

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

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

February 6, 2024

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 January 23, 2024, Special School Board Meeting
 - C. Approval of December and January Payables
 - D. Approval of Superintendent's Personnel Report
- IV. Call to the Public
- V. Closed Session for the Purpose of Negotiations
- VI. Recommendation to Reconvene Open Session
- VII. Recommendation to Approve the Closed Session Minutes
- VIII. Reports/Recognition
 - A. Board Committee Reports
 - 1. 1/15 Personnel Committee Report
 - 2. 1/17 Recreation Report
 - 3. 1/19 Finance Committee Report
 - 4. 1/22 Curriculum & Technology Committee Report
 - 5. 1/29 Policy Committee Report
 - a. Recommendation to Approve Second Reading of Proposed Policies
 - b. Recommendation to Approve First Reading of Proposed Policies
 - c. Recommendation to Adopt the Anti-Vaping Resolution
 - 6. 2/5 Asset Management Committee Report
 - B. Student Representative's Report – Miss Aurora Furlong
 - C. HR Director's Report – Ms. Trisha Reed
 - D. Assistant Superintendent's Report – Mrs. Adva Ringle
 - E. Superintendent's Report – Mr. Matt Stuard
- IX. New Business/Presentation
 - A. Recommendation to Approve School of Choice 105 Open Enrollment and 105C Open Enrollment for 2024-2025
- X. Old Business
- XI. Introduction of Other Matters by Members of the Board
- XII. Introduction of Other Matters by the Superintendent
- XIII. Information
 - A. 3/5/24 School Board Meeting, 7:00 p.m. in the FHS media center
- XIV. 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. Closed Session for the Purpose of Negotiations
- VI. Recommendation to Reconvene Open Session
- VII. Recommendation to Approve the Closed Session Minutes
- VIII. Reports/Recognition

A. Board Committee Reports

- 1. 1/15 Personnel Committee Report – Mrs. Charron
- 2. 1/17 Recreation Report – Mr. Braska
- 3. 1/19 Finance Committee Report – Mr. Belcher
- 4. 1/22 Curriculum & Technology Committee Report – Mr. Hinton
- 5. 1/29 Policy Committee Report – Mrs. Sova

a. Recommendation to Approve Second Reading of Proposed Policies: Policy 0122 – Board Powers, Policy 1420 – School Administrator Evaluation, Policy 3130 – Assignment and Transfer, Policy 3142 – Probationary Teachers, Policy 0100 – Definitions, Policy 0167.3 – Public Participation at Board Meetings, Policy 6114 – Cost Principles–Spending Federal Funds, Policy 6152 – Student Fees, Fines, and Supplies, Policy 7450 – Property Inventory, Policy 8310 – Public Records, Policy 8320 – Personnel Files, Policy 8330 – Student Records, Policy 3220 – Professional Staff Evaluation, Policy 3120 – Employment of Professional Staff, Policy 3131 – Staff Reductions/Recalls, Policy 3139 – Staff Discipline, and Policy 3140 – Termination and Resignation as presented. This is the second and final reading on these proposed Policies.

Recommendation: Administration, with full support from the Policy Committee, recommends the following policies be approved for a second and final reading: Policy 0122 – Board Powers, Policy 1420 – School Administrator Evaluation, Policy 3130 – Assignment and Transfer, Policy 3142 – Probationary Teachers, Policy 0100 – Definitions, Policy 0167.3 – Public Participation at Board Meetings, Policy 6114 – Cost Principles–Spending Federal Funds, Policy 6152 – Student Fees, Fines, and Supplies, Policy 7450 – Property Inventory, Policy 8310 – Public Records, Policy 8320 – Personnel Files, Policy 8330 – Student Records, Policy 3220 – Professional Staff Evaluation, Policy 3120 – Employment of Professional Staff, Policy 3131 – Staff Reductions/Recalls, Policy 3139 – Staff Discipline, and Policy 3140 – Termination and Resignation as presented. [Appendix A] Roll Call Vote Needed.

b. Recommendation to Approve First Reading of Proposed Policies: Policy 6110 – Grant Funds, Policy 6325 – Procurement. A second and final reading will be presented at the next Board meeting.

Recommendation: Administration, and the Policy Committee, recommends the following policies be approved for a first reading: Policy 6110 – Grant Funds, Policy 6325 – Procurement. A second and final reading will be presented at the next Board meeting. [Appendix B] Roll Call Vote Needed.

c. Recommendation to Adopt the Anti-Vaping Resolution

Recommendation: Administration, in concurrence with the Policy Committee, recommends Adoption of the Anti-Vaping Resolution as presented. [Appendix C]

6. 2/5 Asset Management Committee Report – Mr. Justin Braska

- B. Student Representative's Report – Miss Aurora Furlong
- C. HR Director's Report – Ms. Trisha Reed
- D. Assistant Superintendent's Report – Mrs. Adva Ringle
- E. Superintendent's Report – Mr. Matt Stuard

IX. New Business/Presentation

- A. Recommendation to Approve School of Choice 105 Open Enrollment and 105C Open Enrollment for 2024-2025

Recommendation: Administration recommends Fowlerville Community Schools continue School of Choice 105 [Livingston County] and 105C [Counties surrounding Livingston County] open enrollment for the 2024-2025 school year.

X. Old Business

- XI. Introduction of Other Matters by the Board
- XII. Introduction of Other Matters by the Superintendent
- XIII. Information – See Agenda
- XIV. Adjournment

**Fowlerville Community Schools
Board of Education
SPECIAL Meeting
January 23, 2024**

The meeting was called to order by School Board President, Mrs. Amy Sova, at 6:00 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. Braska, to approve the consent agenda including Board minutes from January 9, 2024. The motion was adopted unanimously.

There was no response during the Call to the Public.

The Parents/Guardians requested closed session.

Motion by Mr. Belcher, supported by Mrs. DeVries, to go out of the regular business session and to go into Closed Session at 6:02 p.m. for the purpose of a Discipline Committee Appeal.

Ayes: Mr. Belcher, Mr. Braska, Mrs. Charron, Mrs. Danielle DeVries, Mrs. Diana Dombrowski, Mr. Hinton & Mrs. Sova

Nays: None

The motion carried.

Motion by Mr. Belcher, supported by Mr. Braska, to reconvene open session at 7:13 p.m.

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

Nays: None

The motion carried.

Motion by Mr. Belcher, supported by Mrs. DeVries, to approve the closed session minutes. The motion was adopted unanimously.

Motion by Mr. Belcher, supported by Mr. Braska, recommending to uphold the decision of the Discipline Committee with the option of F.O.L.A.

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

Nays: None

The motion carried.

Motion by Mr. Belcher, supported by Mr. Braska, recommending approval of Change Order Request #29 – Stabilization and Subgrade Modification for \$102,962.00 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.

Motion by Mrs. Charron, supported by Mrs. Dombrowski, to adjourn the meeting at 7:20 p.m. The motion passed unanimously.

Susan Charron, Board Secretary
Fowlerville Community Schools

**FOWLERVILLE COMMUNITY SCHOOLS
CHECK REGISTER FOR THE MONTH OF DECEMBER 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
043036	12/15/2023	(375.00)	R & D SEPTIC TANK CLEANING LLC
045318	12/1/2023	7,200.00	42 NORTH OUTDOOR SERVICES, LLC
045319	12/1/2023	150.00	ALG PRECISION, LLC
045320	12/1/2023	305.70	APPERSON INC
045321	12/1/2023	600.00	BRIGHTON AREA SCHOOLS
045322	12/1/2023	896.00	CAREER SAFE
045323	12/1/2023	51.00	DECA, INC
045324	12/1/2023	1,284.89	DTE ENERGY
045325	12/1/2023	228.75	FOWLERVILLE FEED & PET SUPPLIES
045326	12/1/2023	625.00	GIPPER MEDIA, INC.
045327	12/1/2023	3,000.00	HOWELL PUBLIC SCHOOLS
045328	12/1/2023	89.50	JUGS SPORTS
045329	12/1/2023	4,389.50	LANSING SANITARY SUPPLY, INC.
045330	12/1/2023	125.00	LWOA C/O SAM DAVIS
045331	12/1/2023	250.00	MASPA
045332	12/1/2023	249.00	MASSP SUITE 100
045333	12/1/2023	60.00	MHSAA
045334	12/1/2023	575.00	MICHIGAN DECA
045335	12/1/2023	150.00	MICHIGAN SCHOOL BUSINESS OFFICIALS SUITE 200
045336	12/1/2023	1,398.00	PEOPLE DRIVEN TECHNOLOGY, INC
045337	12/1/2023	2,345.09	PRAIRIE FARMS DAIRY
045338	12/1/2023	1,038.15	R & D SEPTIC TANK CLEANING LLC
045339	12/1/2023	375.00	R & D SEPTIC TANK CLEANING LLC
045340	12/1/2023	290.24	REDFORD LOCK SECURITY SOLUTIONS
045341	12/1/2023	830.59	RANDY'S SERVICE STATION
045342	12/1/2023	127.09	SCOTT TOOLS LLC
045343	12/1/2023	800.00	STANDARDIZED FOOD SERVICE SYSTEMS, INC. DBA SMART SYSTEMS
045344	12/1/2023	250.00	RICHARD SISSON TRUCKING INC.
045345	12/1/2023	344.50	SPORTS & APPAREL
045346	12/1/2023	1,298.00	THRUN LAW FIRM, P.C. 2900 WEST ROAD STE 400
045347	12/1/2023	328.75	TOWN CENTER INC
045348	12/1/2023	102.24	VERIZON WIRELESS
045349	12/1/2023	1,283.05	WEST MICHIGAN INTERNATIONAL
045350	12/1/2023	50.00	PETTY CASH JUNIOR HIGH
045351	12/6/2023	278.08	ARAMARK UNIFORM SERVICES AUS CENTRAL LOCKBOX
045352	12/6/2023	3,500.00	CAPTURING KIDS' HEARTS
045353	12/6/2023	1,533.64	CORRIGAN PROPANE
045354	12/6/2023	205.00	CREATIVE GRAPHICS
045355	12/6/2023	250.00	DELAU FIRE SERVICES
045356	12/6/2023	2,382.45	GRANGER WASTE SERVICES, INC.
045357	12/6/2023	564.59	PEOPLE DRIVEN TECHNOLOGY, INC
045358	12/6/2023	510.00	DAVID L PRUNEAU
045359	12/6/2023	350.04	ROAD EQUIPMENT PARTS CENTER
045360	12/6/2023	1,482.36	RANDY'S SERVICE STATION
045361	12/6/2023	641.96	BSN SPORTS LLC
045362	12/6/2023	305.00	TOWN CENTER INC
045363	12/6/2023	126.04	SCHOOL SPECIALTY, LLC
045364	12/6/2023	585.23	VERIZON WIRELESS
045365	12/6/2023	401.09	MICHIGAN STATE DISBURSEMENT UNIT
045366	12/6/2023	554.51	ROOSEN, VARCHETTI & OLIVER, PLLC

**FOWLERVILLE COMMUNITY SCHOOLS
CHECK REGISTER FOR THE MONTH OF DECEMBER 2023**

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CHECK NUMBER	CHECK DATE	AMOUNT	VENDOR NAME
045367	12/6/2023	227.38	STENGER & STENGER PC BRIAN L GROEN
045368	12/6/2023	2.96	VELO LAW OFFICE SCOTT A RENNER (P73003)
045369	12/12/2023	135.00	ALLAN'S TREE SERVICE LLC
045370	12/12/2023	495.00	ALG PRECISION, LLC
045371	12/12/2023	200.00	CAPITAL AREA ACTIVITIES CONFERENCE
045372	12/12/2023	362.52	CLEAR RATE COMMUNICATIONS, INC
045373	12/12/2023	9,840.93	CONSUMERS ENERGY PAYMENT CENTER
045374	12/12/2023	126.30	GRAMPY'S AUTO PARTS
045375	12/12/2023	425.00	ION ELECTRIC SERVICE LLC
045376	12/12/2023	135.00	IPS
045377	12/12/2023	6,500.00	JOE RAICA EXCAVATING, INC
045378	12/12/2023	1,930.35	LIVINGSTON COUNTY ROAD COMMISSION
045379	12/12/2023	662.75	LYDEN OIL COMPANY
045380	12/12/2023	2,367.80	PRAIRIE FARMS DAIRY
045381	12/12/2023	969.08	RANDY'S SERVICE STATION
045382	12/12/2023	433.61	TRANSPORTATION ACCESSORIES CO, INC.
045383	12/12/2023	140.38	UNITY SCHOOL BUS PARTS
045384	12/12/2023	6,270.00	WASHTENAW INTERMEDIATE SCHOOL DISTRICT
045385	12/15/2023	1,090.27	CORRIGAN MECHANICAL CONTRACTORS
045386	12/15/2023	1,143.11	CORRIGAN PROPANE
045387	12/15/2023	1,224.23	FIRST IMPRESSION PRINT & MARKETING
045388	12/15/2023	206.13	KODET'S TRUE VALUE
045389	12/15/2023	20.21	KODET'S TRUE VALUE
045390	12/15/2023	471.57	LAWSON PRODUCTS INC
045391	12/15/2023	1,845.00	MARCO TECHNOLOGIES, LLC
045392	12/15/2023	3,624.50	POMP'S TIRE SERVICE, INC.
045393	12/15/2023	2,053.53	PRAIRIE FARMS DAIRY
045394	12/15/2023	603.18	RANDY'S SERVICE STATION
045395	12/15/2023	53.48	SCHOOL DATEBOOKS, INC
045396	12/15/2023	750.00	SCHULTZ INC
045397	12/15/2023	2,031.28	BSN SPORTS LLC
045398	12/15/2023	2,873.70	TEL SYSTEMS
045399	12/15/2023	106.88	SCHOOL SPECIALTY, LLC
045400	12/18/2023	1,050.00	JOHN ALLEN BELCHER II
045401	12/18/2023	1,085.00	JUSTIN PAUL BRASKA
045402	12/18/2023	980.00	SUSAN P CHARRON
045403	12/18/2023	875.00	DANIELLE M DEVRIES
045404	12/18/2023	770.00	DIANA MARIE DOMBROWSKI
045405	12/18/2023	945.00	ROBERT A. HINTON
045406	12/18/2023	1,120.00	AMY L SOVA
045407	12/19/2023	74.55	BASIC BENEFITS LLC
045408	12/19/2023	150.00	BRIGHTON AREA SCHOOLS
045409	12/19/2023	1,275.75	CORRIGAN PROPANE
045410	12/19/2023	14,677.09	DTE ENERGY
045411	12/19/2023	584.25	FINALFORMS
045412	12/19/2023	6,904.11	LANSING SANITARY SUPPLY, INC.
045413	12/19/2023	3,224.07	LOWES
045414	12/19/2023	685.56	MIO-GUARD, LLC
045415	12/19/2023	966.45	QUADIENT, INC.
045416	12/19/2023	1,323.14	RANDY'S SERVICE STATION

**FOWLerville COMMUNITY SCHOOLS
CHECK REGISTER FOR THE MONTH OF DECEMBER 2023**

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CHECK NUMBER	CHECK DATE	AMOUNT	VENDOR NAME
045417	12/19/2023	72.00	SECRET, WARDLE, LYNCH, HAMPTON, TRUOX & MORLEY, PC
045418	12/19/2023	624.00	SPORTS & APPAREL
045419	12/19/2023	2,853.69	SWEETWATER INSTRUMENTS AND PRO AUDIO
045420	12/19/2023	1,007.20	WARDS SCIENCE
045421	12/19/2023	725.31	WEST MICHIGAN INTERNATIONAL
045422	12/20/2023	401.09	MICHIGAN STATE DISBURSEMENT UNIT
045423	12/20/2023	559.83	ROOSEN, VARCHETTI & OLIVER, PLLC
045424	12/20/2023	8.08	STENGER & STENGER PC BRIAN L GROEN
045425	12/28/2023	20,491.00	SPALDING DeDECKER
900674	12/1/2023	8,260.54	GORDON FOODS
900675	12/4/2023	9,118.56	GORDON FOODS
900676	12/4/2023	326.30	GORDON FOODS
900677	12/6/2023	11,254.28	GORDON FOODS
900678	12/8/2023	134.55	GORDON FOODS
900679	12/4/2023	2,991.64	EDUSTAFF LLC
900680	12/11/2023	11,034.33	GORDON FOODS
900681	12/12/2023	6,307.14	HEALTHY EQUITY INC.
900682	12/14/2023	12,117.76	GORDON FOODS
900683	12/15/2023	102.04	GORDON FOODS
900684	12/18/2023	9,054.59	GORDON FOODS
900685	12/1/2023	80,639.29	EDUSTAFF LLC
900686	12/5/2023	2,675.33	EDUSTAFF LLC
900687	12/15/2023	89,370.64	EDUSTAFF LLC
900688	12/21/2023	11,467.29	GORDON FOODS
900689	12/21/2023	6,307.14	HEALTHY EQUITY INC.
900690	12/26/2023	12,179.43	GORDON FOODS
900691	12/29/2023	6,387.75	GORDON FOODS
900692	12/29/2023	90,580.99	EDUSTAFF LLC
900693	12/29/2023	1,646.30	BASIC PR SWEEPS
A00630	12/1/2023	1,346,916.39	AUCH, GEORGE W. AUCH COMPANY
A00631	12/1/2023	52,004.40	INTEGRATED DESIGN SOLUTIONS, LLC ACCOUNTS RECEIVABLE
A00632	12/1/2023	5,611.90	DIRECT ENERGY BUSINESS
A00633	12/5/2023	13,008.69	DIRECT ENERGY BUSINESS
A00634	12/5/2023	362.82	ENGINEERED PROTECTION SYSTEMS, INC. EPS SECURITY
A00635	12/5/2023	539.76	MAURER'S TEXTILE RENTAL SERVICES, INC
A00636	12/5/2023	2,573.15	AMAZON CAPITAL SERVICES, INC.
A00637	12/6/2023	23,176.55	LIVINGSTON EDUCATIONAL SERVICE AGENCY
A00638	12/6/2023	15,344.02	GLP/ING
A00639	12/12/2023	5,902.71	CURRICULUM ASSOCIATES, LLC
A00640	12/12/2023	2,250.56	AMAZON CAPITAL SERVICES, INC.
A00641	12/14/2023	270,220.75	BRIGHTON AREA SCHOOLS
A00642	12/15/2023	17,625.39	CONSTELLATION NEWENERGY GAS DIVISION, LLC
A00643	12/15/2023	800.00	NEWSOLA, INC.
A00644	12/15/2023	122.16	VILLAGE OF FOWLerville
A00645	12/19/2023	6,518.70	DIRECT ENERGY BUSINESS
A00646	12/19/2023	1,802.84	AMAZON CAPITAL SERVICES, INC.
A00647	12/20/2023	15,344.02	GLP/ING
A00648	12/28/2023	34,669.60	INTEGRATED DESIGN SOLUTIONS, LLC ACCOUNTS RECEIVABLE
P5844	12/5/2023	9,422.63	PCARD - JP MORGAN CHASE BANK
TOTAL		2,353,311.26	

**FOWLerville COMMUNITY SCHOOLS
CHECK REGISTER FOR THE MONTH OF JANUARY 2024**

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045426	1/3/2024	2,031.00	CAPITAL ONE WALMART COMMUNITY CARD
045427	1/3/2024	401.09	MICHIGAN STATE DISBURSEMENT UNIT
045428	1/3/2024	559.57	ROOSEN, VARCHETTI & OLIVER, PLLC
045429	1/4/2024	113.82	GRAMPY'S AUTO PARTS
045430	1/4/2024	776.58	LANSING SANITARY SUPPLY, INC.
045431	1/4/2024	1,035.92	LIVINGSTON COUNTY TREASURER
045432	1/4/2024	78,144.75	MIRACLE RECREATION EQUIPMENT
045433	1/4/2024	1,800.00	PINCKNEY COMMUNITY SCHOOLS
045434	1/4/2024	2,247.89	PRAIRIE FARMS DAIRY
045435	1/4/2024	1,000.00	PFM FINANCIAL ADVISORS LLC
045436	1/4/2024	85.00	SIGNATURE SIGNS LLC
045437	1/4/2024	67,749.00	CLERY FENCE CO
045438	1/9/2024	12,230.95	BRAY ELECTRIC
045439	1/9/2024	362.74	CLEAR RATE COMMUNICATIONS, INC
045440	1/9/2024	10,684.50	CONSUMERS ENERGY PAYMENT CENTER
045441	1/9/2024	200.00	DEAN JONG
045442	1/9/2024	709.00	DELAU FIRE SERVICES
045443	1/9/2024	80.00	EDUCOG LLC
045444	1/9/2024	200.00	LIVONIA PUBLIC SCHOOLS
045445	1/9/2024	145.16	MIO-GUARD, LLC
045446	1/9/2024	16,666.67	MSU HEALTH CARE
045447	1/9/2024	1,990.02	PRAIRIE FARMS DAIRY
045448	1/9/2024	3,600.00	TRIPLE R ENTERPRISES, INC dba/ TRIPLE R CONSULTANTS
045449	1/9/2024	693.99	VERIZON WIRELESS
045450	1/11/2024	5,000.00	SPALDING DeDECKER
045452	1/15/2024	1,236.40	CDW-GOVERNMENT INC SUITE 1515
045453	1/15/2024	1,000.00	QUADIENT FINANCE USA, INC.
045454	1/15/2024	881.34	PRIORITY HEALTH
045455	1/15/2024	1,076.24	RANDY'S SERVICE STATION
045456	1/15/2024	134.18	VERIZON WIRELESS
045457	1/16/2024	284.00	ALG PRECISION, LLC
045458	1/16/2024	900.00	AMY HODGSON
045459	1/16/2024	593.59	BASIC BENEFITS LLC
045460	1/16/2024	3,029.40	CIRRICULUM ASSOCIATES LLC
045461	1/16/2024	19.25	GRAMPY'S AUTO PARTS
045462	1/16/2024	61.63	GRAMPY'S AUTO PARTS
045463	1/16/2024	160.00	H & H PUBLICATIONS
045464	1/16/2024	350.00	HOWELL PUBLIC SCHOOLS
045465	1/16/2024	1,000.00	HUNTINGTON NATIONAL BANK ATTN: CORPORATE TRUST DEPT
045466	1/16/2024	45.00	IPS DRUG TESTING SERVICES, L.L.C
045467	1/16/2024	140.25	KODET'S TRUE VALUE
045468	1/16/2024	228.17	LANSING SANITARY SUPPLY, INC.
045469	1/16/2024	67.51	LIVINGSTON COUNTY TREASURER
045470	1/16/2024	1,375.00	NEOLA, INC
045471	1/16/2024	699.99	UNIVERSITY OF OREGON PBISApps.org
045472	1/16/2024	3,782.96	THRUN LAW FIRM, P.C.
045473	1/16/2024	258.66	UNITY SCHOOL BUS PARTS
045474	1/16/2024	78.25	VESCO OIL CORPORATION

**FOWLerville COMMUNITY SCHOOLS
CHECK REGISTER FOR THE MONTH OF JANUARY 2024**

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CHECK NUMBER	CHECK DATE	AMOUNT	VENDOR NAME
045475	1/16/2024	26.64	VIC BOND SALES, INC.
045476	1/16/2024	26.92	WEST MICHIGAN INTERNATIONAL
045477	1/16/2024	1,000.00	SCHOLARSHIP AWARD
045478	1/16/2024	650.00	SCHOLARSHIP AWARD
045479	1/16/2024	500.00	SCHOLARSHIP AWARD
045480	1/18/2024	401.09	MICHIGAN STATE DISBURSEMENT UNIT
045481	1/18/2024	554.22	ROOSEN, VARCHETTI & OLIVER, PLLC
045482	1/18/2024	68.00	DES MOINES STAMP CO
045483	1/18/2024	462.95	FIRST IMPRESSION PRINT & MARKETING
045484	1/18/2024	2,369.49	GRANGER WASTE SERVICES, INC.
045485	1/18/2024	400.00	SJYBA
045486	1/22/2024	2,072.29	TAMI BOCK, TREASURER COHOCTAH TOWNSHIP
045487	1/22/2024	1,432.79	CORRIGAN PROPANE
045488	1/22/2024	18,167.97	DTE ENERGY
045489	1/22/2024	21.92	HANDY TOWNSHIP
045490	1/22/2024	152,450.30	INGHAM INTERMEDIATE SCHOOL DISTRICT
045491	1/22/2024	3,169.75	LOWES
045492	1/22/2024	90.93	MERIDIAN WINDS LLC
045493	1/22/2024	450.00	DAVID L PRUNEAU
045494	1/22/2024	2,633.74	RANDY'S SERVICE STATION
045495	1/22/2024	170.76	SET SEG ATTENTION: FINANCE DEPT
045496	1/22/2024	127.25	SIGNATURE SIGNS LLC
045497	1/22/2024	250.00	RICHARD SISSON TRUCKING INC.
045498	1/22/2024	376.00	SPORTS & APPAREL
045499	1/22/2024	1,530.25	TOWN CENTER INC
045500	1/25/2024	450.00	HASLETT YOUTH BASEBALL CLUB
045501	1/25/2024	738.72	LITERACY RESOURCES, LLC HEGGERTY PHONEMIC AWARENESS
045502	1/25/2024	151,158.49	HPS
045503	1/25/2024	1,845.00	MARCO TECHNOLOGIES, LLC
045504	1/25/2024	1,806.00	PEOPLE DRIVEN TECHNOLOGY, INC
045505	1/25/2024	2,932.95	PRAIRIE FARMS DAIRY
045506	1/25/2024	200.00	ROBOTICS EDUCATION & COMPETITION FOUNDATION
045507	1/25/2024	81.00	RECREATION REFUND
045508	1/30/2024	854.75	A PARTS WAREHOUSE
045509	1/30/2024	3,364.41	BRAY ELECTRIC
045510	1/30/2024	1,854.48	DELAU FIRE SERVICES
045511	1/30/2024	29.44	DTE ENERGY
045512	1/30/2024	500.00	FINDLAY CITY SCHOOLS
045513	1/30/2024	546.00	FOWLerville FEED & PET SUPPLIES
045514	1/30/2024	25.56	GRAMPY'S AUTO PARTS
045515	1/30/2024	202.08	GRAMPY'S AUTO PARTS
045516	1/30/2024	830.00	ION ELECTRIC SERVICE LLC
045517	1/30/2024	250.00	MASON PUBLIC SCHOOLS
045518	1/30/2024	217.65	McMASTER-CARR
045519	1/30/2024	200.00	OVID-ELSIE HIGH SCHOOL
045520	1/30/2024	881.34	PRIORITY HEALTH
045521	1/30/2024	443.58	ROAD EQUIPMENT PARTS CENTER
045522	1/30/2024	1,234.15	RANDY'S SERVICE STATION

**FOWLerville COMMUNITY SCHOOLS
CHECK REGISTER FOR THE MONTH OF JANUARY 2024**

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
045523	1/30/2024	250.00	SHEPHERD PUBLIC SCHOOLS
045524	1/30/2024	50.86	TRANSPORTATION ACCESSORIES CO, INC.
045525	1/30/2024	489.00	TOWN CENTER INC
045526	1/30/2024	101.19	UNITY SCHOOL BUS PARTS
045527	1/30/2024	134.16	VERIZON WIRELESS
045528	1/30/2024	503.17	CAPITAL ONE WALMART COMMUNITY CARD
045529	1/30/2024	209.93	WEST MICHIGAN INTERNATIONAL
045530	1/30/2024	600.00	WILLIAMSTON HIGH SCHOOL
045531	1/30/2024	500.00	SCHOLARSHIP AWARD
900694	1/2/2024	192.92	GORDON FOODS
900695	1/3/2024	2,391.64	EDUSTAFF LLC
900696	1/5/2024	212.08	BASIC PR SWEEPS
900697	1/12/2024	5,261.18	GORDON FOODS
900698	1/12/2024	315.10	BASIC PR SWEEPS
900699	1/4/2024	6,315.93	HEALTH EQUITY INC.
900700	1/12/2024	28,154.54	EDUSTAFF LLC
900701	1/16/2024	2,311.18	GORDON FOODS
900702	1/16/2024	8,732.57	GORDON FOODS
900703	1/19/2024	832.48	BASIC PR SWEEPS
900704	1/22/2024	8,976.41	GORDON FOODS
900705	1/22/2024	9,026.84	GORDON FOODS
900706	1/19/2024	6,465.93	HEALTH EQUITY INC.
900707	1/24/2024	235.00	HEALTH EQUITY INC.
900708	1/26/2024	72,525.53	EDUSTAFF LLC
900709	1/26/2024	729.86	BASIC PR SWEEPS
900710	1/29/2024	250.00	HEALTH EQUITY INC.
900711	1/29/2024	7,927.19	GORDON FOODS
900712	1/31/2024	356.77	BASIC PR SWEEPS
A00649	1/3/2024	15,344.02	GLP/ING
A00650	1/4/2024	11,783.76	CURRICULUM ASSOCIATES, LLC
A00651	1/4/2024	24,770.13	VILLAGE OF FOWLerville
A00652	1/8/2024	14,029.86	DIRECT ENERGY BUSINESS
A00653	1/8/2024	22,485.54	CONSTELLATION NEWENERGY GAS DIVISION, LLC
A00654	1/9/2024	249.40	ADN ADMINISTRATORS, INC.
A00655	1/9/2024	4,488.00	CENTER FOR INTERNET SECURITY, INC.
A00656	1/9/2024	7,272.93	ENGINEERED PROTECTION SYSTEMS, INC. EPS SECURITY
A00657	1/9/2024	3,157.12	TRACE3, LLC
A00658	1/10/2024	1,658.47	AMAZON CAPITAL SERVICES, INC.
A00659	1/11/2024	267,506.20	BRIGHTON AREA SCHOOLS
A00660	1/11/2024	896,900.53	AUCH, GEORGE W. AUCH COMPANY
A00661	1/16/2024	404.82	MAURER'S TEXTILE RENTAL SERVICES, INC
A00662	1/18/2024	15,344.02	GLP/ING
A00663	1/18/2024	13,331.00	SEG WORKERS' COMPENSATION FUND
A00664	1/22/2024	1,211.00	H.V. BURTON COMPANY
A00665	1/24/2024	1,151,095.24	AUCH, GEORGE W. AUCH COMPANY
A00666	1/24/2024	5,524.26	VILLAGE OF FOWLerville
A00667	1/25/2024	962.21	AMAZON CAPITAL SERVICES, INC.
A00668	1/30/2024	237.65	ANDYMARK, INC.

**FOWLerville COMMUNITY SCHOOLS
CHECK REGISTER FOR THE MONTH OF JANUARY 2024**

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
A00669	1/30/2024	167.55	CURRICULUM ASSOCIATES, LLC
A00670	1/30/2024	13,296.86	DIRECT ENERGY BUSINESS
A00671	1/30/2024	111.89	VILLAGE OF FOWLerville
P5699	1/3/2024	11,234.07	PCARD - JP MORGAN CHASE BANK
P5755	1/31/2024	8,225.56	PCARD - JP MORGAN CHASE BANK
TOTAL		3,240,801.88	

Fowlerville Board of Education
Superintendent's Personnel Report
Regular Meeting – 1/15/2024

FOR ACTION

Subject: **PERSONNEL RECOMMENDATIONS**

It is recommended that the following personnel recommendations be approved:

A. EMPLOYMENT:

Name:	Position:	Date:	Current Process:
Cherie Eastman	F&N Sub	1/8/2023	Onboarding
Jennifer Walter	SE Para	1/8/2023	Onboarding
Tessa Kaiser	Sub Admin Asst.	1/8/2023	Onboarding

B. ADDITIONAL ASSIGNMENTS/TRANSFERS/PROMOTIONS/INACTIVATE:

Name:	Position:	Date:	Current Process:
Erin Soluk	Noon Supervisor to a SE Para	1/8/2024	Transferred

C. RESIGNATIONS/RETIREMENTS/TERMINATIONS:

Name:	Position:	Length of Service:	Effective Date:
Doug Young	Bus Driver	10 Years	12/5/2023
Carol Huff	Bus Driver		Canceled resignation

D. LEAVE OF ABSENCE

Name:	Position:	Leave Type:	Effective Date:

E. EMPLOYMENT – PROFESSIONAL STAFF

Name:	Position:	Committee Date:	Current Process:

Personnel Committee Minutes Fowlerville Community Schools January 15, 2024

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

The meeting was called to order at 6:02 pm, by Mrs. Sue 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 Ms. Trisha Reed
Others Present: None

Motion by Mr. Bob Hinton, supported by Mrs. Amy Sova, to approve minutes from the December 11, 2023 meeting. The motion passed unanimously.

Call to the Public – None

Staffing Update –

- Superintendent's Personnel Report – Ms. Reed reviewed this month's Personnel Report.
- Open Positions – Ms. Reed reviewed the current open positions.

HSA Compensation Request Form – Mr. Stuard reviewed the proposed resolution for Grievance 23-24-03, which would result in a monetary payment of \$10 per employee enrolled in an HSA (40 total) and payment of any fees if the employee provided sufficient documentation. The committee supported the resolution.

Communication Best Practices for Administrators – Mr. Stuard reviewed the final draft of the Communication Best Practices for Administrators. The best practices will be periodically reviewed and updated by the administrative team. The best practices were developed by the communication team and refined with feedback from administrators and the FEA president.

Central Office Roles and Responsibilities – Mr. Stuard reviewed the Central Office Roles and Responsibilities document. The document will be posted on the district website and shared with staff.

Internal and External Stakeholder Surveys – Mr. Stuard informed the committee that he is working with the Communication Team and Administrators to create a survey that will be given to both staff and parents/community members. The goal of the survey is to get a baseline understanding of communication from the district and areas of possible improvement.

Operations Director Update – A conditional offer was made to a candidate, and we are awaiting acceptance.

Other – The committee discussed the Performing Arts Manager's current salary considering recent postings by other districts for similar positions. Additionally, Mr. Hinton informed the committee of a recent resolution against vaping passed by the Brighton Board of Education.

Motion by Mr. Bob Hinton, supported by Mrs. Amy Sova, recommending adjournment of the meeting at 7:07 p.m. The motion passed unanimously.

FOWLERVILLE RECREATION

7677 W. Sharpe Road Ste. A
Fowlerville, Michigan 48836
(517) 223-6477

Minutes from January 17, 2024

Annual Recreation Advisory Board Meeting

Members present:

Iosco Township – Jason Atkinson
Village of Fowlerville- Craig Curtis
Cohoctah Township – Tammy Bock
Conway Township – Brande Nogafsky
Handy Township- Laurie Eisele and Bonnie Flanery
Fowlerville Board of Education-Justin Braska
Fowlerville Recreation- Cheryl Dixon, Jill Curd
Fowlerville Schools Staff present-Lauri Daubenmeyer, Jeff Finney, Matt Stuard

Public present: None

Called to Order at: 6:01

New Business:

The annual January Meeting; Lauri Daubenmeyer went over the presentation packet with the Recreation Agreement, Program Participation, Program Cost History, and Program budget proposal for 2024/2025. L. Eisele proposed amending the budget throughout the year as changes happen to have a record for auditing purposes. All in attendance agreed. Budget will be mailed to all township and Village boards. Budget goes to F.C.S. finance committee in the spring.

Adjourned: 6:27pm

Thank you,
Cheryl Dixon

Finance Committee Minutes Fowlerville Community Schools January 19, 2024

Central Office Conference Room, 7:00 AM

The meeting was called to order at 7:00 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. Lauri Daubenmeyer
Others Present: None

Motion by Mrs. Dombrowski, supported by Mr. Braska, to approve minutes from the November 17, 2023 Finance Committee meeting. The motion passed unanimously.

Call to the Public – None

Certification of 2024 Tax Levy Rates – Mrs. Daubenmeyer discussed with the committee a draft motion that would satisfy legal requirements for the Board of Education to certify the millage to be levied and delegate to the Superintendent the authority to amend the levy if the Headlee Millage Reduction Fraction (“MRF”) is calculated by the county equalization directors to be less than 1.0. The committee requested that Thrun review the motion before sending it to the full Board for approval.

Proposed Recreation Budget – The committee began a review of the proposed 24-25 Community Recreation Budget that was approved by the Advisory Board on 1/17/24 and forwarded to the Village and Townships for adoption. Additionally, the committee began to review the 23/24 Fowlerville Community Schools In-Kind support of the Recreation program. The review of the proposed budget and in-kind support will continue at the February meeting. The committee requested additional information on participating and non-participating player fees for the next meeting.

Other – A conversation occurred regarding the Performing Arts Center Manager’s salary and duties.

Motion by Mr. Braska, supported by Mrs. Dombrowski, recommending adjournment of the meeting at 7:41 AM. The motion passed unanimously.

Curriculum & Technology Committee Minutes

Fowlerville Community Schools

January 22, 2024

Central Office conference room 6:00 p.m.

The meeting was called to order at 6:03 p.m. by Mrs. Sue Charron in the C.O. conference room.

Members Present: Mr. Bob Hinton, Mrs. Sue Charron & Mrs. Diana Dombrowski
Staff Present: Mr. Matt Stuard, Mrs. Adva Ringle, Ms. Danielle Birdyshaw & Mr. James Stauble
Others Present: Connie Smith

Motion by Mrs. Charron, supported by Mrs. Dombrowski, recommending approval of the minutes from the December 18, 2023 meeting. The motion passed unanimously.

Call to the Public – None

Technology Updates – Mr. Stauble shared updates about improvements to the Student Information System, including integration with the School-Wide Information System (SWIS). Mr. Stauble also discussed long-term plans to update the Fowlerville website.

Literacy Leadership Team & Pilot Update – Mr. Ringle and Ms. Birdyshaw discussed the positive reception by staff who are piloting Magnetic Foundations, Magnetic Reading, and Ready Writing. Mrs. Ringle shared the process to develop expectations for staff participating in the pilot, and an upcoming meeting to analyze the progress of the pilot.

Academic MTSS Update – Mrs. Ringle discussed the increase in students who have been screened for Tier 2 and Tier 3 support at Smith, and the increase in students who will receive direct services from an Academic Interventionist. Ms. Birdyshaw shared her work training paraprofessionals to administer an assessment screener.

~~2024-2025 FHS New Course Provisional Approval – The C&T Board Committee approved a new course named Lit & Comp for ELs at the High School.~~

i-Ready Pilot in 9th Grade & Co-Taught Classrooms Update – Mrs. Ringle updated the committee on the coming i-Ready benchmark pilot in all Algebra and co-taught Geometry and Algebra II classes, and in all 9th, and 10th, 11th grade co-taught ELA classes. The pilot was proposed to staff in the ELA and Math departments.

Kinder Academy Update – Mrs. Ringle shared plans to begin offering Kinder Academy, a Young 5s program for incoming Kindergarteners for the 2024-2025 school year.

Balanced Classes Update – Mrs. Ringle shared an update from Mrs. Lillie and Mrs. Pashak about balancing classes for the second semester.

Other – None.

Motion by Mrs. Dombrowski, supported by Mrs. Charron, recommending adjournment of the meeting at 7:20 p.m. The motion passed unanimously.

Policy Committee Minutes Fowlerville Community Schools January 29, 2024

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
Others Present: None

Motion by Mr. Belcher, supported by Mr. Braska recommending approval of the minutes from the December 20, 2023 meeting. The motion passed unanimously.

Call to the Public – None

Policy Updates - Mr. Stuard reviewed the proposed changes to policies 0122 to 6325. The committee unanimously approved sending the policies, with the recommended changes, to the full Board.

- 0122 Board Powers
- 1420 School Administrator Evaluation
- 3130 Assignment and Transfer
- 3142 Probationary Teachers
- 6110 Grant Funds
- 6114 Cost Principles - Spending Federal Grant Funds
- 6325 Procurement - Federal Grants/Funds

Brighton Board of Education Anti-Vaping Resolution – The committee discussed an Anti-Vaping Resolution recently passed by the Brighton School Board. The committee requested that Mr. Stuard modify the Anti-Vaping resolution and email a copy to the committee for feedback.

Other: None

Motion by Mr. Belcher supported by Mr. Braska, recommending adjournment of the meeting at 6:33 p.m. The motion passed unanimously.

Appendix A

Book	Policy Manual
Section	Special Update - November 2023
Title	Special Update - November 2023 Revised BOARD POWERS
Code	po0122
Status	From Neola
Adopted	August 18, 2015
Last Revised	March 3, 2020

Revised Bylaw - Special Update - November 2023**0122 - BOARD POWERS**

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

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

() The District shall indemnify its employees.

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

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

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

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

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

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

- A. the policyholder of an employee group insurance benefit
- B. the starting day for the school year and the amount of student contact time to receive full State school aid
- C. the composition of the District's school-improvement committees established under M.C.L. 380.1277
- D. the decision whether or not to have inter-district and intra-district open-enrollment opportunities
- E. the decision whether or not to permit authorization of Charter Schools (public school academies)
- ~~F. contracting with outside parties for noninstructional support services provided by an employee group including the procedures for obtaining a contract, the identity of the outside party, and the impact on individual staff members or a bargaining unit if the employee group is given an opportunity to bid on providing the noninstructional support services~~
- G. use of volunteers
- H. decisions regarding the use of experimental or pilot programs including staffing, use of technology, provision of the technology, and the impact on individual staff members or a bargaining unit
- I. compensation or reimbursement of a staff member for monetary penalties imposed on the staff member under the Public Employment Relations Act
- ~~J. any decision regarding the placement of teachers, or the impact of that decision on an individual employee or the bargaining unit~~
- ~~K. for teachers covered under the Teacher Tenure Act, decisions about the development, content, standards, procedures, adoption, and implementation of policies regarding personnel decisions when conducting a staffing or program reduction or eliminating a position as well as decisions regarding recall or hiring after any such reduction
This includes the impact of any such decisions on an individual employee or the bargaining unit.~~
- ~~L. decisions about the development, content, standards, procedures, adoption, and implementation of a performance evaluation system under M.C.L. 380.1249 for teachers and administrators~~
- ~~M. decisions concerning the content of a teacher's or administrator's performance evaluation or the impact of such decision~~
- ~~N. decisions about the format, timing, or number of classroom observations required for evaluation under the Teacher Tenure Act (M.C.L. 38.83a)~~
- ~~O. decisions concerning the classroom observation of an individual teacher, and the impact of such decision on an individual teacher or the bargaining unit~~
- ~~P. decisions about the development, content, standards, procedures, adoption, and implementation of the method of performance based compensation for teachers and administrators in accordance with M.C.L. 380.1250~~
- ~~Q. decisions about how performance evaluation is used to determine the performance based compensation for teachers and administrators~~
- ~~R. decisions concerning the performance based pay of an individual teacher or administrator, or the impact of such decision on such individual or the bargaining unit~~
- ~~S. decisions about the development, content, standards, procedures, adoption, and implementation of a policy regarding discipline or discharge for teachers covered under the Teacher Tenure Act (M.C.L. 38.71)~~
- ~~T. decisions concerning the discipline or discharge of a teacher covered under the Teacher Tenure Act (M.C.L. 38.71) or the impact of such decision on an individual teacher or the bargaining unit~~
- U. insertion of statutorily required emergency manager language into all collective bargaining agreements
- V. decisions on whether to enter into an intergovernmental agreement to consolidate, to jointly perform, or to collaborate on one (1) or more functions or services **[Note: the impact on employees of such decisions remains a mandatory subject of bargaining]**
 - 1. procedures of obtaining a contract for such an agreement to transfer of functions or responsibilities

2. identities of any other parties to such an agreement

~~W. any requirement that would violate section 10(3), M.C.L. 423.210(3) (Right to Work Law)~~

~~X. decisions about the development, format, content, and procedures of the notification to parents and legal guardians required under M.C.L. 380.1249a (the requirement to make the notifications is effective with the 2018-2019 school year)~~

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Legal M.C.L. 380.11a, 380.1131 et seq.
M.C.L. 423.201, 202, 206, and 215
M.C.L. 168.301 et seq.

Book	Policy Manual
Section	Special Update - November 2023
Title	Special Update - November 2023 Revised SCHOOL ADMINISTRATOR EVALUATION
Code	po1420
Status	
Adopted	December 15, 2015
Last Revised	January 7, 2020

Revised Policy - Special Update - November 2023

1420 - SCHOOL ADMINISTRATOR EVALUATION

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

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

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

The Superintendent or designee shall perform administrators' evaluations. Administrators rated highly effective ~~or, as of July 1, 2024, effective~~ on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion.

- B. Establishes clear approaches to measuring student growth and provides school administrators with relevant data on student growth.

- C. ~~Before the 2024-2025 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data. Evaluates a school administrator's job performance as highly effective, effective, minimally effective, or ineffective using multiple rating categories that take into account student growth and assessment data. For the 2018-2019 school year, twenty five percent (25%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the 2019-2020 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data.~~

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

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

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

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

1. The effectiveness of school administrators, so that they are given ample opportunities for improvement.

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

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

- F. For the purposes of conducting ~~annual~~ year-end evaluations under the performance evaluation system, the District shall adopt and implement one (1) or more of the evaluation tools for teachers or administrators, if available, that are included on the list established and maintained by the Michigan Department of Education ("MDE"). However, if the District has one (1) or more local evaluation tools for administrators or modifications of an evaluation tool on the list, and the District complies with G., below, the District may conduct annual ~~year-end~~ evaluations for administrators using one (1) or more local evaluation tools or modifications. The evaluation tools shall be used consistently among the schools operated by the District so that all similarly situated school administrators are evaluated using the same measures.
- G. The District shall post on its public website all of the following information about the measures it uses for its performance evaluation system for school administrators:
1. The research base for the evaluation framework, instrument, and processor or, if the District adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.
 2. The identity and qualifications of the author or authors or, if the District adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.
 3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the District adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.
 4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
 5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.
 6. A description of the plan for providing evaluators and observers with training.
- H. The District shall also:
1. Provide training to school administrators on the measures used by the District in its performance evaluation system and on how each of the measures is used. This training may be provided by a District or by a consortium consisting of two (2) or more districts, the intermediate school district, or a public school academy.

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

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

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

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

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

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

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

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

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M.C.L. 380.1249, 1249b

Book	Policy Manual
Section	Special Update - November 2023
Title	Special Update - November 2023 Reviewed ASSIGNMENT AND TRANSFER
Code	po3130
Status	From Neola
Adopted	January 19, 2016
Last Revised	March 3, 2020

Reviewed Policy - Special Update - November 2023

3130 - ASSIGNMENT AND TRANSFER

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

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

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Legal	E.S.E.A./N.C.L.B. - 20 U.S.C. 6319
	M.C.L. 380.1231, 1233, 1233b

Book	Policy Manual
Section	Special Update - November 2023
Title	Special Update - November 2023 Revised PROBATIONARY TEACHERS
Code	po3142
Status	From Neola
Adopted	January 19, 2016

Revised Policy - Special Update - November 2023

3142 - PROBATIONARY TEACHERS

The Board of Education recognizes its obligation to employ only those professional staff members best trained and equipped to meet the educational needs of the students of this District. The Board shall discharge that obligation by retaining in service only those probationary teachers who meet those standards.

~~Prior to July 1, 2024, teachers~~ Teachers, new to the District, who have not previously acquired tenure in the State of Michigan, will be in a probationary status for the first five (5) years of employment before becoming eligible for tenure in the District, except as provided below. A teacher must receive ratings of ~~effective or highly effective~~ Effective or Highly Effective on the last three (3) annual performance evaluations to achieve tenure.

~~Prior to July 1, 2024, probationary~~ Probationary teachers who are rated highly effective on the annual performance evaluation in years two (2), three (3), and four (4) achieve tenure after four (4) years. Any teacher having tenure in the District as of July 19, 2011, will not be required to serve additional probation.

~~Beginning July 1, 2024, if a teacher has been rated as effective on or after July 1, 2024, or highly effective before July 1, 2024, on three (3) consecutive year-end performance evaluations and has completed at least four (4) full school years of employment in the probationary period, the teacher is considered to have successfully completed the probationary period.~~

Teachers, new to the District, who have previously acquired tenure in any other Michigan school district, shall be required to serve no more than two (2) years of probation before becoming eligible for tenure in the District but may, at the Board's option, be placed immediately on continuing tenure.

The Superintendent shall ensure that all probationary teachers are provided an Individualized Development Plan, evaluated in a timely manner by appropriate administrators, notified of areas in which performance is not meeting expectations, and are provided assistance in improving their performance.

The Board shall annually review the performance of all probationary teachers by a date adequate to ensure timely compliance with all statutory, contractual, and other applicable timelines. The Superintendent shall provide to the Board a written recommendation with regard to each such teacher specifically noting the extent to which the probationary teacher's performance is meeting District expectations. On the basis of its review, the Board may, in its discretion, 1) non-renew employment based on unsatisfactory performance; or 2) continue the probationary period of employment if not otherwise eligible for tenure (not to exceed the statutory probation periods). The Board's review of such recommendation shall comport with all applicable statutory, contractual, or other legal requirements.

The Superintendent shall ensure that appropriate notices of the Board's actions are timely sent and delivered to all affected probationary teachers. The Superintendent shall further ensure that appropriate guidelines are drafted implementing the requirements of the Teacher Tenure Act.

A teacher who is in a probationary period may be dismissed from ~~his/her~~ employment by the Board at any time.

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Legal M.C.L. 38.81 et seq.

Book	Policy Manual
Section	For the Board 36-1
Title	Copy of DEFINITIONS
Code	po0100
Status	
Adopted	August 18, 2015
Last Revised	March 3, 2020

0100 - DEFINITIONS

The bylaws of the Board of Education of this District incorporate quotations from the laws and administrative code of the State of Michigan. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws and policies, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Services

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100) over a network, or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from and among and between, staff, students, and parents, Board members and/or other stakeholders and members of the community.

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Classified or Support Employee

An employee who provides support to the District's program and whose position does not require a professional certificate.

District

The School District.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond.

Procedural due process may require consideration of statutorily mandated factors, right to counsel and/or confrontation or cross-examination of witnesses, depending upon the situation.

Family Member

"Family member" means a person's spouse or spouse's sibling or child; a person's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's parent or parent's spouse, and includes these relationships as created by adoption or marriage. (See Bylaw 0144.3)

Full Board

Authorized number of voting members entitled to govern the District.

Information Resources

The Board defines Information Resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body.

Parent

The natural or adoptive parents or individuals with a valid power of attorney for the care and custody of the student for purposes other than educational placement. Parent also refers to any individual appointed by the State or court as a legal guardian or custodian for the student. Both parents will have equal access to records and rights regarding the student's education absent a court order restricting such rights.

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board of Education. (See Bylaw 0170)

Principal

The educational leader and head administrator of one (1) or more District schools or programs, as designated by the Board of Education. The Principal must hold an appropriate school administrator certificate or permit. The Principal is responsible for the supervision of the school or program consistent with Board policy and directives of the Superintendent and may delegate responsibility to subordinates as appropriate.

Professional Staff Member

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the State.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

Secretary

The chief clerk of the Board of Education. (See Bylaw 0170)

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" also signifies a required action.)

Social Media

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

The chief executive officer of the School District responsible to supervise all programs and staff of the District and to implement Board policy and follow Board directives. The Superintendent must hold an appropriate school administrator certificate or permit. Consistent with Board policies and directives, the Superintendent may delegate responsibility to subordinates as appropriate.

Technology Resources

The Board defines Technology Resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The chief financial officer of the District. (See Bylaw 0170)

Vice-President

The Vice-President of the Board of Education. (See Bylaw 0170)

Voting

A vote at a meeting of the Board of Education. Except to accommodate the absence of any member of the Board due to military duty or for any other purpose permitted by law, Board members must be physically present to have their vote officially recorded in the Board minutes ~~unless the Board member has notified the~~

~~Board President prior to the meeting that s/he must participate remotely, and the Board President approves, remote participation by the Board member.~~

Citations to Michigan Compiled Laws (M.C.L.) are shown as M.C.L. followed by the Section Number (e.g., M.C.L. 380.1438). Citations to the Michigan Administrative Code are prefaced A.C. Rule (e.g., A.C. Rule R380.221). Citations to the Federal Register are noted as FR, to the Code of Federal Regulations as C.F.R., and to the United States Code as U.S.C. Adopted 8/18/15

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Book	Policy Manual
Section	For the Board 36-1
Title	Copy of PUBLIC PARTICIPATION AT BOARD MEETINGS
Code	po0167.3
Status	
Adopted	August 18, 2015
Last Revised	March 3, 2020

0167.3 - PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

To permit fair and orderly public expression, the Board shall provide a period for public participation at public meetings of the Board and publish rules to govern such participation in Board meetings and in Board committee meetings. The rules shall be administered and enforced by the presiding officer of the meeting.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business.
- B. Anyone with concerns related to the operation of the schools or to matters within the authority of the Board may participate during the **designated public participation portion(s)** ~~public portion~~ of a meeting.
- C. **(x) Individuals may not register others to speak during public participation.**
- D. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name.
- E. Each statement made by a participant shall be limited to three (3) minutes duration, at the discretion of the presiding officer.
- F. **During the portion of the meeting designated for public participation, no participant may speak more than once** ~~on the same topic unless all others who wish to speak on that topic have been heard. No participant may speak more than once on the same topic.~~
- G. Participants shall direct all comments to the Board and not to staff or other participants.
- H. The presiding officer may:
 1. **interrupt, warn, or terminate a participant's session when they make comments that are repetitive, obscene, and/or comments that constitute a true threat (i.e., statements meant to frighten or intimidate one (1) or more specified persons into believing that they will be seriously harmed by the speaker or someone acting at the speaker's behest);** ~~prohibit public comments which are frivolous, repetitive, or harassing;~~
 2. ~~interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;~~
 3. request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct **and/or orderly progress** of the meeting;

4. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
5. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the conduct and/or orderly conduct of the meeting as to warrant such action.

I. The portion of the meeting during which the participation of the public is invited may be limited by the presiding officer, but the timeframe will be extended, if necessary, so that no one's right to address the Board will be denied.

Audio Tape or video recordings are permitted subject to the following conditions:

- A. No obstructions are created between the Board and the audience.
- B. No interviews are conducted in the meeting room while the Board is in session.
- C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment.

Revised 9/26/17

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M.C.L. 15.263(4)(5)(6), 380.1808

Book	Policy Manual
Section	Vol. 36, No. 2 - February 2022
Title	Vol. 36, No. 2 - February 2022 Revised COST PRINCIPLES - SPENDING FEDERAL FUNDS
Code	po6114
Status	From Neola
Adopted	May 2, 2017

6114 - COST PRINCIPLES - SPENDING FEDERAL FUNDS

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State, and local laws, the associated agreements/assurances, program objectives, and the specific terms and conditions of the grant award.

Cost Principles

Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal, and other laws and regulations;
3. market prices for comparable goods or services for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and
5. whether the cost represents any significant deviation from the established practices or Board of Education policy which may unjustifiably increase the expense.

While Federal regulations do not provide specific descriptions of what satisfies the "necessary" element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to whether:

1. the cost is needed for the proper and efficient performance of the grant program;
2. the cost is identified in the approved budget or application;
3. there is an educational benefit associated with the cost;
4. the cost aligns with identified needs based on results and findings from a needs assessment;

5. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received. This standard is met if the cost: is incurred specifically for the Federal award; benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; and is necessary to the overall operation of the District and is assignable to the Federal award in accordance with cost principles mentioned here.

- B. Conform to any limitations or exclusions set forth in the cost principles in Part 200 or in the terms and conditions of the Federal award, including prohibitions regarding costs incurred for telecommunications and video surveillance services or equipment.
- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
- D. Be accorded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost under another award.
- E. Be determined in accordance with generally accepted accounting principles.
- F. Be representative of actual cost, net of all applicable credits or offsets.

The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the State relating to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

- G. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
- H. Be adequately documented:
 1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant-funded programs to assure that only permissible personnel expenses are allocated;
 2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.
- I. Be incurred during the approved budget period.

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to carry out authorized work and expend the funds awarded, including any funds carried forward or other revisions pursuant to the law. Prior written approval from the Federal awarding agency or State pass-through entity may be required to carry forward unobligated balances to subsequent budget periods unless waived.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District, and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

The following rules of allowability must apply to equipment and other capital expenditures:

- A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the Federal awarding agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.
- C. Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the Federal awarding agency or pass-

through entity.

- D. All Federally-funded contracts in excess of \$2,000 related to construction, alterations, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.
- E. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 C.F.R. 200.436 and 2 C.F.R. 200.465.
- F. When approved as a direct cost by the Federal awarding agency or pass-through entity under Sections A-C, capital expenditures will be charged in the period in which the expenditure is incurred or as otherwise determined appropriate and negotiated with the Federal awarding agency.
- G. If the District is instructed by the Federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

Cost Compliance

The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs, but may not be double charged or inconsistently charged as both.

Determining Whether a Cost is Direct or Indirect:

- A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; program evaluation costs or other institutional service operations; and infrastructure costs directly attributable to the program (such as long-distance telephone calls specific to the program, etc.). Direct costs may also include capital expenditures if approved by the Federal awarding agency or pass-through entity, as well as capital expenditures for special purpose equipment with a unit cost of less than \$5,000.

- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective and not readily assignable to the cost objectives specifically benefitted without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement, not supplant, provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Michigan Department of Education (MDE) or the pass-through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation).

Equipment and other capital expenditures are unallowable as indirect costs.

Timely Obligation of Funds

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions that require payment. This term is used when referencing a recipient's or subrecipient's use of funds under a Federal award.

The following list illustrates when funds are determined to be obligated under the U.S. Department of Education ("USDOE") regulations:

If the obligation is for:

- A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the District - when the services are performed.
- C. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.
- D. Performance of work other than personal services - on the date when the District makes a binding written commitment to obtain the work.
- E. Public utility services - when the District receives the services.
- F. Travel - when the travel is taken.
- G. Rental of property - when the District uses the property.
- H. A pre-agreement cost that was properly approved by the Secretary (USDOE) under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

Period of Performance

All financial obligations must occur during the period of performance. Period of performance means the total estimated time interval between the start of an initial Federal award when the District is permitted to carry out the work authorized by the grant and the planned end date. The period of performance may include one (1) or more funded portions or budget periods. The period of performance is dictated by statute and will be indicated in the grant award notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, financial obligations under a grant may not be made until the application is approved or is in substantially approvable form, whichever is later. In the case of a direct grant, a grantee may use grant funds only for obligations it makes during the grant period unless an agreement exists with the awarding agency or the pass-through entity (e.g., MDE) to reimburse for pre-approval expenses.

If a Federal awarding agency or pass-through entity approves an extension, or if the District extends under C.F.R. 200.308(e)(2), the Period of Performance will be amended to end at the completion of the extension. If a termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all financial obligations incurred under the award not later than ninety (90) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

[2 C.F.R. 200.216](#)

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2 C.F.R. 200.216, 200.344(b), 200.403-.407, 200.413(a)-(c), 200.430(a),
200.431(a), 200.439(b)(2), 200.458

2 C.F.R. 200.474(b)

34 C.F.R. 76.707-.708(a), 75.703

Book	Policy Manual
Section	Vol. 36, No. 1 - September 2021
Title	Vol. 36, No. 1 - September 2021 Revised STUDENT FEES, FINES, AND SUPPLIES
Code	po6152
Status	From Neola
Adopted	May 2, 2017

6152 - STUDENT FEES, FINES, AND SUPPLIES

Fees

The Board of Education may assess certain charges to students to cover the costs for extra-curricular and noncredit activities. Such charges might be made for expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies and materials for clubs, independent study or special projects, and as well transportation costs and admission/participation fees for District-sponsored trips and activities.

No student, however, shall be deprived of participation in any mandatory school activity or required curriculum activity due to a lack of financial ability to pay and fees will not be charged for such activities. Extra-curricular activities for which fees will be charged may not be used in determining credit or grades in any course.

A fee shall not exceed the combined cost of the service(s) provided and/or materials used. An accurate accounting of all fees collected and all fees expended shall be provided to the Superintendent or his/her designee for each fee based activity at the conclusion of the activity, along with remission of any fees not expended.

Fines

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

Any fees or fines collected by members of the staff are to be turned in to the _____ within twenty-four (24) hours after collection.

In the event the above course of action does not result in the fee being collected, the Board authorizes the _____ to take the student and/or his/her parents to Small Claims Court for collection.

Supplies

The District will provide all basic supplies needed by the student to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

[] Payment

For convenience to families, the Board may enter into an agreement with one or more credit card/online payment processing vendors to facilitate online payment of fees, fines, and charges. Parents/guardians or students may elect but are not required to make payments online. Vendors will comply with all Board policies and procedures related to confidentiality and security of information transmitted electronically. Payees will be notified of any processing or other nominal fees that may be charged for use of an online payment system before the transaction is completed.

[END OF OPTION]

Students Experiencing Homelessness - McKinney-Vento Act

No fine or fee shall be charged to a student identified as a student experiencing homelessness unless it is determined that the student has the ability to pay the fee or fine and that its imposition does not create a barrier to the student's ability to enroll, or attend school, achieve academic success, or cause the student to be identified as experiencing homelessness. Any dispute regarding a fine or a fee that is imposed shall not delay the student's enrollment or serve as a barrier to enrollment by delaying the transfer of student records to another school or school district if applicable.

Immediate enrollment notwithstanding fines or fees shall be extended to extra-curricular and co-curricular activities as well as to academic programming.

Students experiencing homelessness who are able to pay () fees or fines () fees or fines and refuse to do so **[END OF OPTION]** may be prohibited from participating in graduation ceremonies until paid. No such student shall be prevented from receiving his/her student records, including diploma if earned, and final transcripts.

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Book	Policy Manual
Section	For the Board 36-1
Title	Copy of PROPERTY INVENTORY
Code	po7450
Status	
Adopted	May 16, 2017

7450 - **PROPERTY INVENTORY**

As steward of this District's property, the Board of Education recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Superintendent shall maintain a continuous inventory of all District-owned equipment at such intervals as will coincide with property insurance renewal but not to exceed every 2 years.

For purposes of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit. When defining supplies for inventory purposes, no items will be counted whose total value is less than \$5,000. **(The Federal threshold for a supply designation is \$5,000 regardless of length of useful life, however, the District may set an early acquisition cost level for designation as supply.)** Capital expenditures with a unit cost of \$5,000 or more require prior written approval of the Federal awarding agency or pass-through entity.]

It shall be the duty of the Superintendent and Finance Director to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board.

The Finance Director shall maintain a system of property records which shall show, as appropriate to the item recorded, the description and identification and location.

Equipment acquired under a Federal award will vest upon acquisition to the District, subject to the following conditions:

- A. The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.
- B. The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.
- C. The equipment may only be used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7300 and Policy 7310, and AG 7310.
- D. Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number (FAIN), title entity, acquisition date, cost of the equipment, percentage of Federal participation in the project costs for the award under which the equipment was acquired, the location, use, and condition of the equipment, and ultimate disposition data, including date of disposal and sale price of the equipment.
- E. A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years.
- F. A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.

G. Adequate maintenance procedures shall be implemented to keep the property in good condition.

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Book	Policy Manual
Section	For the Board 36-1
Title	Copy of PUBLIC RECORDS
Code	po8310
Status	
Adopted	June 13, 2017

8310 - PUBLIC RECORDS

The Board of Education recognizes its responsibility to maintain the public records of this District and to make such records available to residents of Michigan for inspection and reproduction.

The public records of this District include any writing or other means of recording or retaining meaningful content prepared, owned, used, in the possession of, or retained by the District, its Board, officers, or employees, subject to certain exemptions according to the Michigan Freedom of Information Act (FOIA). **The District shall not disclose the confidential address of a student or of an employee who has provided proper notice of a participation card issued by the department of the attorney general under the address confidentiality program act.**

Any person may make a written request for any public records of the District. The person may inspect, copy, or receive copies of the public record requested. The District shall respond to such requests within five (5) working days after receipt unless otherwise agreed to in accordance with the Freedom of Information Act.

An individual may purchase copies of the District's public records upon payment of a fee. No original public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties. Neither the Board nor its employees shall permit the release of the social security number of an employee, student, or other individual except as authorized by law (see Policy 8350 and AG 8350).

The Board chooses not to provide for enhanced access to any of its public records.

The Board has determined that personal and confidential information provided to and retained by the District on parents, students, staff and others will be considered exempt from disclosure pursuant to a Freedom of Information Act request, unless advised specifically by the District's legal counsel that the particular information must be released. Such personal and confidential information shall include home addresses, telephone numbers, e-mail addresses or website pages (e.g. My Space, Facebook), except as they are specifically related to the operation of the schools, or specifically authorized for release by the individual, or the parent/guardian if the individual is a minor.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this District, except student records and certain portions of personnel records.

The Superintendent is authorized to dispose of correspondence on a daily basis including those transmitted by means of voice mail or E-mail, providing the message does not alter existing District records.

The Superintendent is responsible for transmission of data contained in the single record student data base established by the Michigan Department of Education. Such transmission shall be in accordance with procedures established by the Livingston Educational Service Agency and the Center for Educational Performance and Information (CEPI).

The Superintendent shall establish administrative guidelines to ensure proper compliance with the intent of this policy and the Freedom of Information Act.

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Legal	M.C.L. 15.231 et seq.
	M.C.L. 445.81 et seq.

Michigan Federation of Teachers v. University of Michigan, 481 Mich. 657 (2008)

Book	Policy Manual
Section	For the Board 36-1
Title	Copy of PERSONNEL FILES
Code	po8320
Status	
Adopted	June 13, 2017

8320 - PERSONNEL FILES

It is necessary for the orderly operation of the School District to prepare a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

The Board of Education requires that sufficient records exist to ensure an employee's qualifications for the job held; compliance with Federal, State, and local benefit programs; conformance with District rules; and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Michigan.

The District shall not disclose an employee's home address or contact information to a third party without the employee's written authorization.

The Board delegates the maintenance of an employee personal information system to the Superintendent, Finance Director, Assistant Superintendent for Personnel, and/or Human Resources Specialist.

A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only and shall be destroyed according to the rules set forth in the Records Retention Act.

Only that information which pertains to the professional role of the employee and submitted by duly authorized school administrative personnel and the Board may be entered in the official record file. Employees shall provide necessary information for their personnel files.

Employee medical records, including, but not limited to, insurance forms, medical certifications by a physician, and requests for leave or accommodation, shall not be maintained in the employee's personnel file and shall instead be maintained in a confidential medical file.

A copy of each such entry shall be given to the employee upon request except for matters pertaining to pending litigation.
An employee may review their personnel record upon written request.

The employee may periodically review their his/her file at reasonable intervals, generally not more than two (2) times in a calendar year. Personnel records shall be available to Board members and school administrators as may be required in the performance of their jobs.

Any employee who inappropriately releases information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures. If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures or refer the requestor to the employee's immediate supervisor.

Personnel wishing to review their own records shall:

- A. review the record in the presence of the administrator designated to maintain said records or designee;
- B. make no alterations or additions to the record nor remove any material therefrom.

Personnel wishing to appeal material in their record as to its accuracy, completeness, relevance, or timeliness shall make a request in writing to the administrator delegated to maintain the records and specify therein:

- A. name and date;

B. material to be appealed;

C. reason for appeal.

The responsible administrator shall hear the appeal and make a determination within ninety (90) days of the appeal in accordance with law.

If the appeal does not resolve the disagreement, the employee may submit a written statement, not exceeding five (5) sheets of 8 1/2 inch by 11 inch paper, explaining the employee's position. This written statement shall be kept in the employee's file.

Records Retention

Generally, personnel files shall be maintained for the duration of the individual's employment with the District, plus six (6) years. Files maintained on employees who were cited for unprofessional conduct shall be maintained for the duration of employment plus fifty (50) years.

Medical files shall be maintained for the period during which the individual is employed by the District or receiving benefits, whichever is longer, plus seven (7) years.

Per the State of Michigan Records Retention and Disposal Schedule for Public Schools, 404A.

State of Michigan Records Retention and Disposal Schedule for Public Schools at 400A and 400B.

~~The Superintendent shall prepare administrative guidelines defining which personnel records are to be maintained and the procedures for their maintenance and review.~~

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Legal

M.C.L. 423.501 et seq

Book	Policy Manual
Section	For the Board 36-1
Title	Copy of STUDENT RECORDS
Code	po8330
Status	
Adopted	June 13, 2017

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.

If a 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 the policy. The Superintendent 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 entry.

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
- 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. health records

J. 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 non-custodial 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 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 student 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.

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)

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 or 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;
- C. telephone number;
- D. participation in officially-recognized activities and sports;
- E. height, if member of an athletic team;
- F. weight, if member of an athletic team which requires disclosure to participate;
- G. awards received;
- H. honor rolls;
- I. scholarships;
- J. school photographs or videos of students participating in school activities, events or programs;

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 or 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 ten (10) 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, District assigned email address (if available) 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 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 or 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 non-compliance 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 District 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 the 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	Special Update - November 2023
Title	Special Update - November 2023 Revised PROFESSIONAL STAFF EVALUATION
Code	po3220
Status	
Adopted	January 19, 2016
Last Revised	January 7, 2020

Revised Policy - Special Update - November 2023

3220 - PROFESSIONAL STAFF EVALUATION

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

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

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

- B. establishes clear approaches to measuring student growth and provides professional staff with relevant data on student growth ~~based on the most recent three (3) consecutive school years of student growth data, or all available student growth data if less than three (3) years is available.~~
- C. evaluates an employee's job performance, using rating categories of highly effective, effective, minimally effective, and ineffective prior to July 1, 2024 and using rating categories of effective, developing, and needing support as of July 1, 2024, which take into account student growth and assessment data or student learning objectives

~~Before the 2024-2025 school year For the 2018-2019 school year twenty five percent (25%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the 2019-2020 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning in the 2024-2025 school year, twenty percent (20%) of the year-end evaluation must be based on student growth and assessment data or student learning objectives metrics. [DRAFTING NOTE: The statute now requires that the metrics be agreed upon through collective bargaining, but this is not required to be in policy.]~~

Evaluations must also comply with the following:

1. The portion of a teacher's ~~annual~~ year-end evaluation that is not based on student growth and assessment data or student learning objective metrics shall be based primarily on a teacher's performance as measured by the District ~~as described below~~.
2. Prior to July 1, 2024 ~~Beginning with the 2018-2019 school year~~, for core content areas in grades and subjects in which state assessments are administered, fifty percent (50%) of student growth must be measured using the state assessments, and the portion of student growth not measured using state assessments must be measured using multiple research-based growth measures or alternative assessments that are rigorous and comparable across schools within the District. Student growth also may be measured by student learning objectives or nationally normed or locally adopted assessments that are aligned to state standards, or based on achievement of individualized education program goals.

3. ~~The~~ portion of a teacher's evaluation that is not measured using student growth and assessment data or using the evaluation tool developed or adopted by the District shall incorporate criteria enumerated in section M.C.L. 380.1248(1)(b)(i) to (iii) that are not otherwise evaluated under the tool. (See Policy 3131) ~~After July 1, 2024, the portion of a teacher's evaluation that is not measured using student growth and assessment data or student learning objectives metrics, or using the evaluation tool developed or adopted by the District, must be based on objective criteria.~~
4. ~~Prior to July 1, 2024, if~~ there are student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on the student growth and assessment data for the most recent three (3) consecutive-school-year period. If there are not student growth and assessment data available for a teacher for at least three (3) school years, the annual year-end evaluation shall be based on all student growth and assessment data that are available for the teacher.
5. ~~As of July 1, 2024, the following apply: Evaluations and feedback concerning the evaluation must be provided in writing to the teacher; if a written evaluation is not provided, the teacher is deemed effective; if required by circumstances described in M.C.L. 380.1249, a teacher must be designated as unevaluated; and if a teacher receives an unevaluated designation, the teacher's rating from the immediately prior school year must be used.~~

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

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

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

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

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

F. includes classroom observations in accordance with the following:

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

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

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

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

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

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

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

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

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

I. the District shall also:

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

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

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

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

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

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

ineffective or, as of July 1, 2024, needing support" ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment as a teacher with the District. In such an instance, all relevant evaluation documents may be used in the proceedings.

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

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

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

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

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

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M.C.L. 380.1249 (as amended)

Book Policy Manual
 Section Special Update - November 2023
 Title Special Update - November 2023 Reissued EMPLOYMENT OF PROFESSIONAL STAFF
 Code po3120
 Status
 Adopted January 19, 2016
 Last Revised October 3, 2023

Reissued Policy - Special Update - November 2023

3120 - EMPLOYMENT OF PROFESSIONAL STAFF

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

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

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

- A. Teachers
- B. Counselors
- C. Media Specialists
- D. Interventionists
- E. Administrative
- F. _____
- G. _____

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

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

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

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

All applications for employment shall be referred to the Director of Human Resources.

x Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which ~~s/he~~ they would be supervised directly by the relative staff member. In cases where a professional staff member would typically be supervised and evaluated by a relative, the supervision and evaluation responsibilities for that staff member will instead be assigned to the Assistant Superintendent.

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

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

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

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

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

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

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

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

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

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Legal M.C.L. 380.1229 - 1231, 380.1233, 380.1233b, 380.1237, 380.1531d, 380.623
R 390.1105

Book Policy Manual
 Section Special Update - November 2023
 Title Special Update - November 2023 Revised STAFF REDUCTIONS/RECALLS
 Code po3131
 Status
 Adopted January 19, 2016

Revised Policy - Special Update - November 2023

3131 - STAFF REDUCTIONS/RECALLS

It is the policy of this Board that all personnel decisions shall be based on retaining effective teachers in situations involving a staffing or program reduction or any other personnel decision resulting in the elimination of a position, as well as for hiring after such reductions/position eliminations or recall to vacant positions. **The District shall not utilize length of service as the sole factor in personnel decisions. [DRAFTING NOTE: This is optional only because the statute does not require it. It is recommended that districts select and retain this option.] x]** Length of service or tenure status may only be considered by the administration when all other factors, as listed below, are considered equal amongst the potentially affected teachers. **[END OF OPTION]** Length of service or tenure status may only be considered by the administration when all other factors, as listed below, are considered equal amongst the potentially affected teachers.

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

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

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

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

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

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

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

- D. Evidence of student growth, which shall be the predominant factor in assessing an employee's individual performance.
- E. The teacher's demonstrated pedagogical skills, including at least a special determination concerning the teacher's knowledge of the teacher's subject area and the ability to impart that knowledge through planning, delivering rigorous content, checking for and building higher-level understanding, differentiating, and managing a classroom; and consistent preparation to maximize instructional time.
- F. The teacher's management of the classroom, manner and efficacy of disciplining students, rapport with parents and other teachers, and ability to withstand the strain of teaching.
- G. The teacher's attendance record.
- H. Significant, relevant accomplishments and contributions. This factor shall be based on whether the individual contributes to the overall performance of the school by making clear, significant, relevant contributions above the normal expectations for an individual in the teacher's peer group and having demonstrated a record of exceptional performance.
- A. Individual performance shall be the majority factor in making the decision, and shall consist of but is not limited to all of the following:
1. Evidence of student growth, which shall be the predominant factor in assessing an employee's individual performance.
 2. The teacher's demonstrated pedagogical skills, including at least a special determination concerning the teacher's knowledge of his or her subject area and the ability to impart that knowledge through planning, delivering rigorous content, checking for and building higher-level understanding, differentiating, and managing a classroom; and consistent preparation to maximize instructional time.
 3. The teacher's management of the classroom, manner and efficacy of disciplining students, rapport with parents and other teachers, and ability to withstand the strain of teaching.
 4. The teacher's attendance and disciplinary record, if any.
- B. Significant, relevant accomplishments and contributions. This factor shall be based on whether the individual contributes to the overall performance of the school by making clear, significant, relevant contributions above the normal expectations for an individual in his/her peer group and having demonstrated a record of exceptional performance.
- C. Relevant special training. This factor shall be based on completion of relevant training other than the professional development or continuing education that is required by the employer or by state law, and integration of that training into instruction in a meaningful way.

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PA 102, 2011

M.C.L. 380.1248

Book	Policy Manual
Section	Special Update - November 2023
Title	Special Update - November 2023 Reissued STAFF DISCIPLINE
Code	po3139
Status	
Adopted	January 19, 2016
Last Revised	January 9, 2018

Reissued Policy - Special Update - November 2023

3139 - STAFF DISCIPLINE

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

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

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

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

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

Discipline may include, but is not limited to:

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

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

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

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

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

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

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M.C.L. 38.101 et seq., 38.74, 380.1230d, 380.1535a

Book Policy Manual
 Section Special Update - November 2023
 Title Special Update - November 2023 Reviewed TERMINATION AND RESIGNATION
 Code po3140
 Status
 Adopted January 19, 2016

Reviewed Policy - Special Update - November 2023

3140 - TERMINATION AND RESIGNATION

TERMINATION

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

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

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

RESIGNATION

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

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

A resignation, once accepted, by the Superintendent or Board may not then be rescinded.

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

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Legal M.C.L. 28.722, 38.74, 380.1230 et seq., 380.1535a

Appendix B

Book	Policy Manual
Section	Vol. 36, No. 2 - February 2022
Title	Vol. 36, No. 2 - February 2022 Revised GRANT FUNDS
Code	po6110
Status	
Adopted	May 2, 2017

6110 - GRANT FUNDS

It is the objective of the Board of Education to provide equal educational opportunities for all students within the District. Government agencies, as well as foundations, businesses, and individuals, periodically offer both human and material resources to the District that would benefit students and the educational program. Therefore, it is the intent of the Board to consider grant proposals and applications for their potential to enhance educational opportunities, the educational environment, and the physical and mental growth for each student.

The Superintendent shall review new Federal education legislation and prepare proposals for programs s/he deems would be of aid to the students of this District. The Superintendent shall approve each such proposal prior to its submission, and the Board shall approve all grants resulting from such proposals.

The Board regards available Federal funds of aid to local school districts and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in accordance with Federal regulations and guidelines.

No Federal funds received by the District shall be used (1) to develop or distribute materials, or operate programs or courses of instruction directed at youth, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual; (2) to distribute or to aid in the distribution by any organization of legally obscene materials to minors on school grounds; (3) to provide sex education or HIV-prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence; or (4) to operate a program of contraceptive distribution in schools.

Grant Proposal Development

- A. All grant proposals must support at least one (1) District goal or priority.
- B. For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.

Grant Proposal Internal Review

- A. Each grant proposal shall be reviewed and approved by the Superintendent prior to submission to the funding source.
- B. () The Superintendent shall present the following proposals to the Board for approval:
 - 1. () Government-funded proposals, regardless of the amount;
 - 2. () Proposals with budgets exceeding \$____.00; or
 - 3. () Multi-school or District-wide proposals.

Grant Administration

- A. The administration of grants will adhere to all applicable Federal, State, local, and grantor rules and regulations, including the terms and conditions of the Federal awards, as well as District policies and administrative guidelines.

- B. The Superintendent is responsible for the efficient and effective administration of grant awards through the application of sound management practices.
- C. The Superintendent is responsible for administering grant funds in a manner consistent with underlying agreements, applicable statutes, regulations, and objectives, and the terms and conditions of the grant award.
- D. The District, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including the organizational and management strategies necessary to assure proper and efficient administration of grant awards.
- E. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. The Superintendent shall require that each draw of Federal monies be aligned with the District's payment process (whether reimbursement, cash advance, or a combination). If funds are permitted to be drawn in advance, all draws will be as close as administratively feasible to the related program expenditures and that, when restricted, such monies are used to supplement programs and funding and not to supplant or replace existing programming or current funding.

Maintenance of Effort (MOE) and Maintenance of Equity (MOEquity) requirements of the Federal program will be met in accordance with the requirements of the specific funded program. The District shall maintain appropriate documentation and records to substantiate compliance or to justify allowable exceptions, exemptions, or waivers.

- F. The Superintendent is authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.
- G. Written amendments requiring the Superintendent's signature shall be presented to the Board for approval.
- H. Employee positions established through the use of grant funding shall terminate if and when the related grant funding ceases.
- I. Program reports including but not limited to audit, site visits, and final reports shall be submitted to the Superintendent for review and distribution to the Board and other appropriate parties.

Financial Management

The financial management of grant funds shall be in compliance with all applicable Federal, State, local, and grantor rules, regulations, and assurances as well as District policies and administrative guidelines.

The District shall provide for the following:

- A. Identification, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance (CFDA) title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, as applicable.
- B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant.
- C. Records that adequately identify the source and application of funds provided for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest and be supported by source documentation.
- D. Effective control over, and accountability for, all funds, property, and other assets. The District must adequately safeguard all assets and assure that they are used solely for authorized purposes.

Further, the District must:

1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;
2. comply with Federal statutes, regulations, and the terms and conditions of the Federal award;
3. evaluate and monitor the District's compliance with statutes, regulations, and the terms and conditions of the Federal award;

4. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings;
5. take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.

E. Comparison of expenditures with budget amounts for each Federal award.

F. Recordkeeping and written procedures to the extent required by Federal, State, local, and grantor rules and regulations pertaining to the grant award and accountability including, but not limited to, the following areas:

1. cash management
2. allowability
3. conflict of interest
4. procurement
5. equipment management
6. conducting technical evaluations of proposals and selecting recipients
7. compensation and fringe benefits
8. travel

G. Disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal awarding agency or pass-through agency in accordance with applicable Federal policy.

H. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

Program Income

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant's period of performance.

It includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. Additionally, taxes, special assessments, levies, fines, and other such revenues raised by a recipient are not program income unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income. Finally, proceeds from the sale of real property, equipment, or supplies are not program income.

Unless it has received prior approval to use a different method or the terms and conditions of the grant authorize a different method, the District uses the deduction method of accounting for program income. Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the Federal awarding agency or pass-through entity.

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Legal 2 C.F.R. 200.56, 200.71, 200.77, 200.80, 200.112, 200.302, 200.307
 2 C.F.R. 200.309, 200.310, 200.313, 200.318-.320, 200.343(b)&(e)
 34 C.F.R. 75.707, 76.563, 76.565, 76.707
 20 U.S.C. 7906
 Compliance Supplement for Single Audits of State and Local Governments

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6325 - PROCUREMENT – FEDERAL GRANTS/FUNDS

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board of Education policies, and administrative procedures.

The Superintendent shall have and use a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326), including affirmative steps for small and minority businesses and women's business enterprises, for the administration and management of Federal grants and Federally-funded programs. The District shall maintain oversight that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy 6320 and AG 6320A.

All Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3110, and Policy 4110 – Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase and, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions for the acquisition of property or services required under a Federal award paid for from Federal funds or District matching funds shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgment. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business;
- B. unnecessary experience and excessive bonding requirements;
- C. noncompetitive pricing practices between firms or between affiliated companies;

- D. noncompetitive contracts to consultants that are on retainer contracts;
- E. organizational conflicts of interest;
- F. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- G. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless 1) an applicable Federal statute expressly mandates or encourages a geographic preference; or 2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms, or products to acquire goods and services that are subject to this policy, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list ~~periodically~~ ~~_____~~ [insert frequency. see Drafting Note].

[Drafting Note: The District shall allow vendors not on the pre-qualified list to apply for placement on the list periodically. The District may determine how frequently the pre-qualified list becomes open for new vendors or whether it is open continuously.]

The District shall require that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to provide maximum open and free competition. The District shall not preclude potential bidders from qualifying during the solicitation period.

Solicitation Language (Purchasing Procedures)

The District shall have written procurement procedures that require that all solicitations made pursuant to this policy incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material and/or product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall have and use documented procedures, consistent with the standards described above for the following methods of procurement:

A. Informal Procurement Methods

When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are not required. The District may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the simplified acquisition threshold include:

1. Micro-Purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$~~10,000~~ ~~_____~~ [not to exceed \$10,000]. To the maximum extent practicable, the District should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable based on research, experience, purchase history, or other relevant information, and documents are filed accordingly. The District shall maintain evidence of this reasonableness in the records of all purchases made by this method.

[] Unless otherwise defined by State or local law, Districts are responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of the risk, and its documented procurement procedures. The micro-purchase threshold used by the District shall be authorized or not prohibited under State, local, or tribal laws or regulations. A District which is qualified as a low-risk auditee for the most recent audit (C.F.R. 200.520) may increase the micro-purchase threshold up to ~~\$25,288~~ state competitive bid limit. An eligible District may self-certify the micro-purchase threshold on an annual basis ~~(not to exceed \$25,288)~~ after completing the annual internal institutional risk assessment to identify, mitigate, and manage financial risks. The self-certification, in accordance with C.F.R. 200.334, must include a justification, clear identification of the threshold, and supporting documentation of the qualifications listed above. **[DRAFTING NOTE: The Federal regulation allows for a \$50,000 threshold, however, the Revised School Code provides for a lower amount (\$28,04826,046 for the 2023-2421-22 year \$25,288 for the 2020-21 year). While this authority is allowed for an entity qualified as a low-risk auditee, Neola does not suggest its use due to the complexity and subjectivity of the mechanism.]**

2. Small Purchases

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold of ~~the~~ state competitive bid limit. Small purchase procedures require that price or rate quotations shall be obtained from ~~()~~ an adequate number of **[END OF OPTION]** qualified sources. **[Drafting Note: 1. The competitive threshold for the 2020-21 2021-22 2022-23 year is \$28,04826,046, effective October 76, 2023. 21.25,288, effective October 8, 2020. 2. Unless the pass-through entity or State law defines the number of quotes required, the District may define in policy how many quotations are adequate. The number must be greater than one (1).]**

Districts are responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulations (FAR). When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

B. Formal Procurement Methods

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in C.F.R. 200.319 or non-competitive procurement. The formal methods of procurement are:

1. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to more than the amount allowed by Michigan statute and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed the amount allowed by Michigan statute. **[DRAFTING NOTE: The fiscal year 2023-2421-22 2020-21 base pertaining to construction, renovation, repair, or remodeling and the base pertaining to procurement of supplies, materials, and equipment is \$28,04826,046, effective October 6, 2023 7, 2021 25,288, effective October 8, 2020.]**

In order for sealed bidding to be feasible, the following conditions shall be present:

- a. a complete, adequate, and realistic specification or purchase description is available;
- b. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
- c. the procurement lends itself to a firm, fixed-price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

- a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from ~~()~~ an adequate number of **[END OF OPTION]** qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid

shall be publicly advertised.

- b. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
- c. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
- d. A firm, fixed-price contract award will be made in writing to the lowest responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
- e. The Board reserves the right to reject any or all bids for sound documented reason.

2. Proposals

Procurement by proposals is a method in which either a fixed-price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method. **[Drafting Note: Like sealed bids, Federal law does not require a competitive proposal unless the procurement is for over \$250,000. The State/District may set a lower threshold for sealed bids and competitive proposals. Michigan law stipulates a threshold for which sealed bids are required. The competitive threshold for the 2021-2020-21 year is \$28,04826,046, effective October 6, 20237, 202125,288, effective October 8, 2020. (See Policy 6320.)]**

If this method is used, the following requirements apply:

- a. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- b. Proposals shall be solicited from ~~()~~ an adequate number of **[END OF OPTION]** sources.
- c. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- d. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in the procurement of A/E professional services. It cannot be used to purchase other types of services, though A/E that firms are a potential source to perform the proposed effort.

3. Noncompetitive Procurement

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one (1) source and may be used only when one (1) or more of the following circumstances apply:

- a. micro-purchases
- b. the item is available only from a single source
- c. the public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation
- d. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District
- e. after solicitation of a number of sources, competition is determined to be inadequate

Domestic Preference for Procurement

As appropriate and to the extent consistent with law, the District shall, to the extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Such requirements shall be included in all subawards including all contracts and purchase orders for work or products under the Federal award.

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis are dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time and materials type contract only 1) after a determination that no other contract is suitable, and 2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as 1) contractor integrity; 2) compliance with public policy; 3) record of past performance; and 4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 C.F.R. Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1). A person so excluded is debarred. (2 C.F.R. Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors, at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package for resolution. Bid protests shall be filed, in writing, with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

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Legal 2 C.F.R. 200.317-.326; Appendix II to Part 200
 2 C.F.R. 200.520

Appendix C

Motion for Fowlerville Community Schools Board of Education

The Fowlerville Community Schools Board of Education expresses its strong opposition to the sale and marketing of vaping devices, e-cigarettes, and tobacco products to youth within our community.

The Board urges all local elected officials, law enforcement agencies, and community partners to join forces in reducing the availability of vaping devices, e-cigarettes, and tobacco products to young people. This effort should focus on enforcement of existing laws against the sale of these products to minors and on expanding educational initiatives to inform youth about the health risks associated with vaping devices, e-cigarettes, and tobacco use.

Upon adoption, this motion will be recorded and made a permanent part of the official records of the Fowlerville Community Schools Board of Education.