expulsion is defined as the permanent exclusion of a student from the District. Students who are expelled may petition for reinstatement as provided below.

Emergency Removal or Short-Term Suspension

A student may be removed from a class, subject, or activity for one (1) day by his/her teacher for certain conduct as specified in the Code of Conduct, or he/she may be given a short-term suspension by the Superintendent/DESIGNEE. A student so removed may be allowed to attend other classes taught by other teachers during the term of the one (1) day removal. A student removed from the same class for ten (10) days will be entitled to the process for short-term suspensions outlined in AG 5610. A student removed from the same class for more than ten (10) days will be entitled to the process for long-term suspensions outlined in AG 5610. A The Board designates the Superintendent as its representative at any hearings regarding the appeal of a suspension.

Long-Term Suspension or Expulsion

Due process set out in Policy 5611 and AG 5610 shall be followed in all circumstances in which a student may be expelled or suspended for a period of more than ten (10) days.

The Superintendent/designee may recommend to the Board **Discipline Committee** a long-term suspension or **the Superintendent/DESIGNEE may recommend** that a student be expelled.

In all cases resulting in short-term suspension, long-term suspension, or expulsion, appropriate due process rights must be observed. **In determining whether a student is to be suspended or expelled, District administrators shall use a preponderance of evidence standard.**

The Superintendent shall develop procedures to implement this policy that shall include the following:

- A. strategies for providing special assistance to students in danger of being expelled and not achieving the academic outcomes of the District's core curriculum;
- B. standards of behavior for all students in accordance with District Board policy on student discipline;
- C. procedures that ensure due process; and
- D. provision for make-up work at home, when appropriate.
- E.

When making a determination whether or not a student will be expelled or permanently excluded under this policy, the Superintendent shall retain all documents, electronically stored information ('ESI'), and electronic media (as defined in Policy 8315 - Information Management (i.e. 'Litigation Hold')) created and/or received as part of an investigation.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Persistent Disobedience or Gross Misconduct/CSC Against Another District Student

Any student may be removed from the classroom, and/or, after consideration of the factors identified above, suspended or expelled for persistent disobedience or gross misconduct or if the student commits criminal sexual conduct against another student enrolled in the District regardless of the location of the conduct. A student may not be expelled or excluded from the regular school program based on pregnancy status.

In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law. Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

Physical and Verbal Assault

Unless a different determination is made after consideration of the factors identified above, the District shall permanently expel a student in grade six or above if that student commits physical assault at school against a staff member, a volunteer, or a contractor.

Unless a different determination is made after consideration of the factors identified above, the District shall suspend or expel a student in grade six or above for up to one hundred eighty (180) school days if the student commits physical assault at school against another student.

Physical assault is defined as 'intentionally causing or attempting to cause physical harm to another through force or violence.'

Unless a different determination is made after consideration of the factors identified above, the District shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five and below for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building, property, or at a school-related activity.

Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

'At school' means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

Weapons, Arson, Criminal Sexual Conduct

In compliance with State and Federal law, and unless a different determination is made after consideration of the factors identified above, the District shall expel any student who possesses a dangerous weapon, other than a firearm, in the District's weapon-free school zone (except as noted below), commits either arson or criminal sexual conduct in a school building or on school property, including school buses and other District transportation, or pleads to, is convicted of or is adjudicated of criminal sexual conduct against another student enrolled in the District.

In compliance with State and Federal law, the District shall expel any student who possesses a firearm in the District's weapon-free school zone in violation of State law, unless the student can establish the mitigating factors relating to possession of a dangerous weapon set out below, by clear and convincing evidence.

For purposes of this policy, a "dangerous weapon" is defined by law as a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. This definition also includes other devices designed to (or likely to) inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of the explosive, the frame, or the bearer of any such weapon, as well as a firearm muffler, firearm silencer, or any such destructive device.

The District need not expel a student for possession of a dangerous weapon, including a firearm, if the student can establish in a clear and convincing manner the following mitigating factor(s) to the satisfaction of the Board the:

- A. object or instrument was not possessed for use as a weapon, or for direct (or indirect) delivery to another person for use as a weapon; or
- B. weapon was not knowingly possessed; or
- C. student did not know (or have reason to know) that the object or instrument in his/her possession constituted a dangerous weapon; or
- D. weapon was possessed at the suggestion, request, direction of, or with the express permission of the Superintendent or the police.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Superintendent/designee determines that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

For expulsions for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor, the Superintendent shall provide that the expulsion is duly noted in the student's record, the student is referred to the Department of Human Services or Department of Community Health within three (3) school days after the expulsion, and the parents are informed of the referral. Furthermore, if a student who is expelled is below the age of sixteen (16), the Superintendent shall ensure notification of the expulsion is given to the Juvenile Division of the Probate Court. In compliance with Federal law, the Superintendent shall also refer any student (regardless of age) expelled for possession of a

dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent shall send a copy of this policy to the State Department of Education and shall include a description of the circumstances surrounding the expulsion of the student for possessing a firearm or weapon in the District's weapon-free school zone, together with the name of the District, the number of students so expelled, and the types of firearms or weapons brought into the weapon-free school zone.

A student expelled under this policy for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may apply for reinstatement in accordance with the following guidelines:

- A. If the student is in grade five (5) or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.
- B. If the student is in grade five (5) or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, or emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.
- C. If the student is in grade six (6) or above at the time of the expulsion, the parents, legal guardian, adult student, or emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
- D. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent.
- E. Within ten (10) school days after receiving the petition, the Board shall appoint a committee consisting of two (2) Board members, a school administrator, a teacher, and a school-parent representative. During this time period, the Superintendent shall prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.
- F. Within ten (10) school days after being appointed, the committee shall review all pertinent information and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of the following the:
 1. extent to which reinstatement would create a risk of harm to students or school staff;
 2. extent to which reinstatement would create a risk of school or individual liability for the Board or school staff;
 3. age and maturity of the student;
 4. student's school record before the expulsion incident;
 5. student's attitude concerning the expulsion incident;
 6. student's behavior since the expulsion and the prospects for remediation;
 7. The degree of cooperation and support the parent has provided and will provide if the student is reinstated (if the request was filed by a parent), including, but not limited to the parent's receptiveness toward any conditions placed on the reinstatement. Such conditions, for example, might include a written agreement by the student and/or a parent who filed the reinstatement request to accomplish the following:
 1. abide by a behavior contract involving the student, his/her parents, and an outside agency;
 2. participate in an anger management program or other counseling activities;
 3. cooperate in processing and discussing periodic progress reviews;
 4. meet other conditions deemed appropriate by the committee;
 5. accept the consequences for not fulfilling the agreed upon conditions.
 8. student's behavior since the expulsion and the prospects for remediation.

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and is not subject to appeal.

In the event a student who has been permanently expelled from another school requests admission to this District, in making its decision, the Board shall follow the same procedure it has established for any other Board Reinstatement Hearing.

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition the Board for reinstatement. The Board may, at its discretion, consider the petition in accordance with the procedures set forth above.

The Superintendent shall ensure Board policies and procedures regarding a student's rights to due process are followed when dealing with a possible suspension or expulsion under this policy.

In-School Discipline

The purpose of this policy is to provide an alternative to out of school suspension. The availability of in-school discipline options is dependent upon the financial ability of the Board to support such a program.

In-school discipline will only be offered at the discretion of the Superintendent for offenses found in the Student Code of Conduct.

The Superintendent is to establish procedures for the proper operation of such a program and to ensure appropriate due-process procedures are followed as applicable. (See Policy 5630.01)

Due Process Rights

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following:

A. Students Subject to Short-Term Suspension

Except when emergency removal is warranted, a student must be given at least oral notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The Superintendent or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

B. Students Subject to Long-Term Suspension and Expulsion

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and must also be given an opportunity to appear before the Board with a representative to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student/parent's request, the hearing shall be held in closed session, but the Board must act publicly. The Board shall act by providing a written decision on any appeal of an expulsion, a request for reinstatement, or a request for admission after permanent expulsion from another school.

The Superintendent shall develop procedures to ensure all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights shall be placed in all student handbooks, in a manner that facilitates understanding by students and their parents.

Corporal Punishment

While recognizing that students may require disciplinary action in various forms, the Board does not condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

Staff shall not use physical force or violence to compel obedience. If all other means fail, staff members may always resort to the removal of the student from the classroom or District through suspension or expulsion procedures.

Within the scope of their employment, all staff may use reasonable force and apply restraint to accomplish the following:

- A. restrain or remove a student who refuses to comply with a request to behave or report to the office;
- B. quell a disturbance threatening physical injury to self or others;
- C. obtain possession of weapons or other dangerous objects within the control of the student, for either self-defense; or
- D. the protection of persons or property.

In accordance with State law, corporal punishment shall not be permitted. If any staff member (full-time, part-time, or substitute) deliberately inflicts, or causes to be inflicted, physical pain upon the student (by hitting, paddling, spanking, slapping or any other kind of physical force) as a means of discipline, the staff member may be subject to discipline and possibly criminal assault charges. This prohibition also applies to volunteers and those with whom the District contracts for services.

The Superintendent shall provide guidelines, including a list of alternatives to corporal punishment.

Removal, Suspension, and Expulsion of Students with Disabilities

The District shall abide by Federal and State laws in matters relating to discipline, suspension, and expulsion of disabled students.

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Legal

M.C.L. 380.1301, 380.1309, 380.1310d, 380.1311

20 U.S.C. 3351

State Board of Education, Resolution to Address School Discipline Issues

Impacting Student Outcomes, Adopted June 12, 2012

Book	Policy Manual
Section	Vol. 35, No. 1 - August 2020
Title	Vol. 35, No. 1 - August 2020 Revised DUE PROCESS RIGHTS
Code	po5611
Status	
Adopted	July 11, 2017
Last Revised	March 3, 2020

5611 - DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines which District administrators shall use when dealing with students:

A. Students subject to short-term suspension:

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

B. Students subject to long-term suspension and expulsion:

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefor, and an opportunity to appear with a representative before the **(x) Board and/or (x) Superintendent** to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the **(x) Board and/or (x) Superintendent**, and a summary of the facts to which the witnesses will testify. ~~At the student's request, the hearing may be private, SELECT ONLY IF HEARING IS BY THE BOARD () but the () Board () Superintendent must act publicly.~~ The Board shall act on any appeal, which must be submitted in writing, to an expulsion, to a request for reinstatement, or to a request for admission after being permanently expelled from another district (Policy 5610).

In determining whether disciplinary action set forth in this policy is to be implemented, District Administrators shall use a preponderance of evidence standard. Further, any individual charged with making a disciplinary determination under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - Information Management (i.e. "Litigation Hold")) created and/or received as part of an investigation.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

~~The Superintendent shall establish procedures so that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.~~

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Book	Policy Manual
Section	Vol. 35, No. 2 - February 2021
Title	Vol. 35, No. 2 - February 2021 Revised EMERGENCY MEDICAL AUTHORIZATION
Code	po5341
Status	
Adopted	July 11, 2017

5341 - EMERGENCY MEDICAL AUTHORIZATION

The District will distribute annually to parents or guardians of all students the Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in each school building during the school year.

Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in this policy and in Policy 5342 related to Do Not Resuscitate Orders. the Superintendent's administrative guidelines and are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.

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Book	Policy Manual
Section	Vol. 35, No. 1 - August 2020
Title	Vol. 35, No. 1 - August 2020 Revised FACILITY SECURITY
Code	po7440
Status	
Adopted	May 16, 2017

7440 - **FACILITY SECURITY**

☒ Buildings constitute the greatest financial investment of the District. It is in the best interest of the Board of Education to protect the District's investment adequately. The buildings and equipment owned by the Board shall be protected from theft and vandalism in order to maintain the optimum conditions for carrying out the educational programs.

The Superintendent shall develop and supervise a program for the security of the District's students, staff, visitors, school buildings, school grounds, and school equipment in compliance with State and Federal law. Such a program may include the use of video surveillance and electronic monitoring equipment in appropriate public areas in and around the schools and other District facilities, and on school buses.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors and Board property and may require the prosecution of those who bring harm to persons and/or property. The Board will seek repair to rectify the damage or payment of a fee to cover the cost of repair or replacement from the person(s) responsible. A reward may be offered for apprehending such persons.

☒ Appropriate authorities may be contacted in the case of serious offenses.

☒ The Superintendent is authorized to install metal detectors and video surveillance/electronic monitoring equipment on school property in order to protect the health, welfare, and safety of students, staff, visitors and Board property, and other security devices that would assist in the detection of guns and dangerous weapons:

A. ☐ in school buildings;

B. ☒ on District property;

C. ☐ at Board-sponsored/controlled events.

☒ The Superintendent is authorized to install temporary door locking devices as permitted by law in order to protect the health, welfare, and safety of students, staff, visitors and Board property. Notification of the local fire department and law enforcement agency and required inspection in accordance with M.C.L. 388.851d shall be provided before use of the device or system. Training of staff working in the building on the use of the device or system shall be provided and documented.

☒ The Superintendent shall report to the Board, no later than the next Board meeting, any significant incident involving vandalism, theft, personal safety or other security risk and the measures being taken to address the situation.

M.C.L. 388.851d

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Legal	M.C.L. 388.851d
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ARTICLE XIII

NEGOTIATION PROCEDURES

Section 1: It is contemplated that matters not specifically covered by this Agreement but of common concern to the parties shall be subject to professional negotiations between them from time to time during the period of this contract by mutual agreement. The parties undertake to cooperate in arranging meetings, selecting representatives for such discussions, furnishing necessary public information, and otherwise constructively considering and resolving any such matters.

Section 2: At least sixty (60) days prior to the expiration of this Agreement, the parties will begin negotiations for a new Agreement covering wages, hours, terms, and conditions of employment of teachers employed by the Board.

Section 3: In any negotiations described in this Article, neither party shall have any control over the selection of the negotiating or bargaining representatives of the other party, and each party may select its representatives from within or outside the School District. It is recognized that no final agreement between the parties may be executed without ratification by the Board of Education and by the Association, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining subject only to such ultimate ratification.

Section 4: If the parties fail to reach an agreement in any such negotiations, either party may invoke the mediation machinery of the Michigan Employment Relations Board or take any other lawful measures it may deem appropriate.

ARTICLE XIV

GRIEVANCE PROCEDURE

Section 1: A grievance shall be defined as an alleged violation, misinterpretation, or misapplication of this Agreement or written Board policies affecting working conditions of the teacher. The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article:

- (a) The termination of services or failure to re-employ any teacher;
- (b) Any matter covered by the Michigan Teacher Tenure Act, including those areas where the Tenure Act prescribes a procedure or authorizes a remedy such as discharge and/or demotion;
- (c) The discipline, evaluation, or layoff/recall of a teacher;
- (d) Any prohibited subjects of bargaining.

Should a teacher/Association feel that there has been a violation, he/she will take the following steps:

Step 1: The teacher/Association with or without a designated representative shall discuss the grievance with the principal informally within five (5) work days of the alleged violation and, if not resolved, shall file a written grievance with the principal within fifteen (15) work days of the alleged violation and discuss the written grievance with the principal within five (5) work days after the grievance is filed. If no satisfactory conclusion is reached within five (5) work days following the discussion of the written grievance with the principal, the teacher/Association shall submit the written grievance within five (5) work days of the discussion with the principal to Step 2. A grievance that is not within the scope of a building principal's authority may be filed initially at Step 2. The written grievance, as required herein, shall contain the following:

- (1) it shall be signed by the grievant(s)/Association;
- (2) it shall be specific;

- (3) it shall contain a synopsis of the facts that gave rise to the alleged violation;
- (4) it shall cite the section or subsections of this contract or written Board policy alleged to have been violated;
- (5) it shall contain the date of the alleged violation;
- (6) it shall specify the relief requested; and
- (7) it shall indicate approval or disapproval by the Association.

Step 2: The superintendent or their designated agent shall arrange a meeting with the grievant and/or the designated Association representative at the option of the grievant within ten (10) work days after receipt of the grievance to discuss the grievance. Within ten (10) work days of the discussion, the superintendent or their designated agent shall render their decision in writing, transmitting a copy of the same to all parties involved. If the decision of the superintendent is unsatisfactory to the grievant/Association then the grievant/Association may appeal same to the Board of Education by filing a written grievance along with the decision of the superintendent with the officer of the Board in charge of drawing up the agenda for the Board's meeting within ten (10) attendance days of receipt of the superintendent's decision.

Step 3: Upon proper application as specified in Step 2, the Board shall allow the teacher/grievant and/or their Association representative an opportunity to be heard at a meeting of the Board within twenty (20) work days of notification of appeal to this step. The Board shall render its decision in writing within fifteen (15) work days of the meeting. A copy of the written decision of the Board shall be forwarded to the superintendent for permanent filing, the building principal for the building in which the grievance arose, the grievant, and the representative of the Association.

Step 4: If the Association is not satisfied with the disposition of the grievance by the Board or if no disposition has been made within the period above provided, the grievance may be submitted to arbitration provided the submission is made in writing to the superintendent within ten (10) work days after receipt of the Board's answer. If the grievance is timely submitted to arbitration in a timely manner, an arbitrator shall be selected in the following manner:

- (1) The parties shall meet within ten (10) working days of the submission to arbitration for the purpose of selecting a mutually agreeable arbitrator. If the parties cannot agree within five (5) work days then the arbitrator shall be selected by the American Arbitration Association in accord with its rules which shall likewise govern the arbitration proceeding;
- (3) The Board and the Association shall not be permitted to assert in such arbitration preceding any ground or rely on any evidence not previously disclosed to the other party. The arbitrator shall have no authority to change, alter, modify, or add to the terms and provisions of this Agreement. Both parties agree to be bound by the award of the arbitrator to the extent the award was within the scope of their authority. The fees and expenses of the arbitrator, including the filing fee, shall be shared equally.

Section 2: Failure to appeal a decision at any level within the specified time limits shall be deemed an acceptance of the decision at that level.

Section 3: The teacher/Association will have the right to withdraw a grievance at any level without prejudice to the Association or other teachers.

Section 4: A grievance may not be processed past Step 3 without approval and endorsement of the Association.

Section 5: The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits may result in hardship of any party, the Board shall use its best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible.

Section 6: Notwithstanding the expiration of this Agreement, any claim or grievance arising thereunder may be processed through the grievance procedure until resolution.

Section 7: The Association will have on file in the office of the superintendent the names of the Association representative in each building.

Section 8: Nothing contained herein shall be construed to prevent any individual teacher from presenting a grievance and having the grievance adjusted without the intervention of the Association if the adjustment is consistent with terms of this agreement, provided the Association has been given opportunity to be present at such adjustment.

ARTICLE XV

MISCELLANEOUS PROVISIONS

Section 1: The Board agrees at all times to maintain an adequate list of qualified substitute teachers. Teachers shall access the sub call-in system at least one (1) hour prior to reporting time to report unavailability for work. Once a teacher has reported unavailability, it shall be the responsibility of the administrator to arrange for a substitute teacher,

Teachers are encouraged to submit feedback on the performance of the substitute teacher via the sub call-in system and/or to the building principal.

Section 2: This Agreement shall supersede any rules, regulations, or practices of the Board that shall be contrary to or inconsistent with its terms. It shall likewise supersede any contrary or inconsistent terms contained in any individual teacher contracts theretofore in effect. All future individual teacher contracts shall be made expressly subject to the terms of this Agreement. The provisions of this Agreement shall be a legal contract between the Board and the Association. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall be void except to the extent permitted by law, but all other provisions or application shall continue in full force and effect.

Section 3: All contractual changes will be completed jointly with the administration and FEA within 10 work days after ratification by the Board. Copies of this Agreement shall be printed and supplied to all teachers now employed or hereafter employed by the Board upon request.

Section 4: No agreement or understanding contrary to this collective bargaining agreement nor any alteration, variation, waiver, or modification of any of the terms or conditions contained herein shall be binding upon the parties hereto unless such agreement, understanding, alteration, variation, waiver, or modification is executed in writing between the parties. It is further understood and agreed that this contract constitutes the sole, only, and entire agreement between the parties hereto and cancels and supersedes any other agreement, understandings, and arrangement heretofore existing.

Section 5: Employees must properly execute and personally deliver the authorization to the Business Office for direct deposit. The Board agrees to deposit the specified sum(s) into one or two designated banking institutions.

Section 6: If an emergency financial manager is appointed by the state under PA 4 of 2011, Fiscal Accountability Act, the emergency manager may reject, modify, or terminate the collective bargaining agreement in their sole discretion. This authority is a prohibited subject of bargaining under the Public Employment Relations Act (PERA).

K-12 Departments (5)

- World Language
- Fine Arts
- Physical Education
- Media
- Counseling

K-5 Department (2)

- Special Education

Section 14: Teacher Rights -

- (a) If the teacher disagrees with an evaluation, he/she may submit within ten (10) work days a written reply which shall be attached to the original.
- (b) A teacher will have the right to review the contents of all records of the District pertaining to said teacher, originating after original employment and to have a representative of the Association accompanies him/her in such review.
- (c) No material originating after original employment shall be placed in their personnel file unless the teacher has had an opportunity to review the material. The teacher shall submit a written notation regarding any material, and the same shall be attached to the file copy of the material in question within ten (10) days. If the teacher believes that material to be placed in their file is inappropriate or in error, it shall be corrected, provided cause is shown by the teacher, whereupon the material shall be corrected or expunged from the file. If the teacher is asked to sign material placed in their file, such signature shall be understood to indicate their awareness of the material but in no instance shall said signature be interpreted to mean agreement with the content of the material, nor that the evaluation procedure was properly utilized.
- (d) If any action is to be taken as a result of a complaint by any parent or if a record is to be made of the complaint, the teacher shall be so informed as soon as feasible by whomever is taking the action.

Section 15: The Board and FEA mutually agree that they shall establish maximum class size, at all levels, except alternative education programs, and will attempt to maintain balanced class size at all levels.

- (a) In order for a class to be included in the final master schedule, 50% of the contract maximum size is required unless the parties mutually agree to an exception.
- (b) For grades 6-12 a meeting may be requested by the association to be held with the building principal(s), association officer(s), and assistant superintendent or superintendent prior to finalizing the master schedule to review master schedule.
- (c) At the secondary level, imbalances of more than 6 students in the same hour of the same course will not occur.

- (d) The class size maximum applies to all courses except those outlined in subsection (i) below. Effective at the October count date the classroom maximum shall be:

Grade Level	Maximum
K	25
1-2	26
3-5	28
6	29
7-12	32

- (e) With the exception of subsection (i) below, teachers with class sizes over the established maximum at the October count date will be provided a stipend for each student over the classroom maximum according to the following schedule:

- Grades K-5 = \$600 per semester
- Grade 6 Electives (all courses except band, choir, & PE) = \$120 per class per semester
- Grades 6-12 = \$120 per class semester

In order for the stipend to be paid the student(s) must physically be in the teacher's classroom the majority of the days for the semester. In respect to 9-week elective courses, class attendance for the two 9-week courses comprising a semester will be averaged to determine if there is an overload stipend to be paid.

- (f) In the case that a student(s) is/are added after the October count date to a class above the classroom maximum, a volunteer will be sought to accept the student. If there is more than one volunteer, the building Principal will make the final selection. For additional students added, the process will repeat until each teacher has added one student.
- (g) Except as provided in subsection (i) of this section, class sizes shall not exceed the following maximum including overload students:

Grade Level	Overload Maximum
K	26
1-2	27
3-5	29
6	30
7-12	35

- (h) The district agrees to follow Michigan rules and regulation concerning special education services and to consult with the FEA and affected teacher(s) prior to submission of any waiver or other deviation from the rules and regulations. When the District uses an emergency waiver above the caseload size cap established by the Michigan Administrative Rules for Special Education (MARSE,) affected teachers will be paid an overload stipend of \$600 per semester.

Fowlerville Education Association Grievance Form

Name: *Fowlerville Education Association*

Date of Incident: *9/18/2023*

Article(s) Violated Include, but are not limited to:

Article IX, Section 15 (a and b).

Description of Incident:

The FEA was made aware of low class numbers throughout the district. The FEA requested and received the Google Sheet documenting 22 sections of the 2023-2024 Master schedule having lower than 50% of the contract class size.

Impact of Incident:

The impact of these class sizes having less than 50% wastes money in the overall budget and the equality of teacher's workload throughout the district.

Resolution Sought:

The FEA seeks the consolidation of classes having less than 50% of contractual class size in accordance with the master agreement. The bargaining unit members impacted by this grievance shall be made whole. The district will explore the use of other funds to pay for the reduced class sizes that have been created by this situation. The district shall cease to violate the FEA contract.

Supporting Documentation: (Attach any relevant documents, such as emails or witness statements that support your grievance.)

Signature: *Michele Burt*

Date: *9/25/23*

Fowlerville Community Schools

7677 W. Sharpe Road, Suite A • Fowlerville, MI 48836
(517) 223-6015 • FAX (517) 223-6022
Matthew Stuard, Superintendent

Date: October 16, 20022

To: Michele Burt, FEA Grievance Chair

From: Matt Stuard, Superintendent

RE: Grievance #23-24-01

This letter is in response to grievance #23-24-01 submitted electronically to the Director of Human Resources on September 18, 2023. The grievance claims that management violated Article IX, Section 15 a and b of the Professional Employment Contract between the Fowlerville Board of Education and the Fowlerville Education Association (FEA) which says:

Section 15: The Board and FEA mutually agree that they shall establish maximum class size, at all levels, except alternative education programs, and will attempt to maintain balanced class size at all levels.

- (a) In order for a class to be included in the final master schedule, 50% of the contract maximum size is required unless the parties mutually agree to an exception.
- (b) For grades 6-12 a meeting may be requested by the association to be held with the building principal(s), association officer(s), and assistant superintendent or superintendent prior to finalizing the master schedule to review master schedule.

The FEA alleges the 2023-2024 master schedules contain 22 sections that have lower than 50% of the contract class size. As a remedy, the FEA seeks "the consolidation of classes having less than 50% of the contractual class size in accordance with the master agreement. The bargaining unit members impacted by this grievance shall be made whole. The district will explore the use of other funds to pay for the reduced class sizes that have been created by this situation. The district shall cease to violate the FEA contract."

On October 3, 2023, a grievance meeting was held to discuss the alleged violation. Present at the meeting from management were Mrs. Trisha Reed, Mrs. Adva Ringle, and Mr. Matt Stuard. Present from the FEA was Ms. Michele Burt and Ms. Shannon Laesch. No evidence was presented at this meeting by the FEA beyond the grievance form. Additionally, when asked the grievant was unable to provide a list of the 22 classes that allegedly exceed the master schedules.

After a comprehensive review of the grievance presented by the FEA, I have determined the following:

Timeliness: Based on the timelines presented in Article XIV, Section 1 and Section 5, Grievance 23-24-01 was not filed within the prescribed timeframe. The records from our joint meetings held on 5/23/23 and 5/25/23, attended by both the FEA and district management, provide a clear account of the district's intentions regarding teacher assignments for the 2023-2024 school year. The directive "PLEASE UPDATE THIS SHEET AND SHARE (AGAIN) WITH ALL PARTICIPANTS WHEN/IF CHANGES HAVE TO BE MADE" was clearly noted, indicating mutual agreement, and understanding on the ongoing review process.

Authority of the District: The Public Employment Relations Act ("PERA"), MCL 423.201 et seq., confers specific authority upon the district regarding its operational decisions. As articulated in PERA Section 15(2), MCL 423.215(2), the district has the authority, responsibility and right to manage and oversee the operations and activities of the public schools it controls. The financial resolution sought would be in violation of this portion of PERA.

Rights of Board: Our current Collective Bargaining Agreement (CBA) from 2021 to 2024, specifically in Article II (Rights of Board), underscores the district's authority in establishing education policies, determining curriculum components, and the general management and care of the school district. The FEA's resolution seeks a financial resolution that is outside the contractual boundaries of the Professional Employment Contract between the Board and FEA.

Teacher Placement: The resolution proposed in the grievance would necessitate a change in teacher placements. As explicitly stated in PERA Section 15(3)(j), issues concerning teacher placement—including assignments, reassignments, and transfers—are solely under the district's authority and are not subject to arbitration.

Lack of Supporting Documentation: It is pertinent to note that the FEA has not provided any substantive supporting documentation – be it emails, witness statements, letters from impacted member teachers, or a detailed list specifying the alleged 22 classes that are purportedly in violation of the CBA. The absence of such crucial evidence further challenges the validity of the claims made in the grievance.

Given the reasons stated above, Grievance 23-24-01 is denied in its entirety. It is my sincere hope that the district and FEA can continue to collaborate constructively in the best interests of our students, educators, and the larger Fowlerville community.

Sincerely,



Matt Stuard
Superintendent

cc: Grievance File
Human Resources
Michelle Burt, FEA Grievance Chair

Disposition of Association:

The disposition of the Superintendent's Response to the Step 2 Grievance, dated "October 16, 20022" (correct date 2023) is unsatisfactory to the FEA.

Articles violated include, but are not limited to:

Article IX - Teaching Conditions

Section 15

15 (a) through (d)

Article II, Rights of the Board, Section 3

Impact of Incident, updated:

Since the original Grievance was filed on September 25, 2023, additional information has been provided to the FEA by the District. This information includes updated Class Size documents for the junior high and high school, K-12 Grid Master Schedule for first semester, and a spreadsheet showing the District's ESSER funds.

Based on the information listed above, the FEA believes that there are approximately 25 classes that are lower than 50% of the contractual class size provision. There are also approximately 21 additional classes that typically run low by design. This is approximately 46 classes with lower than 50% class size. Additionally, we are aware of at least two teachers that are not listed on the 2023-24 master schedule class list documents provided by the District, as well as approximately three teachers receiving overage pay for larger class sizes, and about four teachers receiving a 1.2 assignment, or overload pay, for the first semester as of 10-31-2023. Additionally, on the grid master schedule fractions, the denominator is not consistent with the class sizes in the contract.

The combination of the loss of state revenues due to the recent loss of students across the District and the high number of class sizes that are lower than 50% on the 2023-24 master schedule, the District will realize a negative financial impact. This also has an impact of the FEA CBA.

The FEA was able to obtain a copy of the District's 2022-23 audited Financial Statements and the MDE Dashboard for ESSER funds. It appears that the District's Fund Balance is declining, currently at 9.6%, and there is some remaining ESSER funds through December 2024. There is also a significant increase in the pupil foundation amount for the 2023/24 school year. After reviewing these financial documents, the FEA would like to work with the District to resolve this matter with a minimal to no disruption to the students and staff for the remainder of the school year.

Resolution Sought:

The District will be held harmless by the FEA for the low class sizes on the current Grid Master Schedule for the 2023/24 school year. This Hold Harmless ensures no negative impact to the students or the staff due to this scheduling discrepancy. For the 2024/25 school year, the language in Article IX, Section 15, of

the CBA will be followed and meetings will occur between the association, building principals, and district administration.

The District acknowledges that the CBA has been violated.

The District administration shall receive scheduling training on the current software, or new software if purchased, to ensure efficient scheduling for the upcoming school years. This is a necessity to keep the district right-sized and fiscally sound and responsible, and to be in compliance with the CBA.

The FEA is willing to meet with the District and discuss Article IX, Section 15 (a) in the CBA for the 2024/25 school year at the Junior High and High School levels to review scheduling deviations. This simply requires a discussion and an agreement between the District and the FEA.

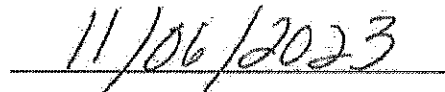
Bargaining unit members will be made whole.

The District will explore the potential use of other funds to help offset the costs for the reduced class sizes for the 2023/24 school year.

The District will recognize and uphold the FEA CBA.



Signature



Date

Fowlerville Community Schools

7677 W. Sharpe Road, Suite A • Fowlerville, MI 48836
(517) 223-6015 • FAX (517) 223-6022
Matthew Stuard, Superintendent

Date: November 9, 2023

To: Carrie DeLuca, Fowlerville Education Association (FEA) President

From: Matt Stuard, Superintendent

RE: Step 3 – FEA Grievance #23-24-01

This letter is in response to Step 3- FEA Grievance #23-24-01 submitted electronically to the Fowlerville Community Schools Superintendent on November 6, 2023.

As required by Article XIV, Section 1, Step 3 of the Professional Employment Contract between the Fowlerville Board of Education and FEA, the district shall allow the Association an opportunity to be heard at a meeting of the Board within 20 work days of notification of appeal to Step 3 of the grievance procedure.

FEA Grievance #23-24-01 will be placed on the Tuesday, December 5, 2023 Regular Board of Education meeting to be held in the Fowlerville High School media center at 7 pm.

Sincerely,



Matt Stuard
Superintendent

cc: Grievance File
Board of Education President
Director of Human Resources
FEA President



Carrie DeLuca <delucac@fowlervilleschools.org>

Dates of Grievance

1 message

Michele Burt <burtm@fowlervilleschools.org>
To: Carrie DeLuca <delucac@fowlervilleschools.org>

Fri, Nov 3, 2023 at 7:01 AM

Letter sent via email: 9.25.23
Responded with request for meeting: 9.26.23
Meeting: 10.3.23
Response: 10.16.23

Mrs. Michele Burt
8th Grade Math Teacher
Fowlerville Junior High School
517.223.6217

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10-31-23 Principal to clarify schedule
met to discuss absence



Matthew Stuard <stuardm@fowlervilleschools.org>

Re: Grievance Meeting

1 message

Matthew Stuard <stuardm@fowlervilleschools.org>

Fri, Oct 27, 2023 at 2:32 PM

To: Carrie DeLuca <delucac@fowlervilleschools.org>

Cc: "Hudson, Lori" <ludson@mea.org>, Trisha Reed <reedt@fowlervilleschools.org>

Carrie,

Amy, Myriah and Adva are available at 2:30 pm Tuesday. I will try to join around 3 if the group is still meeting.

The district still requests the FEA makes the decision to move to step 3 by COB Monday, 11/6.

Have a great weekend,
MattSuperintendent
Fowlerville Community Schools

On Oct 27, 2023, at 11:06 AM, Carrie DeLuca <delucac@fowlervilleschools.org> wrote:

Matt,

Thank you for the response. The time presented will not work.

Do you have Monday at 2:30 - 3:30 or 3:00 - 4:00 or Tuesday, 2:30 - 3:30?

Carrie DeLuca
6th Grade Educator
6th Grade ELA and Science
Student Council Sponsor
Ski and Snow Board Club Sponsor
President - Fowlerville Education Association**Legal Notice**

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On Fri, Oct 27, 2023 at 8:40 AM Matthew Stuard <stuardm@fowlervilleschools.org> wrote:

Good morning Carrie,

The district is willing to extend the grievance timeline and to have further discussions with the FEA as requested. We are able to meet Thursday, 11/2/23 from 3 pm to 4 pm in the Crash Pad to review the

documents you listed and continue the discussion. Amy Pashak, Myriah Lillie, Trisha Reed, Adva Ringle and myself will be present for this meeting.

The district requests that the FEA's decision to move to Step 3 be made no later than close of business Monday, 11/6/23 so it can be placed on the Board agenda for the Tuesday, 11/14/23 Board of Education meeting.

Thanks,
Matt

On Oct 26, 2023, at 5:30 PM, Carrie DeLuca <delucac@fowlervilleschools.org> wrote:

Matt -

We have reviewed your response to the Grievance #23-24-01. Your response to the grievance is unsatisfactory to the FEA. The FEA intends to appeal to the Board of Education in accordance with the CBA.

In an effort to engage in positive labor relations, the FEA is willing to have further discussion with the district to review the Class Size lists and the Class Enrollment Analysis that have been provided to the FEA by the district. The documents are the Junior High Class List dated and received 10/17/23 from Myriah Lillie and the High School Class List dated 10/20/23 and received 10/25/23 from Nick Zajas . The Class Enrollment Analysis (the initial data document) dated 09/05/23 and received 09/07/23 from Adva Ringle.

This would require both the FEA and the district to agree to extend the timeline for filing with the Board until after this meeting.

If the district is interested in this proposed Grievance Meeting and Extending the timeline prior to the FEA filing the Grievance Appeal with the School Board, please let the FEA know by Friday, October 27, 2023 by 1:00 p.m. This meeting will need to take place in the next few days.

Carrie DeLuca
6th Grade Educator
6th Grade ELA and Science
Student Council Sponsor
Ski and Snow Board Club Sponsor
President - Fowlerville Education Association

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Appendix B

FOWLERVILLE COMMUNITY SCHOOLS

For Year Ending June 30, 2024

GENERAL FUND

	<u>2022-23</u> <u>AUDITED</u>	<u>2023-24</u> <u>ORIGINAL</u>	<u>2023-24</u> <u>NOVEMBER</u>	<u>CHANGE</u>
<u>REVENUE</u>				
Local	\$ 3,168,707	\$ 3,190,972	\$ 3,384,261	\$ 193,289
State	\$ 28,309,656	\$ 29,198,492	\$ 28,912,142	\$ (286,350)
Federal	\$ 1,344,594	\$ 1,642,895	\$ 1,642,895	\$ -
Incoming Transfers & Other	\$ 1,918,035	\$ 1,867,309	\$ 1,867,309	\$ -
TOTAL REVENUE	\$ 34,740,992	\$ 35,899,668	\$ 35,806,607	\$ (93,061)
 <u>EXPENDITURES</u>				
<u>INSTRUCTION</u>				
Basic Programs	\$ 16,740,212	\$ 17,333,464	\$ 17,061,464	\$ (272,000)
Added Needs	\$ 4,733,075	\$ 5,120,916	\$ 5,210,916	\$ 90,000
Total Instruction	\$ 21,473,287	\$ 22,454,380	\$ 22,272,380	\$ (182,000)
 <u>SUPPORT SERVICES</u>				
Pupil Services	\$ 1,231,286	\$ 1,181,984	\$ 1,257,984	\$ 76,000
Instructional Staff Services	\$ 750,533	\$ 852,620	\$ 852,620	\$ -
General Administration	\$ 790,258	\$ 745,519	\$ 865,519	\$ 120,000
School Administration	\$ 2,210,610	\$ 2,227,605	\$ 2,162,605	\$ (65,000)
Business Office	\$ 499,037	\$ 506,965	\$ 506,965	\$ -
Operations and Maintenance	\$ 3,326,448	\$ 3,332,462	\$ 3,332,462	\$ -
Transportation	\$ 2,058,937	\$ 2,180,147	\$ 2,180,147	\$ -
Central Services	\$ 335,252	\$ 374,521	\$ 374,521	\$ -
Athletic Activities	\$ 798,464	\$ 797,894	\$ 797,894	\$ -
Community Services	\$ 3,279	\$ 3,023	\$ 3,023	\$ -
Total Support Services	\$ 12,004,104	\$ 12,202,740	\$ 12,333,740	\$ 131,000
Outgoing Transfers/Transactions	\$ 1,424,492	\$ 1,539,167	\$ 1,539,167	\$ -
TOTAL EXPENDITURES	\$ 34,901,883	\$ 36,196,287	\$ 36,145,287	\$ (51,000)
 Revenue Over (Under) Expenses	\$ (160,891)	\$ (296,619)	\$ (338,680)	\$ (42,061)
 Beginning Fund Balance-July 1	\$ 3,522,465	\$ 3,148,296	\$ 3,522,465	
Ending Fund Balance - June 30	\$ 3,361,574	\$ 2,851,677	\$ 3,183,785	