



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

Agenda

Regular Meeting

Ford Administration Building

1620 E Elza Avenue

Hazel Park, MI 48030

April 19, 2021

7:00 PM

Public Act 254 of 2020 provides that, commencing on April 1, 2021, public bodies may only meet remotely under specific circumstances (i.e. military duty, a medical condition, or a statewide or local state of emergency or state of disaster). On March 26, 2021, the City Of Hazel Park declared a continuing **local state of emergency in the City of Hazel Park** due to the Coronavirus (COVID-19) pandemic, allowing Board Members to participate in meetings electronically.

LOCATION AND FORMAT: The meeting will be held at the Ford Administration Building, 1620 Elza Hazel Park, Michigan, live streamed on YouTube on the following link: https://youtu.be/d1IAxUt3_3w and available through Zoom video conferencing using the following link: <https://hazelparkschools.zoom.us/j/85798564621?pwd=U2NyMTUvWThvN3lOS01tMTRaQ1dzQT09> Presenters will be in-person. Members of the public wishing to speak during the public comment portion of the meeting may do so in-person, using "chat" during the Public Comment portions of the meeting or by emailing Board President, Laura Adkins, prior to the meeting at laura.adkins@hazelparkschools.org. Public comments received via email, will be read out loud by President Adkins during the Public Comment portion.

INSTRUCTIONS FOR IN-PERSON MEETING ATTENDEES: Anyone attending the meeting in-person will be required to wear face covering and maintain 6' physical distance. Additional seating will be available in the gymnasium to accommodate any overflow.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA (Action Item)

PUBLIC COMMENT

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

During this portion of public comment, each statement made by a participant shall be limited to three (3) minutes and participants must identify themselves by name and address.

SPECIAL ORDER OF BUSINESS

A. Promise Zone Update (Informational Item)

**Brandon Gleaton, Executive Director of Hazel Park Promise Zone

CONSENT AGENDA (Action Items)

The Board of Education shall use a consent agenda to keep routine matters within a reasonable time frame. A member of the Board may request any item to be removed from the consent agenda and defer it for more discussion and specific action.

A. Approval of Minutes

B. <u>Monthly Financial Reports</u>	23
C. <u>Personnel Recommendations</u>	
D. <u>Conference Requests</u>	37
E. <u>Annual Dues/Memberships</u>	38
UNFINISHED BUSINESS	
A. <u>Electronic Timesheet Kiosks (Action Item)</u>	40
**Matt Miller, Director of Business	
B. <u>Food Service Request for Proposal (Action Item)</u>	51
**Matt Miller, Director of Business	
C. <u>Hazel Park School Liaison Job Description (Action Item)</u>	53
**Nick Nugent, Director of Human Resources	
D. <u>Hazel Park Extended COVID-19 Preparedness and Response Plan Review (Action Item)</u>	56
**Dr. Amy Kruppe, Superintendent	
NEW BUSINESS	
A. <u>ENGAGE Michigan (Informational Item)</u>	71
**Dr. Carla Postell, Director of Curriculum Integration and Instruction	
B. <u>EC-12 Summer School Program (Action Item)</u>	79
**Dr. Stephanie Dulmage, Director of 21st Century Learning, Dr. Carla Postell, Director of Curriculum Integration and Instruction	
C. <u>K-3 Foundation Literacy Materials (Action Item)</u>	84
**Dr. Stephanie Dulmage, Director of 21st Century Learning	
D. <u>Webster Early Childhood Enrollment (Action Item)</u>	85
**Dr. Stephanie Dulmage, Director of 21st Century Learning	
E. <u>Extended School Year (ESY) Program (Action Item)</u>	86
**Tamaran Dillard, Director of Student Support Services	
F. <u>Recovery Services (Action Item)</u>	88
**Tamaran Dillard, Director of Student Support Services	
G. <u>Paraprofessional Staffing (Action Item)</u>	90
**Nick Nugent, Director of Human Resources	
H. <u>Board of Education Policy Revisions and Updates ~ First Reading (Action Item)</u>	92
I. <u>Budget Amendment #2 (Action Item)</u>	159
**Jason Zirnig, Assistant Superintendent of Business & Operations	
J. <u>457 Retirement Plan (Action Item)</u>	166
**Jason Zirnig, Assistant Superintendent of Business & Operations	
K. <u>L-4029 2021 Tax Rate Request (Action Item)</u>	167
**Jason Zirnig, Assistant Superintendent of Business & Operations	
L. <u>Repair of High School Freezer (Action Item)</u>	169
**Matt Miller, Director of Business	

M. <u>Purchase of Bus Cameras (Action Item)</u>	176
**Brad Wilkins, Director of Technology	
N. <u>Chromebook Purchase (Action Item)</u>	178
**Brad Wilkins, Director of Technology	
O. <u>Long Range Technology Plan (Action Item)</u>	179
**Brad Wilkins, Director of Technology	
P. <u>Facility Rental Fee Waiver Request (Action Item)</u>	182
**Dr. Amy Kruppe, Superintendent	

SUPERINTENDENT REPORT

Dr. Amy Kruppe

A. <u>Enrollment Update</u>	183
B. <u>Attendance Update</u>	184
C. <u>Water Fountain Installation Quotes (Informational Item)</u>	188
D. <u>Debit/Credit Card Approval for District Employees (Informational Item)</u>	190

PUBLIC COMMENT

During this portion of public comment, each statement made by a participant shall be limited to one (1) minute and participants must identify themselves by name and address.

CALENDAR DATES

May 3 - Buildings & Grounds Committee at 5pm

May 5 - Finance Committee at 5pm

May 10 - Special Board of Education Meeting at 6:30pm

May 17 - Regular Board of Education Meeting at 7:00pm

REQUESTS FOR FUTURE AGENDA ITEMS

BOARD MEMBER AND ADMINISTRATION COMMENTS

CLOSED SESSION

Motion to adjourn to closed session for strategy and negotiation pursuant to Section 8(c) of the Open Meetings Act.

ADJOURNMENT

Any person with a disability who needs accommodation for participation in this meeting should contact the Superintendent's office at (248) 658-5220 at least five (5) days in advance of the meeting to request assistance.

All Official minutes of school board meetings are stored and available for inspection in the Ford Administration office at the above address.

This notice is given in compliance with Act No. 267 of the Public Acts Michigan, 1976

SCHOOL DISTRICT OF THE
CITY OF HAZEL PARK
COUNTY OF OAKLAND AND STATE OF MICHIGAN
REGULAR MEETING

CALL TO ORDER

The Regular Meeting of the Hazel Park Board of Education was held at the Ford School Administration Office on March 15, 2021 and was called to order by President Adkins at 7:00p.m.

ROLL CALL

Members Present: Adkins, Noth, Baldwin, Fortress, Hinton, Rice

Members Absent: Schlak (arrived at 7:02PM)

Others Present: Kruppe, Zirnig, Dillard, Dulmage, Miller, Nugent, Pleiness, Postell, Wilkins

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA (Action Item)

Moved by Mrs. Noth, supported by Mrs. Hinton, that the Board of Education approve the agenda as written.

Discussion

None

Roll Call Vote

Yeas: Noth, Hinton, Fortress, Baldwin, Rice, Schlak, Adkins

Nays: None

PUBLIC COMMENT

None

SPECIAL ORDER OF BUSINESS

A. Chartwells Presentation

Curtis Orwig, Chartwells District Manager and Marsha Dziewit, Director of Dining Services presented a Powerpoint to the Board of Education and community members.

CONSENT AGENDA (Action Items)

A. Approval of Minutes

1. Board Meetings

2. Committee Meetings

B. Monthly Financial Reports

C. Personnel Recommendations

D. Conference Requests

E. Annual Dues/Memberships

1. Michigan School Public Relations Association (MSPRA) Dues

Moved by Mrs. Noth, supported by Mrs. Baldwin, that the Board of Education approve the consent agenda, as presented.

Roll Call Vote

Yeas: Noth, Baldwin, Hinton, Fortress, Rice, Schlak, Adkins
Nays: None

UNFINISHED BUSINESS

A. Auction Update (Informational Item)

Mr. Jason Zirnig, Assistant Superintendent of Business and Operations updated the Board of Education on the recent auto shop inventory auction. The vehicles that were bid on and not picked up by the successful bidders are being put into an auction that is being held later this month.

B. Approval of Single Audit (Action Item)

Motion made by Ms. Schlak, supported by Mrs. Noth, that the Board of Education accept the single audit, as presented.

Roll Call Vote

Yeas: Schlak, Noth, Hinton, Fortress, Baldwin, Rice, Adkins
Nays: None

C. Board of Education Policies Update ~ 2nd Reading (Action Item)

Motion made by Mrs. Noth, supported by Mrs. Baldwin, that the Board of Education accept the second reading of the Board of Education policy revisions and updates, as presented.

Roll Call Vote

Yeas: Noth, Baldwin, Hinton, Fortress, Rice, Schlak, Adkins
Nays: None

D. Hazel Park Extended COVID-19 Preparedness and Response Plan Review (Action Item)

Motion made by Mrs. Fortress, supported by Mrs. Rice, that the Board of Education reaffirm the Extended COVID-19 Preparedness and Response Plan, with amendments.

Discussion

Board Treasurer, Heidi Fortress, requested the statement “during the month of March” be taken out from the updated section.

Roll Call Vote

Yeas: Fortress, Rice, Noth, Hinton, Baldwin, Schlak, Adkins
Nays: None

NEW BUSINESS

A. Freedom of Information Act (FOIA) Requests (Informational Items)

FOIA requests may be viewed in the board packet on the District website, www.hazelparkschools.org under the Board of Education current documents tab.

B. Therapy Dogs in District (Informational Item)

Board Members and Superintendent Dr. Amy Kruppe held a discussion on this topic. It was agreed that the Board of Education's Policy Committee Members will begin working on policy and procedure pertaining to therapy dogs in the District. The committee will update the Board of Education on its progress.

C. Agreement with City of Hazel Park for Parking During Snow Emergencies(Action Item)

Motion made by Mrs. Noth, supported by Ms Schlak, that the Board of Education move forward with an agreement with the City of Hazel Park for parking during snow emergencies, as presented.

Roll Call Vote:

Yeas: Noth, Schlak, Hinton, Fortress, Baldwin, Rice, Adkins
Nays: None

D. Purchase of In-Bed Dump insert for Ford F350 Truck (Action Item)

Motion made by Mrs. Fortress, supported by Ms Schlak, that the Board of Education accept the recommendation to purchase a dump insert for the Ford F350 truck, as presented.

Roll Call Vote

Yeas: Fortress, Schlak, Noth, Hinton, Baldwin, Rice, Adkins
Nays: None

E. Webster Combination Oven Purchase (Action Item)

Motion made by Ms Schlak, supported by Mrs. Baldwin, that the Board of Education approve the purchase of a combination oven for the Webster Early Childhood Center, as presented.

Roll Call Vote

Yeas: Schlak, Baldwin, Noth, Hinton, Fortress, Rice, Adkins
Nays: None

F. Bathroom Renovations at Jardon (Action Item)

Motion made by Mrs. Rice, supported by Mrs. Noth, the District renovate the bathrooms at Jardon.

Discussion

After an explanation of PA 18 funds and process to obtain that funding and some discussion by the Board of Education and Administration, Mrs. Rice amended her motion as follows:

Motion to allow the administration to obtain conceptual designs and engineering from Kingscott for renovation of the bathrooms at Jardon and SXI classroom at a cost not to exceed \$25,000. Mrs. Noth supported the amended motion.

Roll Call Vote

Yeas: Rice, Noth, Hinton, Fortress, Baldwin, Schlak, Adkins
Nays: None

Heidi Fortress, Board Treasurer, requested an update on the cleaning of the bathrooms. Dr. Kruppe said an update will be given after spring break.

G. 2020-2021 eRate Purchase (Action Item)

Motion made by Mrs. Noth, supported by Ms Schlak, that the Board of Education approve eRate purchase for network equipment, as presented.

Roll Call Vote:

Yeas: Noth, Schlak, Hinton, Fortress, Baldwin, Rice, Adkins
Nays: None

H. 2021 Summer Employment (Action Items)

1. Technology Department

Motion made by Ms. Schlak, supported by Mrs. Baldwin, that the Board of Education approve the hiring of summer help for the Technology Department, as presented.

Roll Call Vote:

Yeas: Schlak, Baldwin, Noth, Hinton, Fortress, Rice, Adkins
Nays: None

2. Maintenance Department

Motion made by Ms. Schlak, supported by Mrs. Noth, that the Board of Education approve the recommendation for the 2021 summer employment opportunities in the Maintenance Department, as presented.

Roll Call Vote

Yeas: Schlak, Noth, Hinton, Fortress, Baldwin, Rice, Adkins
Nays: None

I. Book Purchase for National Reading Month (Action Item)

Motion made by Mrs. Noth, supported by Ms. Schlak, that the Board of Education approve the book purchase for National Reading Month, as presented.

Discussion

Board Trustee, Dawn Rice, asked that Jardon could be included next year.

Roll Call Vote:

Yeas: Noth, Schlak, Hinton, Fortress, Baldwin, Rice, Adkins
Nays: None

J. Approval of Funding for Career Focused Education Courses (Action Item)

Motion made by Mrs. Noth, supported by Mrs. Rice, that the Board of Education approve the Administration's request for funding for Career Focused Education courses, as presented.

Roll Call Vote:

Yeas: Noth, Rice, Hinton, Fortress, Baldwin, Schlak, Adkins
Nays: None

K. 1 to 1 ASD Paraprofessional at Hazel Park High School (Action Item)

Motion made by Ms. Schlak, supported by Mrs. Noth, that the Board of Education approve the request to hire a 1 to 1 ASD Paraprofessional, as presented.

Roll Call Vote

Yeas: Schlak, Noth, Hinton, Fortress, Baldwin, Rice, Adkins
Nays: None

L. .1 FTE Increase for Nurse (Action Item)

Motion made by Ms. Schlak, supported by Mrs. Noth, that the Board of Education approve the .1 FTE increase for the district nurse, as presented.

Roll Call Vote

Yeas: Schlak, Noth, Hinton, Fortress, Baldwin, Rice, Adkins
Nays: None

M. 2021-2022 Staffing (Action Item)

Motion made by Mrs. Noth, supported by Ms. Schlak, that the Board of Education approve the 2021-2022 staffing request, as presented.

Roll Call Vote:

Yeas: Noth, Schlak, Hinton, Fortress, Baldwin, Rice, Adkins
Nays: None

SUPERINTENDENT UPDATE

Information on these agenda items may be found on the District website, www.hazelparkschools.org under the Board of Education current documents tab.

1. Michigan Department of Treasury – Removal from EDEP Oversight (Informational Item)
2. Enrollment Update (Informational Item)
3. Attendance Update (Informational Item)
4. Administrative Guidelines (Informational Item)

In addition to the above items, Superintendent Dr. Amy Kruppe, spoke to the 2019-2020 graduation data explaining that the data also includes the Alternative and Vendor Schools, not just Hazel Park High School. She spoke on the Extended COVID-19 Learning Plan Goal Reporting document. There are two more reading nights this month. These nights are on Wednesday from 7-8pm. She is currently having discussions with the High School and Alternative School administration regarding prom and graduation activities. Due to COVID-19 we will still be required to follow MDHHS safety protocols regarding indoor and outdoor activities as well as participation limits. Promise Zone Virtual Dinner/Fundraiser is Thursday, March 18. Tickets are still available. Hazel Park restaurant, Joe Bar, is supplying the meals. Governor Whitmer is sending a recorded message to those in attendance.

PUBLIC COMMENT

None

CALENDAR DATES

April 5, 2021 - Buildings and Grounds Committee 5:00PM

April 7, 2021 - Finance Committee 5:00PM
April 12, 2021 - Special Board Meeting 6:30PM
April 19, 2021 - Regular Board Meeting 7:00PM

REQUESTS FOR FUTURE AGENDA ITEMS

Board Members requested the following topics be discussed or clarified at the April Meeting:

- Drinking fountain installation quotes
- Conflict Resolution workshop
- Approval of Debit/Credit cards by District staff ~ was this done
- Policy Committee meeting to be scheduled.

BOARD MEMBER AND ADMINISTRATION COMMENTS

Melissa Baldwin, Trustee	Enjoying the weekly reading with the students.
Heidi Fortress, Treasurer	Appreciate a meeting just over two hours.
Beverly Hinton, Secretary	Have a good night.
Kristy Schlak, Trustee	Thanks for joining and continue to make good choices.
Dawn Rice, Trustee	Attended the Hoover Math Mania. "It was really cool". Very impressed with it and how the staff was teaching them.
Rachel Noth, Vice President	We continue to move in right direction. Be safe.
Laura Adkins, President	Looking forward to the Promise Zone dinner. Enjoyed the reading. Attended a meeting with County Commissioner Charlie Cavell. It was a good meeting and hope they have more.

CLOSED SESSION

Motion made by Ms. Schlak, supported by Mrs. Noth, to adjourn to a closed session for attorney/client privilege under Section 8(h) of the Open Meeting Act.

Roll Call Vote:

Yeas: Schlak, Noth, Hinton, Fortress, Baldwin, Rice, Adkins
Nays: None

Adjourned to the closed session at 9:14PM Returned to Open Session at 9:56PM

ADJOURNMENT

Moved and supported that the meeting be adjourned at 9:57p.m.

Unanimous Approval.

Respectfully Submitted,

Beverly Hinton, Secretary
Hazel Park Board of Education

SCHOOL DISTRICT OF THE
CITY OF HAZEL PARK
COUNTY OF OAKLAND AND STATE OF MICHIGAN
SPECIAL MEETING

CALL TO ORDER

Due to the COVID-19 Health Crisis, the Special Meeting of the Hazel Park Board of Education was held virtually via video conference on March 24, 2021 and was called to order by President Adkins at 6:00PM

ROLL CALL

Members Present: Adkins, Noth, Hinton, Fortress, Baldwin, Rice, Schlak
Members Absent: None
Others Present: Kruppe

Approval of the Agenda (Action Item)

Moved by Mrs. Noth, supported by Ms Schlak, that the Agenda be approved as written.

Discussion

None

Roll Call Vote:

Yeas: Noth, Hinton, Fortress, Baldwin, Rice, Schlak, Adkins
Nays: None

PUBLIC COMMENT

There was no public comment

CLOSED SESSION

Motion made by Ms Schlak, supported by Mrs. Noth to adjourn to closed session for litigation, Board of Education vs RenoSys Corporation for strategy and negotiations under Section 8(e) of the Open Meeting Act.

Roll Call Vote:

Yeas: Noth, Hinton, Fortress, Baldwin, Rice, Schlak, Adkins
Nays:

Adjourned to the closed session at 6:04PM. Returned to Open Session at 6:51PM

PUBLIC COMMENT

None

BOARD MEMBERS AND ADMINISTRATION COMMENTS

ADJOURNMENT

Moved and supported that the meeting be adjourned at 7:00 PM.
Unanimous Approval.

Respectfully Submitted,

Beverly Hinton, Secretary
Hazel Park Board of Education



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

Personnel Committee Meeting

April 6, 2021

5:00PM

Board Room

Board Members Present: Kristy Schlak, Dawn Rice, Rachel Noth

Board Members Absent:

Administrators Present: Dr. Amy Kruppe, Jason Zirniss, Nick Nugent

Meeting start time - 5pm

CLOSED SESSION for strategy and negotiation pursuant to Section 8(c) of the Open Meeting Act.
Adjourned to a closed session at 5:02 PM, resumed Open Committee Meeting at 6:12 PM.

Job Description - Discussed current Job Description for HP School liaison position. No additions were made to the current job description

Meeting end time - 6:18 pm

Minutes submitted by Nick Nugent





Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

Buildings & Grounds Committee Meeting

April 5, 2021

5:00PM

Board Room

Board Members Present: Kristy Schlak, Heidi Fortress, Melissa Baldwin

Board Members Absent: None

Administrators Present: Dr. Amy Kruppe, Jason Zirnig, Greg Richardson, Matt Miller and Brad Wilkins

Residents: Mr. Chuck Hemple

Meeting start time - 5:05

Public Comment: Mr Hemple made inquiries as to the progress with the High School Pool.

Sinking Fund 5-Year Plan Update - Administration has had several additional meetings with TMP regarding the plan. TMP has been on site to reinspect the roof's and we are going to have thermal scans done by two companies to ensure we have a complete picture. A draft of the 5 year plan will be ready for the next building and grounds meeting.

Jardon Projects Update - We met and walked the building with KingsCott as well as representatives from Clark Construction and SES Mechanical to develop the scope of work and prepare a preliminary mockup and pricing for the scope of work to submit to the ISD for review.

Freezer Repairs at High School - Cost for the repair of the walk in freezer was presented, members of the committee requested this item be returned to the next meeting with costs for replacement in light of the high cost for repair.

Maintenance/Custodial Long Range Plan - Reviewed the 5 year equipment repair plan and the committee had some questions regarding bus replacement as well as the cost for replacement of equipment over the next two years. The Committee requested the revised plan be returned to the May meeting.





Technology Long Range Plan - Mr Wilkins presented the Technology Long Range Plan. Focus was placed on the purchase of chromebooks that were beyond the update period and their replacement in two phases in order to have all items ready to go in the fall. Mr. Wilkins also reviewed the purchase of bus cameras at a cost of \$33,600 the first year with an annual charge of \$4,800 for software updates and cloud storage the remaining years. The Committee recommended the items be moved for Board review.

Cafeteria Long Range Plan - Mr. Miller presented the long range replacement plan for food service equipment as well as the plan for the High School Cafeteria and Kitchen. The Committee had questions regarding the plan as well as requested prices be listed in the forecast to help them understand the magnitude of the costs of replacement going forward. The requested the updates be made for the May Committee meeting.

Meeting end time - 6:05

Minutes submitted by Jason Zirnis, Assistant Superintendent of Business and Operations



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

**The School District of the City of Hazel Park Schools
Board Committee Meeting
Finance Committee
April 7, 2021 - 5:00PM
Board Room**

Board Members Present: Laura Adkins, Heidi Fortress
Board Members Absent: Beverly Hinton

Administrators Present: Dr. Amy Kruppe, Matt Miller, Jason Zirniss, Brad Wilkins

MINUTES

Budget Amendment #2 Review: The revised budget was presented. Revenues and expenses are both up primarily due to COVID. Projecting end of the year at \$3,267,745 fund balance or approximately 8.11% of expenditures. This projection is a little less than the previous projection but still on target to add significantly to the fund balance. COVID costs keep increasing but funding is being delayed. Any potential new federal funding would drastically change this projection. There are \$850k in COVID related costs that are not covered by any grant.

Federal Funding Projections: There is an estimated amount of \$9,128,036 in federal funding that is tied up in the state of Michigan. Only a portion of ESSERS II has been received by the district. The District has received 43.6% or \$1.2m while 56.4% or \$1.5m is awaiting approval from the legislators. The governor needs to relinquish her emergency powers, in order for the District to receive the rest of the funding. Included in that \$9m is ESSERS II \$1.5m, ESSER II discretionary \$1.6m, ESSER III \$6m and FEMA of \$100k. The District does not anticipate any of these funds within this fiscal year. There is an estimation that COVID will cost \$2.4m the next two years.

Fund Balance Policy: The District has a fund balance now and it is time to set a policy to set board goals on what is acceptable. The board would like to see 7.5%, 8.5%, 10% and eventually 15% would be the end goal. The District relies on revenues from vendor schools which can change quickly. Significant losses of revenue would have an impact on the district; therefore 15% fund balance has to be the goal. The board would like to see 10% by end of 2022-2023. The District believes it can achieve those goals in a timely manner.





Food Service RFP: The District received two bids for the Food Service RFP. The bidders were Southwest Foodservice Excellence (SFE) and Chartwells. Aramark did send a letter indicating a no bid. Both SFE and Chartwells has the ability to perform the task of food service. They both have high remarks when consulting school districts. SFE is currently in 10 schools while Chartwells is in 159. SFE is a Midwest company that has a larger presence in other states. The bid then comes down to price and SFE bid \$3.01 while Chartwells bid \$2.64. The District issued 44,148 meals in March 2021 and that \$0.37 difference would mean SFE would cost \$16,334.76 more than Chartwells. Chartwells also guarantees a profit of \$395,242 while SFE guarantees \$129,259. It is the recommendation of the District to contract with Chartwells for 1-year and have four 1-year options.

Auto Shop Sales Update: Clark Hill indicated that there was some legal jargon that was on the survey that needed to be changed. Both attorneys discussed the matter and submitted the correction to the surveyor and then the city. The financing firm contacted Clark Hill to ask some questions. Clark Hill will follow up with the financing firm to inquire about a closing date. The District will still estimate that closing will be in early May.

Auction Results: The truck and the car sold in the next auction generating \$10k. The original auction generated \$26k so the estimated total of the auction would be \$36k. The District will look for more items to potentially place in an auction in the near future.

Time Card System: The District is looking into strategically placing kiosks around the district to ease timesheet processes. This item was previous tabled because the District really did not want to spend the initial estimate of \$50k but wanted to inquire how the board felt about the project in general. The District researched a self-install and contacted Touchpoint to offer a couple of products. A self-install would include a Microsoft surface, mount, proximity swiper, power over ethernet and that was estimated to cost about \$16k. The District is looking to install 12 of these kiosks for ease. Touchpoint gave a quote of \$26k which would include everything mentioned above and provide assistance and support for the one year. The District is recommending the Touchpoint \$26k quote.

L-4029 Property Taxes: The District has to request a tax rate from the county in order to receive property tax income. This item should be on the April or May board meeting so that the county can levy taxes in July. The Headlee rollback has no impact on the general operations millage of 18 because in 2018 it was voted that 22.0000 mills would be authorized with the millage to be request of 18 mills. Eventually the District will have to go for a vote to redo the millage prior to the 2038 date. The District would estimate that within 2028 that the operations millage would need to be renewed. The Headlee rollback reduced the District's sinking fund millage from 2.8741 to 2.7944, but the District estimates an increase in funding of \$60k. The reason for the increase is the taxable value went up therefore a slight rollback does not have a significant impact. It is estimated that the District will receive an overall \$800k for the levies next year.

Check Register Review: If the board has any questions, please feel free to contact Dr. Kruppe and the Business office will respond to the inquiry.

Chromebook Purchase: Technology is requesting a purchase of 300 Chromebooks for \$97k this year and 300 Chromebooks for \$97k next year. The new Chromebooks will replace those that can no longer update.

The Welding Program: This item was not presented because there was no representation.



Line of Credit Application: This item was tabled, but the District would like to begin the discussion of a line of credit next year. In 2018 the District borrowed \$12m from state aid costing the District \$300k. In 2019 the District borrowed \$5m from state aid costing the District \$65k. In 2020 the District took out a line of credit for \$4m and it is estimated that it will cost the district \$6k. The District would like to consider a line of credit of \$2m and that would cost a minimum of \$3k. The reason for a line of credit is to ensure the district's financial position is covered if something were to occur that is unforeseeable.

Summer School: This item was not presented because there was no representation.

Meeting adjourned at approximately 6:20 p.m.

SCHOOL DISTRICT OF THE
CITY OF HAZEL PARK
COUNTY OF OAKLAND AND STATE OF MICHIGAN
SPECIAL MEETING
APRIL 8, 2021
7:30PM

CALL TO ORDER

The Special Meeting of the Hazel Park Board of Education was held at the Ford Administration Office, 1620 E. Elza Hazel Park, Michigan on April 8, 2021 and was called to order by President Adkins at 7:31PM

ROLL CALL

Members Present: Adkins, Fortress, Baldwin, Rice, Schlak
Members Absent: Noth (arrived at 7:34pm), Hinton
Others Present: Kruppe

Approval of the Agenda (Action Item)

Moved by Ms Schlak, supported by Mrs. Baldwin, that the Agenda be approved as written.

Discussion

None

Roll Call Vote:

Yeas: Schlak, Baldwin, Fortress, Rice, Adkins
Nays: None

PUBLIC COMMENT

None

NEW BUSINESS

- A. Return to School Discussion

Hazel Park District nurse, Jasmine Stepp, updated the Board Members and community on COVID-19 data. She presented information that was recently received from the Centers for Disease Control and Prevention (CDC).

PUBLIC COMMENT

None

BOARD MEMBERS AND ADMINISTRATION COMMENTS

Board Members	Thanked Jasmine for the presentation and update and encouraged everyone to continue to wear their masks and do what is necessary to keep everyone safe.
Rachel Noth, Vice President	Appreciated the data points. Sports continue to make her nervous.
Heidi Fortress, Treasurer	Nice to baseball players out on the field practicing. Please keep masking up so we can keep our kids in school.

- Kristy Schlak, Trustee It was great to see the data and that we are doing the right things.
- Melissa Baldwin, Trustee So great to see everyone in person! We are doing a lot of good things.
Congratulations to Laura on her MASB award.
- Dawn Rice, Trustee On the fence with a lot of this, but on board to support the entire team.
- Dr. Amy Kruppe,
Superintendent Thank you for the good discussion and thoughtfulness. Thank you to the entire
team for the work being done, mitigation efforts are great.
- Laura Adkins, President We have had a lot of committee meetings this week so thank you to the Board for
coming out tonight. Next special meeting is Monday, April 12. Congratulations
to the the bowling team, who was selected as Girls “Best Sportsmanship” and
Eric Gregory, was selected as Boys “Coach of the Year”.

ADJOURNMENT

Moved and supported that the meeting be adjourned at 8:20PM.
Unanimous Approval.

Respectfully Submitted,

Beverly Hinton, Secretary
Hazel Park Board of Education

SCHOOL DISTRICT OF THE
CITY OF HAZEL PARK
COUNTY OF OAKLAND AND STATE OF MICHIGAN
SPECIAL MEETING
APRIL 12, 2021
6:30PM

CALL TO ORDER

The Special Meeting of the Hazel Park Board of Education was held at the Ford Administration Building, 1620 E Elza Hazel Park, Michigan on Monday, April 12, 2021 and was called to order by President Adkins at 6:30PM

ROLL CALL

Members Present: Adkins, Baldwin, Rice Schlak

Members Absent: Noth, Hinton, Fortress (arrived at 6:38PM)

Others Present: Kruppe, Zirnig, Miller, Nugent, Wilkins

Approval of the Agenda (Action Item)

Moved by Ms Schlak, supported by Mrs. Baldwin, that the Agenda be approved as written.

Discussion

None

Roll Call Vote:

Yeas: Baldwin, Rice, Schlak, Adkins

Nays: None

PUBLIC COMMENT

None

NEW BUSINESS

A. Budget Review (Informational Item)

Mr. Jason Zirnig, Assistant Superintendent of Business and Operations, presented an overview of the budget amendments, as well as a budget projection through the next three (3) fiscal years. Budget Amendment #2 will be presented for approval at the next regular meeting on Monday, April 12, 2021.

B. Closed Session

Motion made by Ms Schlak, supported by Mrs. Fortress to adjourn to closed session for Superintendent Evaluation and strategy and negotiations pursuant to Sections 8(a) and 8(c) of the Open Meetings Act.

Roll Call Vote:

Yeas: Schlak, Fortress, Baldwin, Rice, Adkins

Nays: None

Adjourned to the closed session at 6:50PM. Returned to Open Session at 8:39PM

C. Board Round Table

Board Members discussed a few items that they would like to consider doing as a board to help in moving forward. These suggestions were a social contract, conflict resolution training and strategic planning and goals workshop.

PUBLIC COMMENT

Sue Hemple Spoke to the new CDC Guidelines for Michigan that came out earlier in the day
1203 E Hayes
Hazel Park MI 48030

BOARD MEMBERS AND ADMINISTRATION COMMENTS

Heidi Fortress, Treasurer	Productive meeting. Jardon is selling autism masks for \$5.00
Melissa Baldwin, Trustee	Open to any sort of board training
Kristy Schlak, Trustee	Keep making good choices
Dr. Amy Kruppe, Superintendent	Superintendents have not had any conversation yet regarding CDC recommendations
Laura Adkins, President	Good meeting. Will look at suggestions and come up with some training ideas.

ADJOURNMENT

Moved and supported that the meeting be adjourned at 8:39PM.
Unanimous Approval.

Respectfully Submitted,

Beverly Hinton, Secretary
Hazel Park Board of Education



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

**The School District of the City of Hazel Park Schools
Board Committee Meeting
Policy Committee
April 13, 2021 - 7:00PM
Virtual Meeting**

Board Members Present: Melissa Baldwin, Dawn Rice

Board Members Absent: Beverly Hinton

Administrators Present: Dr. Amy Kruppe

Meeting Minutes

The members along with Dr. Amy Kruppe, Superintendent, continued to review and make revisions and updates to various policies. The committee agreed to send the policies to the board for review. The policy revisions made during the meeting will go on the April 19, 2021 meeting agenda for first reading approval.

The meeting ended at 8:04pm.

Minutes prepared and submitted by Debbie Scott April 14, 2021

Next meeting date TBD



Ford Administration
Matthew Miller, Business Office Manager
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5213 | F: 248-544-5443
www.hazelparkschools.org

TO: The School District of the City of Hazel Park
Board of Education

FROM: Jason Zirniss
Assistant Superintendent, Business & Operations

RE: Treasurer's Report March, 2021

DATE: April 12, 2021

Attached is the check register (including current period voids), a listing of ACH debits, wire transfers, and P-Card purchases made during the period

GENERAL FUND (11)		1,219,950.76	
	<i>Total - General Fund</i>	<u>\$ 1,219,950.76</u>	
CENTER PROGRAM (22)		19,211.52	
COMMUNITY SERVICE (23)		350.00	
FOOD SERVICE FUND (25)		83,635.17	
COMMON DEBT (31-39)		0.00	
CAPITAL PROJECTS (41-49)		39,875.00	
	<i>Total - Special Revenue Funds</i>	<u>\$ 143,071.69</u>	
INTERNAL ACCOUNT FUNDS (29)		1,120.00	
	<i>Total - Other Funds</i>	<u>\$ 1,120.00</u>	
TOTAL CHECK DISBURSEMENTS		<u><u>\$ 1,364,142.45</u></u>	\$ 1,364,142.45
ACH DEBITS			1,836,072.53
PAYROLL			1,096,844.23
OUTGOING WIRE TRANSFERS			2,438,536.93
P-CARD PURCHASES			48,845.23
			<u>5,420,298.92</u>
TOTAL DISBURSEMENTS IN PERIOD			<u><u>\$ 6,784,441.37</u></u>

I certify that the disbursements listed on the attached check registers and listing of ACH debits, wire transfers, and P-Card purchases were payments made for obligations of The School District of the City of Hazel Park and that all materials or services listed on the invoices have been received or performed.

Jason Zirniss
Assistant Superintendent, Business & Operations

Monthly Summary of EFT's from HP Bank Accounts

March 2021

<u>Date</u>	<u>Amount</u>	<u>Bank Acct Taken From</u>	<u>Reason</u>
3/2/2021	\$34.20	Gen Funds	Latchkey Fees
3/3/2021	\$285.65	Gen Funds	AFLAC Payment February 26th Payroll
3/17/2021	\$285.65	Gen Funds	AFLAC Payment March 12th Payroll
3/30/2021	\$240.95	Gen Funds	AFLAC Payment March 26th Payroll
3/1/2021	\$2,869.25	Gen Funds	Health Equity Payment February 26th Payroll
3/12/2021	\$2,789.25	Gen Funds	Health Equity Payment March 12th Payroll
3/26/2021	\$3,539.25	Gen Funds	Health Equity Payment March 26th Payroll
3/11/2021	\$2,958.72	Gen Funds	EduStaff Payment
3/25/2021	\$54,164.43	Gen Funds	EduStaff Payment
3/1/2021	\$20,569.49	Gen Funds	Penserv Payment February 26th Payroll
3/15/2021	\$21,820.55	Gen Funds	Penserv Payment March 12th Payroll
3/29/2021	\$22,226.66	Gen Funds	Penserv Payment March 26th Payroll
3/1/2021	\$27,495.50	Tax W/H	Payroll State Tax Withholding February 26th
3/15/2021	\$26,424.28	Tax W/H	Payroll State Tax Withholding March 12th
3/29/2021	\$28,274.79	Tax W/H	Payroll State Tax Withholding March 26th
3/1/2021	\$179,669.95	Tax W/H	Payroll Federal Tax Withholding February 26th
3/15/2021	\$174,507.97	Tax W/H	Payroll Federal Tax Withholding March 12th
3/29/2021	\$186,651.49	Tax W/H	Payroll Federal Tax Withholding March 26th
3/10/2021	\$274,775.75	Ret W/H	Payroll Retirement Withholding February 26th
3/24/2021	\$302,495.97	Ret W/H	Payroll Retirement Withholding March 12th
3/8/2021	\$251,996.39	UAAL	Payroll UAAL Payment February
3/26/2021	\$251,996.39	UAAL	Payroll UAAL Payment March

\$1,836,072.53	Total ACH Debits
-----------------------	-------------------------

<u>Date</u>	<u>Amount</u>	<u>Payroll</u>
3/12/2021	\$527,435.33	General Payroll on March 12th
3/26/2021	\$569,408.90	General Payroll on March 26th

\$1,096,844.23	Total Payroll
-----------------------	----------------------

<u>Date</u>	<u>Amount</u>	<u>Wires</u>
3/22/2021	\$2,438,536.93	MVCA Wire State Aid March

\$2,438,536.93	Total Wires
-----------------------	--------------------

<u>Date</u>	<u>Amount</u>	<u>P-Card Purchases</u>
3/12/2021	\$4,109.22	General P-Card charges Comerica Bank
3/23/2021	\$13,392.29	General P-Card charges Huntington Bank
3/5/2021	\$31,343.72	General P-Card charges Harris Bank

\$48,845.23	Total P-Card Purchases
--------------------	-------------------------------

Hazel Park Schools

Budget to Actual by St Revenue and St Function

As of 3/31/2021

St Revenue/Function	Description	Working Budget	Encumbrance	Actual	Balance	Percent
Type: 4 Revenue						
St Revenue: 100	Revenue from Local Sources	Total: 5,120,464.25	0.00	3,905,138.01	1,215,326.24	76.26%
St Revenue: 300	Rev from State Sources	Total: 27,195,724.76	0.00	15,624,253.02	11,571,471.74	57.45%
St Revenue: 400	Rev from Federal Sources	Total: 4,318,179.51	0.00	2,939,569.14	1,378,610.37	68.07%
St Revenue: 500	Incoming Transfer/Oth Transact	Total: 2,463,617.40	0.00	1,801,151.33	662,466.07	73.11%
St Revenue: 600	Fund Modifications	Total: 1,569,040.36	0.00	0.00	1,569,040.36	0.00%
Type: 4	RevenueTotal:	40,667,026.28	0.00	24,270,111.50	16,396,914.78	59.68%
Type: 5 Expense						
St. Function: 110	Basic Programs	17,132,103.13	29,870.89	11,289,667.22	5,812,565.02	66.07%
St. Function: 120	Added Needs	7,102,175.79	345.48	4,884,374.02	2,217,456.29	68.77%
St. Function: 210	Support Services-Pupil	2,068,957.83	2,802.55	1,520,293.22	545,862.06	73.61%
St. Function: 220	Support Services-Instr Staff	1,568,426.30	799.51	1,186,650.65	380,976.14	75.70%
St. Function: 230	Support Services-General Admin	555,959.20	6,975.00	455,592.60	93,391.60	83.20%
St. Function: 240	Support Services-School Admin	1,870,779.18	352.82	1,290,727.27	579,699.09	69.01%
St. Function: 250	Support Services-Business	721,580.58	2,018.18	543,607.40	175,955.00	75.61%
St. Function: 260	Operations and Maintenance	5,047,823.98	314,538.93	4,511,913.31	221,371.74	95.61%
St. Function: 270	Pupil Transportation Services	383,965.91	0.00	243,064.97	140,900.94	63.30%
St. Function: 280	Support Services-Central	1,105,346.38	5,094.71	1,087,336.25	12,915.42	98.83%
St. Function: 290	Support Services-Other	330,120.23	0.00	280,114.21	50,006.02	84.85%
St. Function: 330	Community Activities	19,594.66	0.00	6,398.81	13,195.85	32.65%
St. Function: 390	Other Community Services	78,084.13	0.00	54,547.27	23,536.86	69.85%
St. Function: 440	Pymts to Other Govnmt	201,641.00	0.00	201,641.00	0.00	100.00%
St. Function: 450	Facilities Acquisition	2,800.00	0.00	0.00	2,800.00	0.00%
St. Function: 510	Debt Services - Long Term Only	33,000.00	0.00	33,000.00	0.00	100.00%
St. Function: 600	Transfers Out	290,713.00	0.00	30,356.25	260,356.75	10.44%
Type: 5	ExpenseTotal:	38,513,071.30	362,798.07	27,619,284.45	10,530,988.78	72.65%
		Grand Total:		-3,349,172.95		
End of Report						

Hazel Park Schools
Check Register by Fund
Check Date From 3/1/2021 TO 3/31/2021

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
Fund: 110					
03/11/2021	EP 00000408	100439	AERO FILTER INC	P2100041	142.44
03/11/2021	EP 00000410	100747	FIREFLY COMPUTERS LLC		4,200.00
03/11/2021	EP 00000411	100319	G N E PAINT & SUPPLY		24.08
03/11/2021	EP 00000412	100056	HINTON, BEVERLY	P2100083	50.00
03/11/2021	EP 00000413	100044	HP PROMISE ZONE	P2100084	50.00
03/11/2021	EP 00000414	100292	INVEST CENTERS LLC		33,389.90
03/11/2021	EP 00000415	100430	JG POLY SALES	P2100023	823.96
03/11/2021	EP 00000416	100745	KSS ENTERPRISES		877.05
03/11/2021	EP 00000417	100520	PEDIATRIC HEALTH CONSULTANTS INC		4,810.00
03/11/2021	EP 00000418	100125	SCHLAK, KRISTY	P2100086	50.00
03/11/2021	EP 00000419	100504	SET INC.		55,421.23
03/11/2021	AP 00201948	100458	ACE TRANSPORTATION		2,256.00
03/11/2021	AP 00201949	100886	AIMEE PAGE		70.00
03/11/2021	AP 00201950	100550	AMAZON CAPITAL SERVICES INC	P2100281	1,279.59
03/11/2021	AP 00201951	100350	ASCENSION MICHIGAN AT WORK		114.00
03/11/2021	AP 00201952	100544	ASCENSION MICHIGAN AT WORK		38.00
03/11/2021	AP 00201953	100485	BARNES AND NOBLE	P2100280	14,606.22
03/11/2021	AP 00201954	100735	BURKES SPORT HAVEN	P2100249	3,960.00
03/11/2021	AP 00201955	100512	CHAPT 13 TRUSTEE-TAMMY L TERRY		420.00
03/11/2021	AP 00201956	100011	CHAPTER 13 TRUSTEE		108.00
03/11/2021	AP 00201957	100887	CHIPPEWA VALLEY SCHOOLS		3,195.00
03/11/2021	AP 00201958	100322	CITY HAZEL PARK WATER		1,792.62
03/11/2021	AP 00201959	100080	CITY OF FERNDALE-WATER		1,952.90
03/11/2021	AP 00201960	100111	CLARK, DENNIS		325.00
03/11/2021	AP 00201961	100308	COCHRANE SUPPLY		645.21
03/11/2021	AP 00201962	100888	CONSTELLATION		42,898.86
03/11/2021	AP 00201963	100309	CONSUMERS ENERGY		8,945.03
03/11/2021	AP 00201964	100459	CONVERGENT TECH PARTNERS		95.00
03/11/2021	AP 00201965	100625	DAVID MAGIERA		100.00
03/11/2021	AP 00201966	100609	DAVID RUSKIN		1,087.58

Hazel Park Schools
Check Register by Fund
Check Date From 3/1/2021 TO 3/31/2021

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
03/11/2021	AP 00201967	100310	DAVIDS GOLD MEDAL SPORTS		21.00
03/11/2021	AP 00201968	100741	DENISE ROESCHKE		25.00
03/11/2021	AP 00201969	100446	FAR THERAPEUTIC & PERFORMING ARTS	P2100267	128.55
03/11/2021	AP 00201970	100375	FERNDALE PUBLIC SCHOOLS		25,494.87
03/11/2021	AP 00201971	100656	GABRIEL FORTRESS		452.78
03/11/2021	AP 00201972	100488	HOME DEPOT CREDIT SERVICES	P2100025	1,167.33
03/11/2021	AP 00201974	100839	K 12 MANAGEMENT DBA FuelEd	P2100271	56,073.50
03/11/2021	AP 00201975	100411	LOWES COMPANIES	P2100048	151.87
03/11/2021	AP 00201976	100400	MACOMB COMMUNITY COLLEGE		1,907.95
03/11/2021	AP 00201977	100089	MCNAUGHTON-MCKAY ELECTRIC COMP		696.06
03/11/2021	AP 00201978	100043	MECHANICAL SYSTEMS SERVICES	P2100037	2,520.00
03/11/2021	AP 00201979	100860	MELISSA BALDWIN	P2100232	50.00
03/11/2021	AP 00201980	100327	MICHIGAN EDUCATION SPECIAL		368,430.99
03/11/2021	AP 00201981	100073	MICHIGAN GUARANTY AGENCY		107.17
03/11/2021	AP 00201982	100387	MISDU		932.65
03/11/2021	AP 00201983	100332	NBC TRUCK EQUIPMENT		88.70
03/11/2021	AP 00201984	100335	OAKLAND COUNTY TREASURER		2,831.66
03/11/2021	AP 00201985	100021	PEARSON CLINICAL ASSESSMENT OR	P2100273	550.94
03/11/2021	AP 00201987	100468	PROGRESSIVE PLUMBING SUPPLY		427.17
03/11/2021	AP 00201988	100312	R L DEPPMANN		554.40
03/11/2021	AP 00201989	100428	ROYAL ROOFING		682.00
03/11/2021	AP 00201990	100440	SCHOLASTIC BOOK FAIRS	P2100253	1,852.95
03/11/2021	AP 00201991	100014	SCHOLASTIC EDUCATION	P2100282	4,428.50
03/11/2021	AP 00201992	100599	School Nurse Supply Inc	P2100257	372.30
03/11/2021	AP 00201993	100885	SHELLEY MCGUIRE		75.00
03/11/2021	AP 00201994	100871	SUSAN L WINTERS		138.60
03/11/2021	AP 00201995	100573	T T COMPUTERS COMMUNICATION INC		1,207.91
03/11/2021	AP 00201996	100615	WARREN WOODS TOWER HIGH SCHOOL		100.00
03/25/2021	EP 00000421	100045	A & I ENTERPRISES		144,358.08
03/25/2021	EP 00000422	100427	A SWEET SERVICES LLC		14,471.68
03/25/2021	EP 00000423	100431	CLARK HILL PLLC		4,963.50

Hazel Park Schools
Check Register by Fund
Check Date From 3/1/2021 TO 3/31/2021

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
03/25/2021	EP 00000424	100747	FIREFLY COMPUTERS LLC		4,200.00
03/25/2021	EP 00000425	100319	G N E PAINT & SUPPLY		50.39
03/25/2021	EP 00000426	100292	INVEST CENTERS LLC		166,557.55
03/25/2021	EP 00000427	100430	JG POLY SALES	P2100023	294.90
03/25/2021	EP 00000428	100745	KSS ENTERPRISES		1,101.95
03/25/2021	EP 00000429	100520	PEDIATRIC HEALTH CONSULTANTS INC		3,522.00
03/25/2021	EP 00000431	100548	SEG SELF INSURERS WORKERS DISABILITY		45,595.00
03/25/2021	EP 00000433	100357	STAPLES BUSINESS ADVANTGE	P2100309	54.82
03/25/2021	AP 00201997	100090	A G CENTRAL MUSIC	P2100110	257.35
03/25/2021	AP 00201998	100550	AMAZON CAPITAL SERVICES INC	P2100304	2,604.89
03/25/2021	AP 00201999	100350	ASCENSION MICHIGAN AT WORK		228.00
03/25/2021	AP 00202000	100544	ASCENSION MICHIGAN AT WORK		152.00
03/25/2021	AP 00202001	100278	ATHLETICO LTD	P2100106	8,592.00
03/25/2021	AP 00202002	100346	BIG D LOCK & KEY	P2100039	63.75
03/25/2021	AP 00202003	100347	BILLINGS LAWN EQUIPMENT	P2100021	119.35
03/25/2021	AP 00202004	100735	BURKES SPORT HAVEN		2,253.80
03/25/2021	AP 00202005	100512	CHAPT 13 TRUSTEE-TAMMY L TERRY		420.00
03/25/2021	AP 00202006	100011	CHAPTER 13 TRUSTEE		108.00
03/25/2021	AP 00202007	100321	CITY OF HAZEL PARK		741.41
03/25/2021	AP 00202008	100111	CLARK, DENNIS		390.00
03/25/2021	AP 00202009	100308	COCHRANE SUPPLY		362.65
03/25/2021	AP 00202010	100888	CONSTELLATION		34,744.13
03/25/2021	AP 00202011	100812	CONTRACT PAPER GROUP	P2100027	7,481.60
03/25/2021	AP 00202012	100891	DAKOTA HIGH SCHOOL		250.00
03/25/2021	AP 00202013	100625	DAVID MAGIERA		725.00
03/25/2021	AP 00202014	100609	DAVID RUSKIN		1,127.58
03/25/2021	AP 00202015	100038	DELTA NETWORK SERVICES LLC		7,800.00
03/25/2021	AP 00202016	100889	DIVINE CHILD HIGH SCHOOL		110.00
03/25/2021	AP 00202017	100313	DTE ENERGY		15,874.51
03/25/2021	AP 00202018	100314	DTE ENERGY		38,468.51
03/25/2021	AP 00202019	100890	ERIC GREGORY		88.00

Hazel Park Schools
Check Register by Fund
Check Date From 3/1/2021 TO 3/31/2021

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
03/25/2021	AP 00202020	100488	HOME DEPOT CREDIT SERVICES	P2100025	327.26
03/25/2021	AP 00202021	100043	MECHANICAL SYSTEMS SERVICES	P2100037	1,456.84
03/25/2021	AP 00202022	100159	MICHIGAN ASSOC OF SCHOOL BOARD		825.00
03/25/2021	AP 00202023	100073	MICHIGAN GUARANTY AGENCY		107.17
03/25/2021	AP 00202024	100881	MIDLAND FUNDING LLC		197.84
03/25/2021	AP 00202025	100589	MILLENNIUM BUSINESS SYSTEMS	P2100022	2,276.75
03/25/2021	AP 00202026	100387	MISDU		932.65
03/25/2021	AP 00202027	100850	MRO BUILT		6,250.00
03/25/2021	AP 00202028	100332	NBC TRUCK EQUIPMENT		703.00
03/25/2021	AP 00202029	100535	NEOLA INC		1,225.00
03/25/2021	AP 00202030	100461	NOVA ENVIRONMENTAL INC		450.00
03/25/2021	AP 00202031	100380	OAKLAND SCHOOLS		33,523.62
03/25/2021	AP 00202032	100639	PAUL MCBRIDE		75.00
03/25/2021	AP 00202033	100021	PEARSON CLINICAL ASSESSMENT OR	P2100295	1,165.50
03/25/2021	AP 00202034	100468	PROGRESSIVE PLUMBING SUPPLY		52.96
03/25/2021	AP 00202035	100428	ROYAL ROOFING		525.00
03/25/2021	AP 00202036	100013	SECREST WARDLE LYNCH HAMPTON		151.69
03/25/2021	AP 00202038	100749	SONITROL GREAT LAKES		4,539.35
03/25/2021	AP 00202040	100871	SUSAN L WINTERS		448.48
03/25/2021	AP 00202041	100573	T T COMPUTERS COMMUNICATION INC		346.50
03/25/2021	AP 00202042	100892	THE MARKETING SHOP LLC		55.00
03/25/2021	AP 00202044	100463	WINDSTREAM		986.23
				Fund 110 Total:	1,219,950.76
Fund: 220					
03/11/2021	EP 00000417	100520	PEDIATRIC HEALTH CONSULTANTS INC		0.00
03/11/2021	AP 00201950	100550	AMAZON CAPITAL SERVICES INC		754.79
03/11/2021	AP 00201953	100485	BARNES AND NOBLE	P2100280	3,651.48
03/11/2021	AP 00201969	100446	FAR THERAPEUTIC & PERFORMING ARTS	P2100267	2,991.45
03/11/2021	AP 00201985	100021	PEARSON CLINICAL ASSESSMENT OR	P2100175	620.55
03/11/2021	AP 00201986	100543	PETTY CASH		189.73
03/11/2021	AP 00201990	100440	SCHOLASTIC BOOK FAIRS	P2100253	187.14

29

User: MILLERM - Matthew Miller

Page

Current Date: 04/13/2021

Report: OSAP5009 - OSAP5009: Check Register by Fund

4

Current Time: 09:43:12

Selection:

OH_DTL.[oh_ck_dt] <= '03/31/2021' AND OH_DTL.[oh_ck_dt] >= '03/01/2021'

Hazel Park Schools
Check Register by Fund
Check Date From 3/1/2021 TO 3/31/2021

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
03/25/2021	EP 00000429	100520	PEDIATRIC HEALTH CONSULTANTS INC		0.00
03/25/2021	EP 00000430	100397	SCHOOL SPECIALTY	P2100293	149.67
03/25/2021	EP 00000432	100867	TRAFERA LLC		3,250.00
03/25/2021	EP 00000433	100357	STAPLES BUSINESS ADVANTGE	P2100303	101.77
03/25/2021	AP 00201998	100550	AMAZON CAPITAL SERVICES INC	P2100305	179.84
03/25/2021	AP 00202011	100812	CONTRACT PAPER GROUP	P2100018	2,137.60
03/25/2021	AP 00202025	100589	MILLENNIUM BUSINESS SYSTEMS	P2100022	492.40
03/25/2021	AP 00202039	100515	STAFF CONNECTIONS LLC		4,229.00
03/25/2021	AP 00202043	100345	WESTERN PSYCHOLOGICAL SERVICES		276.10
				Fund 220 Total:	19,211.52
Fund: 230					
03/11/2021	AP 00201973	100644	JEFFREY WISE		350.00
				Fund 230 Total:	350.00
Fund: 250					
03/11/2021	EP 00000409	100118	CHARTWELLS DINING SERVICES		83,551.15
03/25/2021	AP 00202025	100589	MILLENNIUM BUSINESS SYSTEMS	P2100022	84.02
				Fund 250 Total:	83,635.17
Fund: 290					
03/11/2021	AP 00201967	100310	DAVIDS GOLD MEDAL SPORTS		420.00
03/25/2021	AP 00202037	100856	SHOWCASE AMERICA UNLIMITED		700.00
				Fund 290 Total:	1,120.00
Fund: 420					
03/11/2021	EP 00000420	100880	VOLUME CASES	P2100284	39,875.00
				Fund 420 Total:	39,875.00
				Grand Total:	1,364,142.45

30

End of Report

Comerica Bank
Commercial Card Summary (P-Card)
For Month Ending - March 2021

<u>Date of Trans</u>	<u>Card Holder</u>	<u>Vendor</u>	<u>Amount</u>
03/05/2021	JAMIE BUCZKO	GFS STORE #0950	(97.88)
03/01/2021	DEBRA DIMAS	CVS/PHARMACY #08103	3.90
03/01/2021	SHEILA OKANE	OAKLAND SCHOOLS-RC INT	60.00
03/01/2021	SHEILA OKANE	OAKLAND SCHOOLS-RC INT	(240.00)
03/01/2021	SHEILA OKANE	OAKLAND SCHOOLS-RC INT	(240.00)
03/01/2021	GREG RICHARDSON	TONYS ACE HDWE	22.76
03/01/2021	GREG RICHARDSON	TONYS ACE HDWE	9.49
03/01/2021	MEGAN PAPASIANBROADWELL	ADOBE *800-833-6687	9.99

-471.74

**Harris Bank
Commercial Card Summary (P-Card)
For Month Ending - March 2021**

<u>Date of Trans</u>	<u>Card Holder</u>	<u>Vendor</u>	<u>Amount</u>
03/01/2021	Brad Wilkins	Micro Center #055-Reta	1,167.96
03/16/2021	Brad Wilkins	Hp Hp.Com Store	(53.99)
03/09/2021	Tameka Singleton	Ups 000000r59480101	7.32
03/11/2021	Tameka Singleton	Tmobile Auto Pay	2,000.00
03/22/2021	Tameka Singleton	Procure Software	289.50
			3,410.79

Huntington Bank
Commercial Card Summary (P-Card)
For Month Ending - March 2021

<u>Date of Trans</u>	<u>Card Holder</u>	<u>Vendor</u>	<u>Amount</u>
03/31/2021	BRADLEY WILKINS	DNH*GODADDY.COM	202.70
03/31/2021	BRADLEY WILKINS	SQ *IGEERK MADISON HEIG	790.00
03/31/2021	JAMIE BUCZKO	SQ *KURT'S KUSTOM PROM	347.25
03/30/2021	CORRI NASTASI	WM SUPERCENTER #3487	46.76
03/30/2021	BRADLEY WILKINS	APPLE.COM/BILL	6.35
03/29/2021	MEGAN PAPASIAN-BROADWELL	ADOBE PRODUCTS	9.99
03/29/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*LX1LB2MV3	9.99
03/29/2021	CHARLES PLEINESS	PERFORMANCE HEALTH SUP	105.31
03/29/2021	TAMEKA SINGLETON	CLEAR RATE COMMUNICATI	1,911.18
03/28/2021	CHARLES PLEINESS	QUICK MADE TROPHY SALE	146.00
03/28/2021	MATTHEW MILLER	SQ *SQUARE HARDWARE	42.40
03/28/2021	KENNETH MILCH	TACO BELL 033300	20.00
03/28/2021	MICHELLE KRAUSE	GFS STORE #1907	130.19
03/28/2021	ROCHELLE TASSIE	AMAZON.COM*5B4P09SU3 A	43.78
03/26/2021	MICHELLE KRAUSE	SCHOLASTIC EDUCATION	50.80
03/26/2021	KENNETH MILCH	MCDONALD'S F13640	10.00
03/26/2021	CHRISTINE LUPTAK	DOWNRIVER REFRIG SUP C	644.81
03/26/2021	CHRISTINE LUPTAK	ORKIN LLC 002	121.20
03/26/2021	JAMIE BUCZKO	SSI*SCHOOL SPECIALTY	7.62
03/26/2021	SHEILA OKANE	AMAZON.COM*5I2O73IX3	12.49
03/26/2021	JAMIE BUCZKO	SP * SHOP DECA	107.89
03/26/2021	KENNETH MILCH	TIM HORTONS- 888229378	10.00
03/26/2021	CHRISTINE LUPTAK	VIGILANTE SECURITY INC	292.50
03/25/2021	TAMEKA SINGLETON	UPS*000000R59480121	7.34
03/25/2021	DAVID MUYLAERT	SQ *SPIRIT SHINE CELEB	190.00
03/25/2021	DAVID MUYLAERT	SQ *SPIRIT SHINE CELEB	95.00
03/25/2021	DAVID MUYLAERT	SQ *SPIRIT SHINE CELEB	75.00
03/25/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*3I3EZ5ZJ3	224.94
03/25/2021	NICK NUGENT	IBT IIS FINGERPRINT CO	64.25
03/25/2021	TAMEKA SINGLETON	UPS*000000R59480111	7.34
03/25/2021	TAMEKA SINGLETON	TLF*BLUMZ BY JR DESIGN	12.72
03/25/2021	TAMEKA SINGLETON	C & G PUBLISHING, INC.	4,214.00
03/24/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*5W0OC5863	169.99
03/24/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*3A6H91YN3	204.99
03/24/2021	SHEILA OKANE	FIVE BELOW 554	26.50
03/24/2021	CHRISTINE LUPTAK	IMPRESSIVE TILE CO	158.36
03/24/2021	CHRISTINE LUPTAK	THE ATS STORE LLC RP	37.14
03/24/2021	SHEILA OKANE	AMAZON.COM*7U5J96R13	84.00
03/24/2021	JAMIE BUCZKO	DOLLARTREE	2.00
03/24/2021	HAZEL PARK SCHOOLS		(100.00)
03/23/2021	BRADLEY WILKINS	SQ *IGEERK MADISON HEIG	1,925.00
03/23/2021	GREG RICHARDSON	TONYS ACE HDWE	25.44
03/23/2021	DEBRA DIMAS	AMAZON.COM*NR04H53R3	29.95
03/23/2021	DEBRA DIMAS	AMAZON.COM*KZ8RJ5MS3	17.99
03/23/2021	DEBRA DIMAS	SAMSClub #6659	31.96
03/23/2021	SHEILA OKANE	AMZN MKTP US*SJ15H5K23	26.94
03/23/2021	MEGAN PAPASIAN-BROADWELL	MYBINDING.COM	167.22
03/23/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*C13XH01M3	195.47
03/22/2021	SHEILA OKANE	AMAZON PRIME*R77N51VQ3	5.99
03/22/2021	DEBRA DIMAS	AMAZON.COM*6V3AA6SM3	16.79
03/22/2021	TAMEKA SINGLETON	21CM MI NEWSPAPERS ADV	460.98
03/22/2021	JAMIE BUCZKO	SSI*SCHOOL SPECIALTY	7.62
03/22/2021	JAMIE BUCZKO	BARNES & NOBLE #2923	118.65
03/22/2021	BRADLEY WILKINS	WM SUPERCENTER #4424	14.80
03/22/2021	JASON ZIRNIS	UA FH GREAT LAKES	1,800.00

03/22/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*P68OJ23A3	109.65
03/21/2021	TAMEKA SINGLETON	ECOLAB PEST AS400	98.00
03/21/2021	TAMEKA SINGLETON	ECOLAB PEST AS400	85.00
03/21/2021	TAMEKA SINGLETON	ECOLAB PEST AS400	235.00
03/21/2021	TAMMY SCHOLZ	CVS/PHARMACY #08103	17.85
03/21/2021	TAMEKA SINGLETON	ECOLAB PEST AS400	85.00
03/21/2021	KENNETH MILCH	STARBUCKS CARD EGIFT	25.00
03/21/2021	TAMMY SCHOLZ	PERSONALIZATION MALL	45.56
03/21/2021	TAMEKA SINGLETON	ECOLAB PEST AS400	145.00
03/19/2021	JAMIE BUCZKO	OTC BRANDS INC	161.91
03/19/2021	TAMMY SCHOLZ	NAEIR	34.00
03/19/2021	MICHELLE KRAUSE	KAMIHQ.COM	99.00
03/18/2021	CHRISTINE LUPTAK	DOWNRIVER REFRIG SUP C	617.92
03/18/2021	CHRISTINE LUPTAK	REPUBLIC SERVICES TRAS	2,590.20
03/18/2021	ROCHELLE TASSIE	MEIJER # 222	16.23
03/18/2021	TAMEKA SINGLETON	REPUBLIC SERVICES TRAS	212.86
03/18/2021	CHRISTINE LUPTAK	AIRGAS USA, LLC	142.70
03/18/2021	TAMARAN DILLARD	COOKIES BY DESIGN # 17	92.44
03/18/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*U64RB8GU3	139.98
03/18/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*CD0HL1Q63	169.99
03/18/2021	JAMIE BUCZKO	WALMART.COM AA	59.98
03/17/2021	SHEILA OKANE	AMAZON.COM*2A8641TI2	2.78
03/17/2021	SHEILA OKANE	LIBIB.COM	11.00
03/17/2021	DEBRA SCOTT	MICHIGANASS	45.00
03/17/2021	JAMIE BUCZKO	THE ATS STORE LLC RP	60.23
03/17/2021	GREG RICHARDSON	TONYS ACE HDWE	3.02
03/17/2021	JAMIE BUCZKO	WIKKI STIX CORP	133.84
03/17/2021	JAMIE BUCZKO	DAVES MARKET PLACE	10.13
03/17/2021	JAMIE BUCZKO	SP * MAKE.DO	112.50
03/17/2021	JAMIE BUCZKO	WIKKI STIX CORP	17.85
03/16/2021	TAMEKA SINGLETON	CONSUMERS ENERGY CO	224.60
03/16/2021	TAMEKA SINGLETON	CORRIGAN MOVING SYSTEM	46.80
03/16/2021	TAMEKA SINGLETON	CONSUMERS ENERGY CO	120.38
03/15/2021	TAMEKA SINGLETON	TMOBILE*AUTO PAY	353.59
03/15/2021	MEGAN PAPASIAN-BROADWELL	THE HOME DEPOT #2731	59.62
03/15/2021	MICHELLE KRAUSE	AMAZON.COM	(17.18)
03/14/2021	GREG RICHARDSON	TONYS ACE HDWE	13.29
03/14/2021	BRADLEY WILKINS	ZOOM.US 888-799-9666	3,600.00
03/14/2021	GREG RICHARDSON	TONYS ACE HDWE	123.49
03/12/2021	ROCHELLE TASSIE	KROGER #743	10.46
03/12/2021	SHEILA OKANE	AMAZON.COM*SW18R9XW3 A	63.96
03/12/2021	TAMEKA SINGLETON	CONSUMERS ENERGY CO	1,822.09
03/12/2021	TAMEKA SINGLETON	CONSUMERS ENERGY CO	437.61
03/12/2021	TAMEKA SINGLETON	CONSUMERS ENERGY CO	141.58
03/12/2021	TAMEKA SINGLETON	CONSUMERS ENERGY CO	902.49
03/12/2021	TAMMY SCHOLZ	PERSONALIZATION MALL	61.98
03/12/2021	GREG RICHARDSON	TONYS ACE HDWE	6.59
03/12/2021	BRADLEY WILKINS	SQ *OAKLAND SCHOOLS	7,287.00
03/12/2021	BRADLEY WILKINS	SQ *IGEEK MADISON HEIG	880.00
03/12/2021	MICHELLE KRAUSE	GAMESTOP	20.00
03/12/2021	MICHELLE KRAUSE	NATGEO KIDS 8006475463	150.00
03/12/2021	JAMIE BUCZKO	OTC BRANDS INC	103.94
03/11/2021	CHRISTINE LUPTAK	GRAINGER	29.36
03/11/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*L27TL4JK3	69.99
03/11/2021	CHRISTINE LUPTAK	PAYPAL *BISONPLUMBI	280.00
03/11/2021	CHRISTINE LUPTAK	VIGILANTE SECURITY INC	247.50
03/11/2021	CHRISTINE LUPTAK	VIGILANTE SECURITY INC	490.00
03/11/2021	CORRI NASTASI	SCHOLASTIC EDUCATION	71.94
03/11/2021	CORRI NASTASI	AMAZON.COM*IK3FR25V3	38.42
03/11/2021	CORRI NASTASI	AMZN MKTP US*OA7FN0UD3	21.00
03/11/2021	JAMIE BUCZKO	STAPLS7326238651000001	62.60

03/11/2021	JAMIE BUCZKO	STAPLS7326238651000002	11.22
03/11/2021	GREG RICHARDSON	TONYS ACE HDWE	42.54
03/11/2021	GREG RICHARDSON	TONYS ACE HDWE	15.19
03/11/2021	KENNETH MILCH	AMZN MKTP US*PH82W24M3	84.70
03/11/2021	GREG RICHARDSON	TONYS ACE HDWE	9.11
03/11/2021	KENNETH MILCH	ETSY.COM - MULTIPLE SH	39.08
03/11/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*DK2NZ0KG3	69.99
03/11/2021	CHRISTINE LUPTAK	FERRELLGAS L P	880.79
03/10/2021	TAMEKA SINGLETON	CONSUMERS ENERGY CO	1,401.08
03/10/2021	TAMEKA SINGLETON	CONSUMERS ENERGY CO	69.71
03/10/2021	TAMEKA SINGLETON	CONSUMERS ENERGY CO	227.04
03/10/2021	TAMEKA SINGLETON	CONSUMERS ENERGY CO	2,719.40
03/10/2021	TAMEKA SINGLETON	CONSUMERS ENERGY CO	19.50
03/10/2021	JAMIE BUCZKO	WIKKI STIX CORP	78.56
03/10/2021	GREG RICHARDSON	TONYS ACE HDWE	32.93
03/10/2021	GREG RICHARDSON	TONYS ACE HDWE	1,660.25
03/10/2021	GREG RICHARDSON	TONYS ACE HDWE	(787.75)
03/10/2021	MICHELLE KRAUSE	AMAZON.COM*D32KH4NN3	17.18
03/10/2021	JASON ZIRNIS	GOVERNMENT FINANCE OFF	150.00
03/10/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*KR2U12C33	34.99
03/10/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*3J4277SQ3	204.98
03/10/2021	ROCHELLE TASSIE	AMZN MKTP US*R61CY0663	43.98
03/10/2021	TAMEKA SINGLETON	CONSUMERS ENERGY CO	1,505.80
03/10/2021	TAMEKA SINGLETON	CONSUMERS ENERGY CO	1,645.95
03/09/2021	MICHELLE KRAUSE	AMZN DIGITAL*EU31M8SG3	10.00
03/09/2021	DEBRA DIMAS	SAMS CLUB #6659	42.94
03/08/2021	MICHELLE KRAUSE	SCHOLASTIC EDUCATION	143.96
03/07/2021	SHEILA OKANE	OAKLAND SCHOOLS-RC INT	60.00
03/07/2021	SHEILA OKANE	OAKLAND SCHOOLS-RC INT	360.00
03/07/2021	TAMEKA SINGLETON	CLEAR RATE COMMUNICATI	1,886.95
03/07/2021	MICHELLE KRAUSE	AMZN DIGITAL*2H84D1H12	10.00
03/07/2021	GREG RICHARDSON	TONYS ACE HDWE	41.77
03/07/2021	GREG RICHARDSON	TONYS ACE HDWE	15.16
03/07/2021	GREG RICHARDSON	TONYS ACE HDWE	11.38
03/07/2021	GREG RICHARDSON	TONYS ACE HDWE	32.25
03/05/2021	CHRISTINE LUPTAK	GRAINGER	557.10
03/05/2021	CHRISTINE LUPTAK	ORKIN LLC 002	121.20
03/05/2021	CHRISTINE LUPTAK	VIGILANTE SECURITY INC	135.00
03/05/2021	MICHELLE KRAUSE	GAMESTOP	20.00
03/05/2021	CHRISTINE LUPTAK	VIGILANTE SECURITY INC	1,402.50
03/05/2021	GREG RICHARDSON	TONYS ACE HDWE	37.14
03/05/2021	CHRISTINE LUPTAK	VIGILANTE SECURITY INC	180.00
03/04/2021	CHRISTINE LUPTAK	PITNEY BOWES PI	363.32
03/04/2021	ROCHELLE TASSIE	MEIJER # 222	15.60
03/04/2021	ROCHELLE TASSIE	AMZN MKTP US*O64XW2IO3	69.99
03/04/2021	DEBRA DIMAS	LEARNING GIZMO S INC	5.49
03/04/2021	BRADLEY WILKINS	PRECISION ROLLER	170.09
03/04/2021	CORRI NASTASI	AMZN MKTP US*IY74Y2OP3	101.94
03/04/2021	JAMIE BUCZKO	STAPLS7325710601000001	92.12
03/04/2021	JAMIE BUCZKO	STAPLS7325710601000002	1.88
03/04/2021	DEBRA DIMAS	CVS/PHARMACY #08103	10.14
03/03/2021	ROCHELLE TASSIE	SAMS CLUB #6659	170.57
03/03/2021	JASON ZIRNIS	MSBO	380.00
03/03/2021	DEBRA DIMAS	AMZN MKTP US*AI5AS8LQ3	119.44
03/03/2021	MATTHEW MILLER	MSBO	340.00
03/03/2021	DEBRA DIMAS	AMZN MKTP US*L50C61CA3	74.95
03/03/2021	MATTHEW MILLER	MSBO	340.00
03/03/2021	DEBRA DIMAS	AMZN MKTP US*965C459V3	14.93
03/03/2021	DEBRA DIMAS	AMZN MKTP US*041ER6OM3	19.98
03/03/2021	MATTHEW MILLER	MSBO	340.00
03/03/2021	MATTHEW MILLER	IN *UNIVERSITY TRANSLA	467.22

03/03/2021	JAMIE BUCZKO	SQ *GORDON FOOD SERVIC	111.98
03/03/2021	MATTHEW MILLER	MSBO	340.00
03/03/2021	MATTHEW MILLER	MSBO	340.00
03/03/2021	MATTHEW MILLER	MSBO	340.00
03/03/2021	MICHELLE KRAUSE	AMZN DIGITAL*CU5164RO3	10.00
03/03/2021	MICHELLE KRAUSE	AMZN DIGITAL*1A6KD4FN3	10.60
03/03/2021	DEBRA DIMAS	AMZN MKTP US*DD3W48JR3	57.38
03/02/2021	GREG RICHARDSON	TONYS ACE HDWE	39.87
03/02/2021	GREG RICHARDSON	TONYS ACE HDWE	4.36
03/02/2021	BRADLEY WILKINS	APPLE.COM/BILL	399.80
03/02/2021	CORRI NASTASI	AMAZON.COM*8J53K09D3 A	168.74
03/02/2021	BRADLEY WILKINS	SQ *LION TECHNOLOGIES	300.00
03/02/2021	DEBRA DIMAS	CVS/PHARMACY #08103	5.46
03/02/2021	BRADLEY WILKINS	APPLE.COM/BILL	2,499.80
03/01/2021	JAMIE BUCZKO	GFS STORE #1907	26.97
03/01/2021	JAMIE BUCZKO	GFS STORE #1907	26.97
03/01/2021	JAMIE BUCZKO	GFS STORE #1907	26.97
03/01/2021	JAMIE BUCZKO	GFS STORE #1907	26.97
03/01/2021	CORRI NASTASI	TARGET 00014662	94.00

61,861.40

NAME	EVENT	DATES OF EVENT	LOCATION	ESTIMATED COST
IN STATE				(Includes Sub)
Debbie Scott	Superintendent Administrative Professionals Workshop	April 28, 2021 9 am - 3 pm	Virtual	\$90.00
Karen Currie	AEPS (Assessment, Evaluation, and Programming System)	May 7, 2021	Virtual	\$0.00



Hazel Park Youth Assistance Coordinating Committee

Phone: 248-582-9125

Caseworker

Amy Sullivan

March 5, 2021

Executive Committee

Chairperson

Beverly Hinton

Vice Chairperson

Steve Morton

Secretary

Sue Anderson

Treasurer

Members

Sharon Barton

Dorothy Bell

Eric Brodsky

Amy Dressler

Sarah Gray

Sue Hemple

Nicole Henisse

Andy LeCureaux

Bobby McDermott

Dawn Rice

Brandon Stinnett

City Manager

Edward Klobucher

City Council

Mayor

Michael Webb

City Council Members

Andy LeCureaux

Luke Lundo

Micheal McFall

Alissa Sullivan

School District

Superintendent

Dr. Amy Kruppe

School Board President

Laura Adkins

Vice President

Rachel Noth

Secretary

Beverly Hinton

Treasurer

Heidi Fortress

Trustees

Melissa Baldwin

Dawn Rice

Kristy Schlak

Hazel Park Schools

1620 E. Elza

Hazel Park, MI 48030

Thank you for being a proud sponsor of Hazel Park Youth Assistance.

At this time, we are requesting a sponsorship fee of \$1500.00, for the 2020/2021 year.

I have enclosed an invoice for your convenience.

Sincerely,

Steve Morton

Steve Morton

Hazel Park Youth Assistance Vice Chairperson



Hazel Park Youth Assistance

431 W. Jarvis
 Hazel Park, MI 48030
 248-582-9125

Invoice No.

2019

INVOICE

Customer

Name Hazel Park Schools
 Address 1620 E. Elza
 City Hazel Park State MI ZIP 48030
 Phone _____

Date 3/5/2021
 Order No. _____
 Rep _____
 FOB _____

	Description		TOTAL
	Sponsorship of Hazel Park Youth Assistance 2020/2021		\$1,500.00
		SubTotal	\$1,500.00
		TOTAL	\$1,500.00

Check _____



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent
Date: March 26, 2021
Subject: Electronic Timesheet Kiosks

The District is going to electronic timesheets and implementation is scheduled for July 2021. Electronic timesheets will streamline the process and reduce the need for paper timesheets. The new system has the ability to be filled out online, over the phone app or a kiosk. The District is considering the kiosk for ease of use. The District employee would enter the building and just swipe their current badge to clock their time into their timesheet. The District would like to procure 12 units to install at each entrance area at each location.

The District is requesting installation of kiosks throughout the District to capture the time and attendance of all non-exempt personnel. The District is recommending Touchpoint Basic which includes a service agreement that will facilitate repairs if anything malfunctions and has experts on standby for call-in support to work through issues.

Company	Cost
Self Install w/ Microsoft Surface, Mount, etc	\$15,605.76
Touchpoint Basic	\$26,400.00
Touchpoint Standard	\$38,589.21

The funding source would be sinking fund

The District will strategically place the kiosks throughout the District at each location with two at the High School.

The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving quality facilities, and integrating state-of-the-art technology.



Deliver to Heather Troy 48085 Electronics

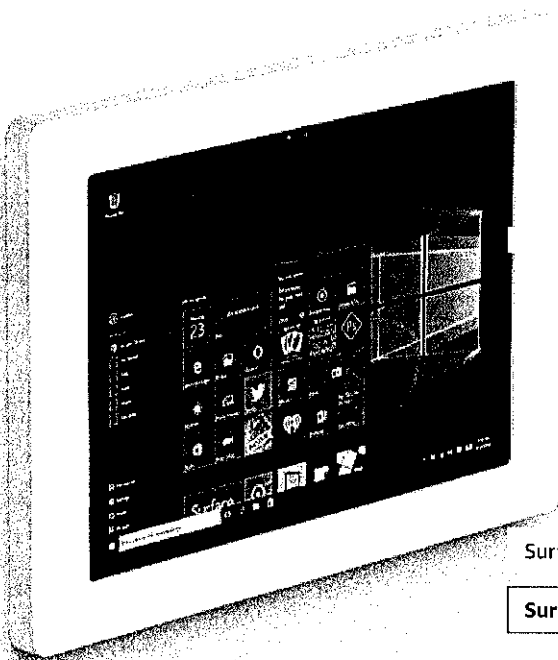
Hello, He... Returns & Orders 2

All Heather's Amazon.com Customer Service Best Sellers Browsing History Prime Video Prime Celebrate Black innovators

Computers Laptops Desktops Monitors Tablets Computer Accessories PC Components PC Gaming Deals

6,275

Electronics > Computers & Accessories > Tablet Accessories > Mounts



Roll over image to zoom in

nt White On- et Mount le with : Surface Pro ro 5, Pro 4

int
9 ratings
uestions

9
ith for 6 months on
ti credit card, with
iPR
ro 7, Pro 6, Pro 5, Pro 4

Surface Go & Go 2

Surface Pro 7, Pro 6, Pro 5, Pro 4

Samsung Galaxy Tab A 8.0 (2017)

Samsung Galaxy Tab A 8.0 (2019)

Samsung Galaxy Tab A 9.7

Samsung Galaxy Tab A 10.1 (2016)

Samsung Galaxy Tab A 10.1 (2019)

41
iPad 10.2" (7th & 8th Gen)

\$164.99

FREE delivery: Friday, Feb 26
Order within 2 hrs and 57 mins
Details

In Stock.

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from VidaBox, LLC
Sold by VidaBox, LLC

Deliver to Heather - Troy 48085

Add to List

Share

Have one to sell?

Sell on Amazon

Deliver to Heather Troy 48085

Electronics ▾

Hello, He... Returns & Orders

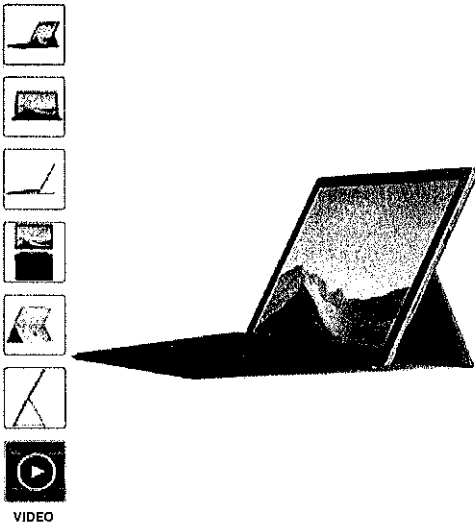
2

All Heather's Amazon.com Customer Service Best Sellers Browsing History ▾ Prime Video Prime ▾ Buy Again Get 5% back every day

Computers Laptops Desktops Monitors Tablets Computer Accessories PC Components PC Gaming Deals

1,909

Electronics > Computers & Accessories > Computers & Tablets > Tablets



Roll over image to zoom in

Microsoft Surface Pro 7 – 12.3" Touch-Screen - 10th Gen Intel Core i5 - 8GB Memory - 128GB SSD (Latest Model) – Platinum with Black Type Cover

Brand: Microsoft

2,066 ratings

| 234 answered questions

Amazon's Choice for "microsoft surface pro 7"

Price: \$799.00

Save up to 6% with business pricing. Sign up for free Amazon Business account

May be available at a lower price from other sellers, potentially without free Prime shipping.

Color: **Platinum**



Size: **8 GB Ram, 128 GB**

8 GB Ram, 128 GB 8 GB Ram, 256 GB

16 GB Ram, 256 GB

16 GB Ram, 512 GB, Win 10 Pro

Configuration: **Intel Core i5**

Intel Core i5 Intel Core i7

Screen Size 12.3 inches ⁴²

Brand Microsoft

\$799.00

FREE delivery: **Friday, Feb 26**
Order within 3 hrs and 2 mins
Details

Only 4 left in stock - order soon.

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from Beach Camera Same D...
Sold by Beach Camera Same D...

Details

Add a Protection Plan:

- 4-Year Protection for \$129.99
- 2-Year Protection for \$79.99

Add other items:

- Microsoft 365 Family | 3 Months Free, Plus 12-Mont... \$89.99
- Adobe Acrobat Professional DC | PDF converter | 12... \$178.88

Series Surface Pro
Memory 128 GB
Storage Capacity
Item 12.8 x 2.68 x 9.21 inches
Dimensions LxWxH

McAfee Total Protection
 2021,3 Device, Antivirus I...
 \$16.99

Deliver to Heather - Troy 48085

Add to List

About this item

- Next-gen, best-in-class laptop with the versatility of a studio and tablet, so you can type, touch, draw, write, work, and play more naturally
 - Faster than surface pro 6, with a 10th gen intel core processor – redefining what's possible in a thin and light computer.
 - More ways to connect, with both USB-c and USB-a ports for connecting to displays, docking stations and more, as well as accessory charging. Bluetooth: Bluetooth 5.0
 - Standout design that won't weigh you down — ultra-slim and light surface pro 7 starts at just 1.70 pounds
 - All day battery life up to 10.5 hours, Plus the ability to go from empty to full faster — about 80 percent in just over an hour
- › See more product details

New & Used (15) from \$749.66 & **FREE Shipping**

Share

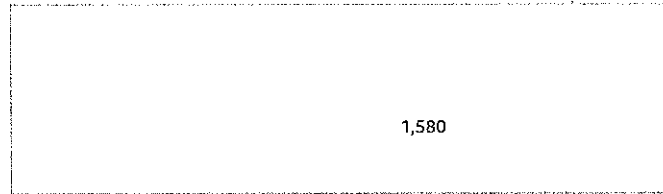
Other Sellers on Amazon

- \$799.00**
 + Free Shipping
 Sold by: S & L Business (We record S/N)
- \$799.95**
 + Free Shipping
 Sold by: Adorama
- \$799.99**
 + Free Shipping
 Sold by: antonline

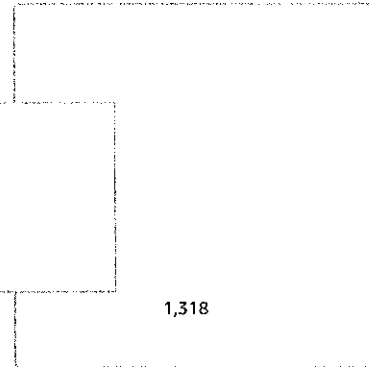
Compare with similar items

New & Used (15) from \$749.66 & **FREE Shipping**

Report incorrect product information.

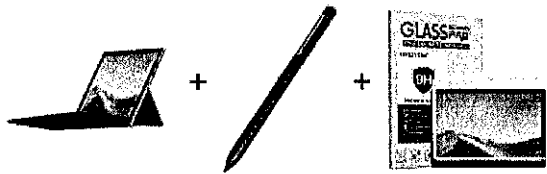


Sponsored



Sponsored

Frequently bought together



Total price: **\$844.98**

These items are shipped from and sold by different sellers. Show details

- This item:** Microsoft Surface Pro 7 – 12.3" Touch-Screen - 10th Gen Intel Core i5 - 8GB Memory - 128GB SSD... \$799.00
- Pen for Microsoft Surface Pro 7 – Newest Version Work with Microsoft Surface Pro 6 (Intel Core i5... \$30.99
- OMOTON Screen Protector compatible with Surface Pro 7 Plus/Surface Pro 7/Surface Pro 6/ Surface Pro... \$14.99

Products related to this item

Sponsored

Deliver to Heather
Troy 48085 Electronics

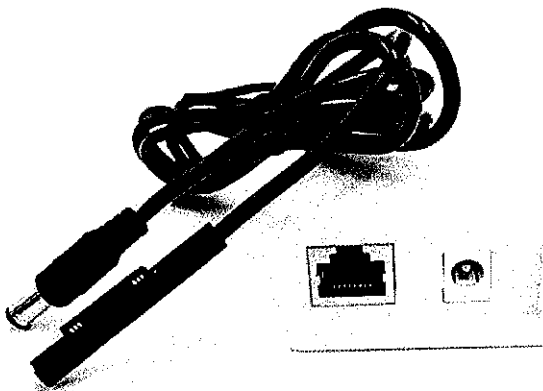
Hello, He... Returns
Account & Orders 2

All Heather's Amazon.com Customer Service Best Sellers Browsing History Prime Video Prime Buy Again Get 5% back every day

Computers Laptops Desktops Monitors Tablets Computer Accessories PC Components PC Gaming Deals

26

Electronics > Computers & Accessories > Networking Products > Network Adapters > Powerline Network Adapters



Roll over image to zoom in

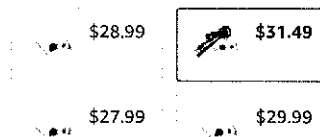
PoE+ Splitter/Converter for Non-PoE Devices | 5v, 12v, 15v or 19v Output with Various Compatibility Options (15 Volt 25 Watt - Microsoft Power)

Visit the PoE Texas Store
14 ratings
| 13 answered questions

Price: \$31.49 & FREE Returns

5% back on all purchases with an eligible Prime membership for the first 3 months with the Amazon Prime Rewards Visa Card. No annual fee. Terms and cap apply.

Color: 15 Volt 25 Watt - Microsoft Power



44

\$31.49 & FREE Returns

FREE delivery: Thursday, Feb 25
Order within 7 hrs and 46 mins
Details

In Stock.

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from Amazon
Sold by PoE Texas, makers of...

Details

Add a Protection Plan:

- 4 Year Office Equipment Protection Plan for \$6.99
- 3-Year Protection for \$4.99

Add a gift receipt for easy returns

Deliver to Heather - Troy 48085

Add to List

Share



Hazel Park Schools

Quote created on March 26, 2021 - Reference: 20210326-163110489

Hazel Park Schools
23400 Hughes Ave
Hazel Park, MI 48030
United States

Bradley Wilkins
Director of Technology
bradley.wilkins@hazelparksch
ools.org
(248) 658-5231

Matthew Miller
Director of Business
matthew.miller@hazelparkscho
ols.org
248-658-5213

Products & Services

RFID Proximity Reader Configured for Time & Attendance 12 x \$295.00

SKU PJ-39

QuickBadge RFID Proximity reader configured for Frontline Time & Attendance and programmed for your school

Shipping & Handling 12 x \$10.00

SKU Shipping & Handling

Shipping & Handling

One-time subtotal \$3,660.00

Total **\$3,660.00**

This quote expires on April 20, 2021.



Touchpoint Industries
202 Bridge Street
Phoenixville, PA 19460

Proven. Effortless. Secure.

January 6th, 2021

Hazel Park School District
1620 E Elza Ave
Hazel Park, Michigan 48030
United States

To Whom It May Concern,

This letter serves as a sole source document for products manufactured by Touchpoint Industries LLC. The Touchpoint Timeclocks were developed and are distributed solely by Touchpoint Industries LLC. Each Timeclock is uniquely designed to work with specific customer needs and integrate seamlessly with Frontline Time and Attendance software. No other vendor manufactures and distributes these Timeclocks or any Timeclocks that integrate with Frontline Time and Attendance.

Sincerely,

Jon Johnson
CEO



Hazel Park Schools

Quote created on March 26, 2021 - Reference: 20210326-145849595

Hazel Park Schools
23400 Hughes Ave
Hazel Park, MI 48030
United States

Bradley Wilkins
Director of Technology
bradley.wilkins@hazelparksch
ools.org
(248) 658-5231

Matthew Miller
Director of Business
matthew.miller@hazelparkscho
ols.org
248-658-5213

Products & Services

Touchpoint Tablet with Proximity Scanning 12 x \$1,525.00

SKU TBL-120

Touchpoint Tablet - Budget Friendly Custom Windows 10 Tablet, with AC Power, WIFI, Ethernet Hardwire, and Kiosk Mode with Proximity Badge Scanning

AnyPlace PoE 12 x \$400.00

SKU POE

AnyPlace PoE included with Time Clock Standard

1 Year White Glove Service & Support 12 x \$225.00

SKU TCWG-1YR

for 1 year

1 Year White Glove Service & Support

Shipping & Handling 12 x \$50.00

SKU Shipping & Handling

Shipping & Handling

One-time subtotal \$26,400.00

Total **\$26,400.00**

This quote expires on April 20, 2021.

ADDRESS

Hazel Park Public School District
 1620 E Elza Ave
 Hazel Park, Michigan 48030

Quote #: SD-359
 Date: 02/10/2021
 Quote Expiration Date: 03/19/2021

Quote Details

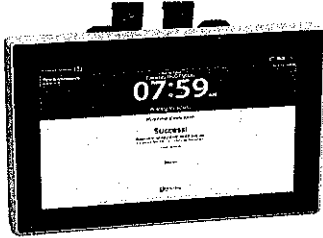
Product Name	Product Description	Quantity	Rate	Total
TCS-220	Touchpoint Timeclock Standard - 10" Best Value, Plug and Play Timeclock with AC Power, Battery Backup, Remote Access for IT, 3 Year Never Down 4G, AnyPlace POE, WiFi, Ethernet Hardwire, and Proximity Scanning	11	\$3,140.00	\$34,540.00
TCWG-3YR	3 Year White Glove Service & Support	11	\$753.60	\$8,289.60
Shipping & Handling	Shipping & Handling	11	\$50.00	\$550.00
Discount	Additional Discount off of White Glove Service and Support (Approved 2/2/21) for Hazel Park School District	11	\$(250.00)	\$(2,750.00)
Discount-UPS	Discount - Remove UPS Battery Backup	11	\$(85.45)	\$(939.95)
Discount-4G	Discount - Remove 4G Never Down	11	\$(100.04)	\$(1,100.44)
Quote Subtotal				\$43,379.60
Quote Discount				\$(4,790.39)
Quote Total				\$38,589.21

Lead time 45 - 90 days. Applicable taxes to be determined. All pricing subject to change after quote expiration date. To expedite order processing, sign and return to Jake Soeder at your earliest convenience.

Accepted By

Accepted Date

TIMECLOCK COMPARISON



TIME CLOCK LITE

Professional look and feel time clock to deter buddy punching

STANDARD TIME CLOCK

Designed with and for Frontline for the most accurate and reliable time collection

TIME CLOCK MAX

Long-term investment to ensure the most successful long-term time and attendance and lock in pricing

MINIMUM FEATURES

- AC Wall Power
- Wi-Fi
- Ethernet
- 10.1" Touchscreen
- HD Resolution
- Quick Boot SSD
Lightning fast boot-up and processing
- TechTough Ruggedization
Fanless, low power, long life industrial grade

❖	❖	❖
❖	❖	❖
❖	❖	❖
❖	❖	❖
❖	❖	❖
❖	❖	❖
❖	❖	❖

TANDARD FEATURES

- CheckMate
Remote Access for your IT Team
- PowerProof
UPS Battery Backup
- Never Down System
4G LTE Failover
- AnyPlace PoE
Power over Ethernet for install flexibility

❖	❖
❖	❖
❖	❖
❖	❖

PREMIUM FEATURES

- Max Life
Long-term support and price lock

❖



What's Included in White Glove Service & Support

- Facilitate repairs if anything malfunctions
- Our support team can remote-in to all devices to solve problems
- Experts on standby for call-in support to walk through set up and troubleshooting
- Talk to real humans right away so your problem can be acted on as quickly as possible
- Free shipping to and from your district for issues that we can't resolve remotely
- *And more!*



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent
Date: April 7, 2021
Subject: Cafeteria RFP

The District solicited many quotes and emailed over 35 different individuals to bid as instructed by Michigan Department of Education. Chartwells and Southwest Foodservice Excellence (SFE) were the only bidders on this Request For Proposal (RFP). Aramark did send a letter of a non-bid. Chartwells is in 159 schools while SFE is in 10 schools in Michigan that participate in the Food Service Management Company (FSMC) Program. The District contacted several school districts to inquire about both vendors. The other schools gave a lot of praise to both vendors. The District believes both vendors could perform to our expectations, so then the deciding factor would be the cost per meal. Chartwells submitted a bid of \$2.64 per meal while SFE submitted \$3.01 per meal. This is a difference of \$0.37 per meal. The District served 44,148 meals in March 2021 which would mean that SFE would cost \$16,334.76 more than Chartwells for the month. Chartwells submitted a bid with a guarantee of a profit of \$395,242 while SFE submitted \$129,259. Chartwells indicated that they would forgo their administrative fee up to 100% to make up the difference if the profits did not match their guarantee. The RFP indicated that a breakeven was desired and that there was no need for a guarantee.

The District is requesting to use Chartwells as the Food Service Management Company for a 1-year contract with four 1-year options.

Company	Cost per meal
Chartwells	\$2.64
Southwest Foodservice Excellence	\$3.01
Aramark	Non-bid

The funding source would be Food Service fund

The District would implement the new contract starting July 1, 2021. The Food service fund will grow because of the guarantee.

The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving quality facilities, and integrating state-of-the-art technology.



**School District of the City of Hazel Park
Bid Point Calculator and Evaluation Criteria Matrix**

		Company Name					
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> Maximum Points 100 <u>High Points Wins Contract</u> </div>		Chartwells	SFE				
Bid Calculation and Evaluation Criteria		Enter Bid Price lowest to highest					
Enter Bid Price (per meal/meal equivalent from lowest to highest)		2.64	3.01				
Subtract lowest bid from bid above		0.00	0.37	-2.64	-2.64	-2.64	-2.64
Divide answer from above by lowest bid		0.00	0.14	-1.00	-1.00	-1.00	-1.00
Subtract answer above from 1		1.00	0.86	2.00	2.00	2.00	2.00
51 Multiply answer above by 51 or more		51.00	43.90	102.00	102.00	102.00	102.00
Pts Below	List Non-Price Criteria and Sub-criteria Below (points will total 100 when added to Bid Price Points)	Enter Evaluation Points					
	Evaluation of FSMC References						
8	Student/staff/parent satisfaction	8.00	8.00				
1	Relationship with the school district	1.00	1.00				
1	Awareness of timely compliance with government regulations/requirements	1.00	1.00				
	Plan of Operation						
8	Staffing recommendations and provisions	8.00	8.00				
2	Equipment recommendations	2.00	2.00				
	Manager Candidate						
8	Experienece working in school foodservice	8.00	8.00				
2	Experience Staffing K-12 breakfast and lunch programs	2.00	2.00				
2	Level of Support and guidance provided by mid and upper level management	2.00	2.00				
	Past Performance						
10	Results of administrative review	10.00	10.00				
2	Results of Local health and safety inspection report	2.00	2.00				
5	Current number of contracts within the state of Michigan	5.00	5.00				
100	TOTAL	100.00	92.90	102.00	102.00	102.00	102.00



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Dr. Amy Kruppe
From: Nick Nugent, Director of Human Resources
Date: April 14, 2021
Subject: Hazel Park School Liaison Job Description

I am writing to seek approval of the HP School Liaison Job Description.

The HP School Liaison job description has been retooled to better fit the needs of Hazel Park Schools. This job description gives more support to buildings and students who are in the schools. The job description also provides flexibility to help with unforeseen circumstances. I believe this job description is what is needed as many of the other duties that were formally assigned are done by Social Workers.

Hazel Park Goal:

The Hazel Park School District through strong community relations and collaboration with all stakeholders will develop high-achieving students



Hazel Park School District

Educational Opportunities for All

Amy Kruppe, EdD.
Superintendent

Ford Administration

1620 E. Elza, Hazel Park, MI 48030 • Phone 248-658-5200 | Fax 248-544-5443

HP School Liaison (HPSL)

Date: January 20, 2021

Reports to: Superintendent

Purpose of the Position:

The HP School Liaison (HPSL) serves as a liaison between the school and the community. They also serve as a liaison for parents and to connect to the District school as they aim to support students in their homes. They should function as a person to support the principal in the building as needed with resources for parents and/or students and continually seek resources for, students and staff. Schools are a commonality for area residents, and therefore, become the logical place to seek assistance and information. The HP School Liaison **may be asked to help** the public relations efforts in a positive light. The HP School Liaison will be selected for their demonstrated ability to work with others, respect confidentiality, provide organizational skills and practice diplomacy.

SPECIFICS

- Webster Schools
- Twelve Month position, when students are in attendance
- Hours: Monday - Friday, hours to be determined
- Salary As Recommended by the Board of Education

Qualifications/Skills

Applicants should have experience and rate high in the following areas:

- Shall have at least a high school diploma or G.E.D.
- Good public relations skills
- Good attendance record is expected
- Ability to work around interruptions
- Ability to work with a variety of backgrounds
- Avoid sharing confidential information regarding schools, staff, and students.
- Proficient with teamwork and collaborating with colleagues and administration
- Quick learner who executes independently when provided initial instructions
- Exhibit passion and the ability to thrive amidst change and challenging conditions while maintaining a positive outlook and forward-looking perspective
- Highly organized and superb attention to detail
- Demonstrated ability to keep up with fast paced environments and multi-task
- Effective oral and written communication skills; ability to prepare routine written reports
- Ability to work with various and diverse community organizations and members
- Technology skills: email systems, student information systems
- Ability to recognize and respond to community and parents' concerns and educational interests
- Ability to relate to the community and follow specific requests of the administration
- Respect and support and be a cheerleader of Hazel Park Schools, staff and students



Principal Accountabilities and General Responsibilities

- Recruit volunteers for school programs and activities
- Assess need, possibly develop, be aware of, resources for the building as requested
- Meet and greet new families, conduct home visits to explain school opportunities, activities, and rules
- Attend meetings as directed by the Superintendent
- Assist school organizations in a positive light without assuming leadership roles
- Work on school millage and/or bond issues to support the district in a positive light
- Register Voters
- Develop list and recruit students
- Be able to conduct school presentations on job or aspects of the school program
- Work with Social Workers on emergency familial needs if requested
- Create and maintain Administration Office bulletin boards in each building
- Assist in the implementation of school programs as requested by the Superintendent
- Act as a facilitator to the school and the district as appropriately directed by the Superintendent
- Participate in the pro-active teaching of expectations for student behavior if requested
- Contact parents, per the direction of principals, to maintain solid communication between school and home
- Conduct home visits, as assigned, to support increasing the school's attendance and supporting students struggling in the school community
- Collaborate with security and administration to respond to issues in the building
- Attend and participate in community meetings, workshops, and activities related to educational matters as directed by Supervisor
- Communicates in person and on the telephone with parents to encourage their children's regular attendance at school and parent's participation in school activities
- As directed by the superintendent, meet with community organizations and individuals to explain and respond to inquiries concerning various school programs and activities

Submit your letter of interest to Dr. Amy Kruppe, Superintendent of Schools. Letters of interest will be accepted until the position is filled.





Hazel Park Schools
Extended COVID-19 Learning Plan
as described in Public Act 149, Section 98a

[September 3, 2020 Clarifications](#)

On August 20, 2020, Governor Whitmer signed House Bill 5913 into law as Public Act 149. Section 98a states that in order to receive state aid for 2020-2021, districts must provide for instruction under an extended COVID-19 Learning Plan (“Plan”) that has been approved by an intermediate district or authorizing body. The Plan does not replace the District’s/PSA’s COVID-19 Preparedness and Response Plan, it is an additional plan that includes new assurances and sections on educational goals, instructional delivery, grading, and equitable access. PA 149 does not apply to districts that operate as a cyber school.

District/PSA educational goals written for all students and all subgroups must be established no later than September 15, 2020, and submitted in their Plan to the ISD or Authorizing Body, as applicable, no later than October 1, 2020, for approval. ISDs and PSAs will transmit the approved plan to the superintendent of public instruction and the state treasurer.

Hazel Park Schools District Extended COVID-19 Learning Plan

Address of School District/PSA: 1620 East Elza , Hazel Park

District/PSA Code Number: 63130

District/PSA Website Address: www.hazelparkschools.org

District/PSA Contact and Title: Dr. Amy Kruppe, Superintendent

District/PSA Contact Email Address: amy.kruppe@hazelparkschools.org

Name of Intermediate School District/PSA: Oakland Schools

Name of PSA Authorizing Body (if applicable):

Date of Approval by ISD/Authorizing Body:

Assurances

1. Hazel Park Schools will make Oakland Schools their ISD/Authorizing Body approved Extended COVID-19 Learning Plan accessible through the transparency reporting link located on the District's/PSA's website no later than October 1, 2020.
2. Hazel Park Schools will create and make available on its transparency reporting link located on the Hazel Park Schools' website, a report concerning the progress made in meeting the educational goals contained in its Extended COVID-19 Learning Plan no later than February 1, 2021, for goals its expected would be achieved by the middle of the school year and not later than the last day of school of the 2020-2021 school year for goals Hazel Park Schools expected would be achieved by the end of the school year.
3. Benchmark Assessments: Hazel Park Schools will
 - select a benchmark assessment or benchmark assessments that is/are aligned to state standards.
 - administer the approved benchmark assessment, or local benchmark assessment, or any combination thereof, to all pupils in grades K to 8 to measure proficiency in reading and mathematics within the first nine weeks of the 2020-2021 school year and again not later than the last day of the 2020-2021 school year.
4. If delivering pupil instruction virtually, Hazel Park Schools will
 - provide pupils with equitable access to technology and the internet necessary to participate in instruction, and
 - expose each pupil to the academic standards that apply for each pupil's grade level or courses in the same scope and sequence as Hazel Park Schools had planned for that exposure to occur for in-person instruction.
5. Hazel Park Schools, in consultation with a local health department will develop guidelines concerning appropriate methods for delivering pupil instruction for the 2020-2021 school year that is based on local data that are based on key metrics. Note: A determination concerning the method for delivering pupil instruction shall remain at the Hazel Park School Board's discretion. Key metrics that the Hazel Park Schools will consider shall include at least all of the following:
 - COVID-19 Cases or Positive COVID-19 tests
 - Hospitalizations due to COVID-19
 - Number of deaths resulting from COVID-19 over a 14-day period
 - COVID-19 cases for each day for each 1 million individuals
 - The percentage of positive COVID-19 tests over a 4-week period
 - Health capacity strength
 - Testing, tracing, and containment infrastructure with regard to COVID-19

6. If the Hazel Park School District determines that it is safe to provide in-person instruction to pupils, Hazel Park Schools will prioritize providing in-person instruction to pupils in grades K to 5 who are enrolled in the Hazel Park Schools.
7. The Hazel Park Schools assures that
 - instruction will be delivered as described in this plan and re-confirmed by the Hazel Park School Board,
 - the description of instructional delivery in this plan matches the delivery of instruction to be delivered during the 2020-2021 school year,
 - Hazel Park Schools will reconfirm how instruction will be delivered during the 2020-2021 school year thirty days after the approval of the plan, and every 30 days thereafter at a meeting of the Board, and
 - public comment will be solicited from the parents or legal guardians of the pupils enrolled in the District/PSA during a public meeting described in PA-149.
8. Hazel Park Schools will ensure that students with disabilities will be provided with equitable access to instruction and accommodation in accordance with applicable state and federal laws, rules, and regulations.
9. Hazel Park Schools will ensure that two (2), 2-way interactions occur between a pupil enrolled in the District/PSA and the pupil's teacher or at least one (1) of the pupil's teachers during each week of the school year for at least 75% of the pupils enrolled in the District/PSA. The District/PSA will publicly announce its weekly interaction rates at each District/PSA Board meeting where it re-confirms how instruction is being delivered. The District/PSA will make those rates available through the transparency reporting link located on the District/PSA website each month for the 2020-2021 school year.

Hazel Park Superintendent or President of the Board of Education/Directors

Date

Learning Plan Narrative

Opening Statement

- Please provide a statement indicating why an Extended COVID-19 Learning Plan is necessary to increase pupil engagement and achievement for the 2020-2021 school year.

The COVID-19 global pandemic is impacting Hazel Park Schools in a number of ways: we are experiencing a traumatic event for our students and our staff, many students may have significant gaps in their learning due to loss of educational access, and equity issues are more pronounced.

As we return to school in the fall, our first priority will be to ensure the well-being of all members of our Hazel Park Schools community. Because of the wide range of experiences, including the number of students who did not attend during the remote learning portion of the 2019-20 school year, we anticipate that students will come to school in the fall of 2020 with a wider loss of learning and larger than normal competencies as it relates to learning. We expect an increase in the number of students who will be behind and need opportunities to catch up. These students will benefit from intervention and reteaching. Teachers will need opportunities to collaborate, reteach and provide a flexible curriculum as they examine student work and determine what comes next in the learning for each student.

Since Hazel Park Schools is starting the school year in a remote learning environment, we will need to ensure that there are structures in place to address student engagement, equity, and achievement for all. This plan will focus on teaching and learning with an emphasis on equity for all learners and the well-being of students and staff.

Hazel Park moved to a remote setting from November - January. During this time students learned from home due to the increased numbers of COVID and lack of ability to secure substitutes due to increased numbers of staff out.

As of January 8th, the Governor requested a return to school for school districts. As our school districts have been approved by the health department to open, given the plans that are put into place, our recommendation is to begin opening the schools as of Feb. 1st in order to support our students learning face to face. Hazel Park Students for social emotional and academic purposes need to return to face to face instruction.

The student return to school schedule is listed below:

February 1, 2021

Webster: EC Programs (No school Fridays)

Hazel Park Junior High: 6th grade (Asynchronous Wednesday)

Elementary Schools: K-2 (Asynchronous Wednesday)

Edison School: K-5 (Asynchronous Wednesday)

Jardon: (Asynchronous Friday)

SXI Center Program: K-8 (Asynchronous Wednesday)

Advantage: 3rd-8th grade (Asynchronous Wednesday)
English Language Learners/High School Special Education Pods (As approved)

February 8, 2021

Webster: EC Programs (No school Fridays)
Hazel Park Junior High: 6th-8th grade (Asynchronous Wednesday)
Elementary Schools: K-5 (Asynchronous Wednesday)
Edison School: K-8 (Asynchronous Wednesday)
Jardon: (Asynchronous Friday)
SXI Center Program: K-26 (Asynchronous Wednesday)
Advantage: 3rd-8th grade (Asynchronous Wednesday)
English Language Learners/High School Special Education Pods (As approved)

February 15, 2021

Midwinter break

February 22, 2021

Webster: EC Programs (No school Fridays)
Hazel Park Junior High: 6th-8th grade (Asynchronous Wednesday)
Elementary Schools: K-5 (Asynchronous Wednesday)
Edison School: K-PostHigh (Asynchronous Wednesday)
Jardon (Asynchronous Friday)
SXI Center Program: K-26 (Asynchronous Wednesday)
Advantage: 3rd-12th grade (Asynchronous Wednesday)
English Language Learners/ High School Special Education Pods (As approved)

March 1, 2021

Webster: EC Programs (No school Fridays)
Hazel Park Junior High: 6th-8th grade (Asynchronous Wednesday)
Elementary Schools: K-5 (Asynchronous Wednesday)
Edison School: K-PostHigh (Asynchronous Wednesday)
Jardon (Asynchronous Friday)
SXI Center Program: K-26 (Asynchronous Wednesday)
Advantage: 3rd-12th grade (Asynchronous Wednesday)
English Language Learners/ High School Special Education Pods (As approved)
Hazel Park High School: 9th-12th Grade (Asynchronous TBD)

April 2021

There is not any recommended change, at this time, to the return to school program.

Educational Goals

- **Please outline and describe** the educational goals expected to be achieved for the 2020-2021 school year. The District/PSA must establish all of its goals no later than September 15, 2020. Authorizing bodies expect PSA educational goals will be aligned to the educational goal within your charter contract.
- **Specify** which goals are expected to be achieved by the middle of the school year and which goals are expected to be achieved by the end of the school year.
- **Ensure** that all of the following apply to the educational goals described in this section: (a) The goals include increased pupil achievement or, if growth can be validly and reliably measured using a benchmark assessment or benchmark assessments, growth on a benchmark assessment in the aggregate and for all subgroups of pupils; (b) The District/PSA benchmark assessment(s) are aligned to state standards and will be administered to all pupils K-8 at least once within the first 9 weeks of the 2020-2021 school year and not later than the last day of the 2020-2021 school year to determine whether pupils are making meaningful progress toward mastery of these standards; and (c) the District's/PSA's educational goals are measurable through a benchmark assessment or benchmark assessments.
- To the extent practicable, the District/PSA will administer the same benchmark assessment or benchmark assessments that was administered to pupils in previous years.

Quality Evidence-Based Assessment Practices

The Hazel Park School District believes that benchmark assessment evidence can be one measure used to monitor and evaluate patterns and trends in school/district academic performance and to identify and support effective instructional programs. We believe, if used appropriately, it can provide guidance for standardizing or adjusting curriculum and instruction across grade levels, schools, and districts.

However, we will not use benchmark assessment data to make high-stakes instructional decisions about individual student learning. Rather, Hazel Park Schools will continue the use (and professional learning around the use of) the formative assessment process, as embedded in the Hazel Park Schools curriculum, as a powerful practice embedded in the teaching and learning process to continuously observe where our students are in order to modify instruction. Our most powerful tool is our teachers and their day to day instruction and adjustment of their classrooms instruction that gives us the most information on their students' learning.

Hazel Park Schools believes the use of the formative assessment process, which is supported by an extensive body of research, provides in-time data for both our teachers and students to accelerate their learning and progress and gives us a more complete picture of what our students know and are able to do.

Educational Goals

The I-Ready assessments in reading and mathematics will be administered to all students twice: once in the first nine weeks of the school year, and again prior to the last day of school. I-Ready growth monitoring or Formative assessments will provide information to inform our progress toward our goals over the course of the year. Progress reports will be available on our website in February and June.

As a means of continuous improvement in teaching & learning, all teachers will receive professional development in, and commit to the use of, the growth monitoring and formative assessment process.

Additionally, we will continue to engage stakeholders in the district's balanced assessment system, including publicly sharing aggregate and student subgroup performance reports on I-Ready results.

Goal 1 - All students (K-8) will improve performance in Reading/ELA from Fall to Spring as measured by I-Ready .

- All teachers will use the growth monitoring and formative assessment process to support adjustment to teaching & learning, to support meaningful student progress towards mastery of Reading/ELA academic standards.
- Results from Reading/ELA benchmark assessments, local Reading/ELA summative assessments, and formative assessment will be continuously discussed and analyzed by staff.

Goal 2 - All students (K-8) will improve performance in Mathematics from Fall to Spring as measured by I-Ready .

- All teachers will use the growth monitoring and formative assessment process to support adjustment to teaching & learning, to support meaningful student progress towards mastery of Math academic standards.
- Results from Math benchmark assessments, local Math summative assessments, and formative assessment will be continuously discussed and analyzed by staff.

Instructional Delivery & Exposure to Core Content

- **Please describe** how and where instruction will be delivered during the 2020-2021 school year. (e.g. instruction may be delivered at school or a different location, in-person, online, digitally, by other remote means, in a synchronous or asynchronous format, or any combination thereof).

Note: The Hazel Park School District full instructional plan can be found in the [Hazel Park Ready to Learn Website](#).

Mode of Instruction

August:

In phase 4 of the Michigan Safe Start Plan, Hazel Park Schools began the school year with remote learning as indicated in Phase 1-3 of the Michigan Safe Start Plan. Students who are K-5 will be beginning with remote instruction. There will be consideration of returning for Early 5/ K-1 and 2nd grade and Jardon on October 5, 2020. Additionally Edison will return on October 5th on MWF. On October 19th, 2020, there will be consideration of 3rd, 4th and 5th grade starting and the remaining of Edison. This consideration will be based upon the agreement that the district will continue to review HVAC for concerns and resolve concerns found by pursuing mitigating factors in rooms as found in the reports. The current system shows 10% air being pushed from outside as shown by the building and grounds department. The HVAC will be continuously assessed throughout the year per maintenance guidelines and updates will be brought to the board. The HPEA and the Administration will meet on October 19th to review the current phase of the state to discuss the 6-12 students return to school. The Board of Education will provide guidance and support as when an agreement to return could be decided for the Alternatives Schools or the GSRP programs based upon safety precautions and protocols. In Phase 4, pods of students may come to school for support in learning or for special education evaluations or services. Hazel Park Schools will use the Oakland Health Department for guidance on when to close, go remote and open based upon possible spikes in Oakland, Macomb and Wayne County.

UPDATED November : Given the high counts in Oakland County and in the State of Michigan as of November 11, 2020, Hazel Park Schools returned to remote learning for the entire district. Pod learning will not return until the county returns to a level C. Additionally the Board of Education has tentatively approved a date of Jan. 19, 2021 for the Junior High, Early Childhood and Elementary to return to in person instruction, providing that the numbers return levels that are safe for students instruction as agreed upon at a Board of Education meeting. The high school is still scheduled to return at the semester break on February 2, again providing that the numbers are safe for the students and the staff to return as agreed upon by the Board of Education .

UPDATED January/ Feb. :

Phase 4 and Levels will no longer be considered through the state. Hazel Park schools have been given clearance to return from the Health Department reviewing the local numbers. This return will be a rolling weekly return by grades as indicated in the [attached memo](#).

August -:

Hazel Park Schools will increase our synchronous learning experiences during Phase 1, 2 and 3 **and 4 (when students are remote)** by continuing to offer students access to standard aligned curriculum and high quality learning materials. These materials will be offered in both digital access and paper format as our Spring 2020 experience revealed that not all parents want their student to access remote online learning even though the district provided iPads and Chromebooks to students. New students who do not have access to electronic devices in their home will be given devices for use in their home. Parents will be supported with directions on how to access low-cost internet services. If low-cost internet can

not be accessed then the district will support the families in finding other options for internet services. Students will not be penalized for inability to fully participate provided families stay engaged with school personnel in developing personalized and realistic education plans for their child. Hazel Park Schools will do everything we can to meet student/family needs and encourage full participation.

For students who do not have internet access or whose parents choose not to have them participate in online learning, teachers and other support staff will make weekly contact and have two-way communication. This may be done through the use of technology (i.e. virtual meeting, email, Remind) or through weekly phone calls. For students with technology access, teachers will provide instruction on a daily basis through an instructional platform (i.e. Google Classroom, SeeSaw, Zoom), with an emphasis on continuing to build relationships and maintain connections. If students do not have access to technology, teachers will provide instructional packets that focus on essential content, building relationships, and maintaining connections. We will encourage relationships between students through technology (i.e., virtual meeting, email, by phone or Remind.)

Students in K-2 will utilize iPads and participate in teaching and learning experience through the Seesaw platform. Students in grades 3-12 will utilize Chromebooks and participate in teaching and learning experience through the Google Classroom platform. Synchronous instruction will be provided through Zoom class meetings.

Hazel Park Schools also offers a 100% K-12 virtual learning option which is available to any student who wants to learn remotely. This program is supported by Hazel Park Schools' teachers with computer-supported instruction and online course content. This virtual learning opportunity will remain in place regardless of the phase in which our region and state are operating. Students who attend virtual schools may change back to brick and mortar school at grading periods after meeting with central office administration. Changes back to the classroom or virtual programming can only happen once.

For students with technology access, teachers will monitor student access and assignment completion on a regular basis within the instructional platform (Seesaw, Google Classroom, Zoom). Teachers will provide feedback to students on assignments through the instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. For students without technology access, instructional packets will be collected each week. Teachers will review the instructional packet and provide feedback to the student during their weekly communication (phone call, virtual meeting, or email). Feedback from the teacher will include differentiated work as needed, along with examples to support student learning.

The plan will be communicated through our School Messenger communication platform, according to the preferences our parents/guardians have chosen in that system. Parents will receive an email with the plan attached, and/or a voice message and/or text message directing them to our district website where they can access the plan. The plan will be posted in a prominent location on our district website, and a link will also be posted on our district social media pages.

Students will take iReady assessment **remotely** in order for the school to assess current level of functioning for K-8 students. The instructional curriculum has formative assessments that can be conducted virtually to assess the ongoing process before the spring I-Ready is given. Final results will be shared to measure progress for the 2020-2021 school year.

Special Education students will have their IEPs, IFSPs and the 504 plans reviewed to assess for any needs and/or accommodations due to regression or loss of services in the 2019-2020 school year. Reflection on their needs for the current year if we are in Phase 1-3, or **Phase 4 (remote as agreed upon)** will take place. Service providers will deliver services through an online platform as appropriate with support of paraprofessionals as appropriate through IEP or 504 plans.

If a student has access to technology, teachers will use the instructional platform to monitor student wellness, engagement and completion of assignments. They will also keep a log of communication with students and families. If a student does not have access to technology, teachers will keep track of which students are completing the weekly instructional packets. They will also need to keep a log of all communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the principal or counselor level to develop a plan to connect with the student and family. Additional support agencies may be utilized to make these connections (P2P, Clinic, Youth Assistance, DHHS, ISD supports etc.)

The district will survey all parents to determine current mental health needs and provide an online form for parents/students to request support. Based on the survey results or form requests, Social Workers, School Psychologists (social workers, school psychologists, P2P, ISD supports) will reach out to individual students and families to determine what they may need. The support services will help connect the family to outside agencies, if needed, to help meet their needs. Teachers will monitor and assess the needs of students and families through their daily or weekly communications. If a need is identified, the teacher will elevate that need to the principal or support services to make the necessary follow-up. Teachers and other key staff will identify any additional students or families in need and convey pertinent information each week to their building principal.

Please refer to [Continuity of Learning and COVID-19 Response Plan](#). This is a work in progress that Hazel Park Schools will continually update as the district works together to create the highest quality standards possible for each individual student's needs.

NOTE: This District Plan was developed in conjunction with Oakland County Health Department safety protocols, CDC guidelines, recommendations from the Oakland County Return to School Taskforce, Governor Gretchen Whitmer's Return to School Advisory Council and the COVID-19 Task Force on Education. The critical science surrounding the COVID-19 pandemic continues to provide new information daily and requires fluidity throughout the development process. The District Plan presented to you today is based on current scientific data. If additional information or safety protocols become available prior to the start of school, this District Plan will be modified accordingly.

- **Please describe** how instruction for core academic areas will expose each pupil to the academic standards that apply for each pupil's grade level or course in the same scope and sequence as the District/PSA had planned for that exposure to occur for in-person instruction.

Note: The Hazel Park School Districts full instructional plan can be found in the [Hazel Park Return to school website](#).

Curriculum and Instruction: Academic Standards

The Hazel Park School District curriculum for core academic areas is aligned to state standards and housed in the Hazel Park Curriculum Drive. As teachers navigate the wider than usual range of competencies expected this fall, they can use these [Curriculum, Instruction, and Assessment Toolkits](#) to provide guidance to help them design new (or best utilize existing) pre-assessments to plan for differentiation of content, use results from pre-assessments to inform instruction and prioritize K-12 instructional standards for the 2020-2021 School Year. The CIA Toolkits in

conjunction with district developed K-12 ELA & Math guidance documents created as a Priority Standards document identifying the critical standards needed for grades K-12 in ELA & Math. This document will guide teachers to implement instructional approaches to meet the range of student needs as they return to school in the fall, identify assessment ideas that allow students to demonstrate understanding in a variety of ways, assess and provide instruction in the content areas in face-to-face, virtual, and blended classroom environments, and incorporate well-being and SEL/trauma-informed practices into instruction.

As our elective teachers work to engage students remotely, they will use [Best Practices for Remote Learning](#):

- Remember Maslow
- Nurture a positive home climate for learning and parental involvement
- Establish and maintain remote classroom norms and learning routines
- Implement culturally responsive teaching practices
- Encourage student collaboration and discourse
- Create opportunities for and attend carefully to feedback
- Engage students in meaningful learning opportunities

- **Please describe** how pupil progress toward mastery of the standards described within this section will be graded or otherwise reported to the pupil and the pupil's parent or legal guardian.

Assessment and Grading

Hazel Park Schools bases its assessment system on the Michigan Standards. We regularly assess students at the district and classroom level to determine if they are making progress toward meeting those standards. We place a heavy emphasis on formative and interim assessments. This is critical in the instructional process so that students receive timely feedback that helps them know what they need to do to improve. It also gives the teacher important information to know how to adjust the teaching and learning process to meet each student's needs.

We also have a system for delivering summative assessments at the district and classroom levels. These are given at the end of a period of learning as an evaluation of what has been learned and are part of our district grading process. For example, our teachers deliver summative assessments at the end of each unit of study in our curriculum. These assessments are based on a coherent set of standards in the subject area that focus on a related group of skills and disciplinary knowledge.

We make available to our 6-12 grade parents and legal guardians a web-based system that allows them to see their children's grades at any time. Our teachers keep up-to-date information on student grades in this system. We also send progress reports to our parents and guardians during each marking period. This is in addition to the expectation we have for all teachers that they keep parents and guardians abreast of any concerns regarding a student's grade through emails and phone calls. Finally, we send out to parents report cards at the end of each marking period.

Equitable Access

- If delivering pupil instruction virtually, please **describe** how the District/PSA will provide pupils with equitable access to technology and the internet necessary to participate in instruction.

Technology

Hazel Park Schools ensures all students will be provided equitable access to technology and the internet as described in our Continuity of Learning Plan that was previously submitted to the state. The Hazel Park School District system for maintaining student access to technology devices and the internet is described in the Continuity of Learning Plan, and again on our [Hazel Park Return to School Website](#).

- **Please describe** how the District/PSA will ensure that students with disabilities will be provided with equitable access to instruction and accommodation in accordance with applicable state and federal laws, rules, and regulations.

Students with identified special needs

When school starts, students' IEPs, IFSPs, and 504 plans will be reviewed in coordination with general and special education teachers and/or providers to address any data-driven accommodations and/or services that are needed due to known changes in students' needs.

For students from birth to five, those with identified special needs, and those attending CTE programming, intervention and support services will be integrated into the student's program immediately upon the start of school.

The district has established structures for general and special education teachers and/or providers to collaborate and communicate regarding student performance and student needs on IEP goals and objectives with special consideration regarding assistive technology and accessibility. Resources to consider: Alt+Shift consultation or web resources at - <https://www.altshift.education/resources/remote-learning-resources>

The district ensures a continuation of services for students receiving speech and language, occupational therapy, physical therapy, or social work services within their IFSP or IEP. The district also ensures a method for the continuation of evaluation for students suspected of having a disability as well as those requiring re-evaluation. Please review our special services page on our [return to school website for more comprehensive information](#).

- **Optional Considerations for District/PSA Extended COVID-19 Learning Plans:**

- 1. In addition to the students with disabilities noted above, please describe how the District/PSA will ensure that the needs of other vulnerable student populations, such as but not limited to, early English Learners and Fledgling/struggling students, are met.

- 2. Please describe how the District/PSA will ensure that students will, during pandemic learning, have continued access to programs such as, but not limited to, Early Childhood, CTE, Early-Middle College, Dual Enrollment, and Advanced Placement as applicable within the District/PSA.

Hazel Park Schools full instructional plan addresses ways all learners are supported and can be found in the [MI Safe Schools Roadmap--Sample District Preparedness Plan](#).

CTE, Early-Middle College, Dual Enrollment, and Advanced Placement, are available options to remote and virtual students when applicable. Students that have elected to take these courses and/or enroll in these programs will have the courses and/or programs added to their daily course schedule to the best of our scheduling ability,

Early Childhood enrollment will continue to be made available to families based on financial need.



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent
Dr. Carla Postell, Director of Curriculum Integration and Instruction
Date: April 12, 2021
Subject: Graduation Alliance: ENGAGE Michigan

What is ENGAGE Michigan?

ENGAGE Michigan is a free program that has been developed in partnership with The Michigan Department of Education and the Graduation Alliance that will provide extra support for students in grades K-12 and their families who might be struggling with these changing times. Students who choose to participate in the program will get an academic coach to work with them to answer questions, connect them with resources, and develop a plan to get on track and finish the school year strong.

Graduation Alliance works with students of all ages through partnerships with schools, districts, community colleges, employers and others dedicated to providing alternative pathways to high school graduation.

How does it work?

There are three key principles to this program:

- Organized, persistent outreach to all students using differentiated treatment strategies;
- Triage support levels following a Response to Intervention (RTI) framework; and
- On-going coaching and support to help students engage with the district's education offerings.

The program brings an experienced student outreach and coaching team to:

- reach students who are struggling to engage in remote learning;
- identify and mitigate the obstacles preventing engagement;
- provide the services of a personal academic coach to help the student learn the skills necessary to succeed in the remote learning environment and connect, as necessary, with local resources;
- monitor the student's pace and progress throughout the school year; and
- provide the support the student needs to stay engaged, ensuring they continue learning (and earning credit toward graduation).





Which Students Qualify?

There are many reasons why a student might be struggling right now and even those who were successful in their classes before the public health crisis may be struggling. This is not their fault, nor is it the fault of their teachers or their schools. The learning environment has shifted in profound ways and many students are struggling with this change. Hazel Park was given 195 students to participate in the ENGAGE Michigan program. Students identified for this program were enrolled mostly in our Viking Virtual programming, however there are some students from our in-person learning. Students who are in grade K-12 and who met the following criteria qualified to participate in ENGAGE Michigan. Students must have met the following:

- did not engage in their district's remote continuous education offerings in
- Spring or Fall of 2020, or
- needs intervention based on his or her absences or consistent
- disengagement in classes, or
- has disengaged in their education, is attending school irregularly, or is not
- progressing in their coursework, or
- are in danger of failing one or more classes, or
- are McKinney Vento eligible or are in foster care, or
- students whose families require financial or social support.

What does it cost?

There is no cost for the student. ENGAGE Michigan is completely free to students.

Graduation Alliance: ENGAGE MICHIGAN



OUTREACH

Outreach

Attempting to Contact
69

Able to Contact
126

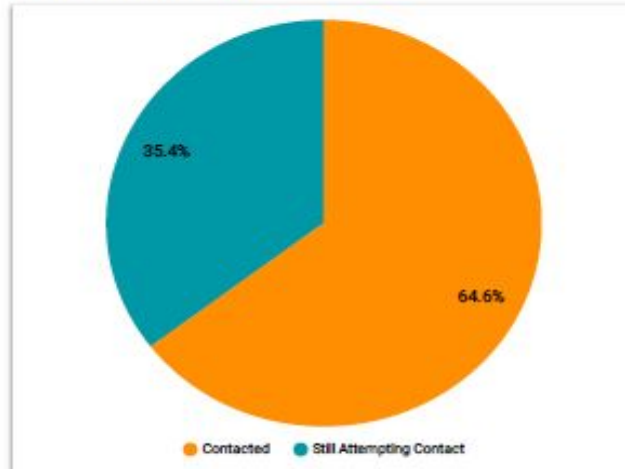
Unable to Contact
0

No Contact Information
0

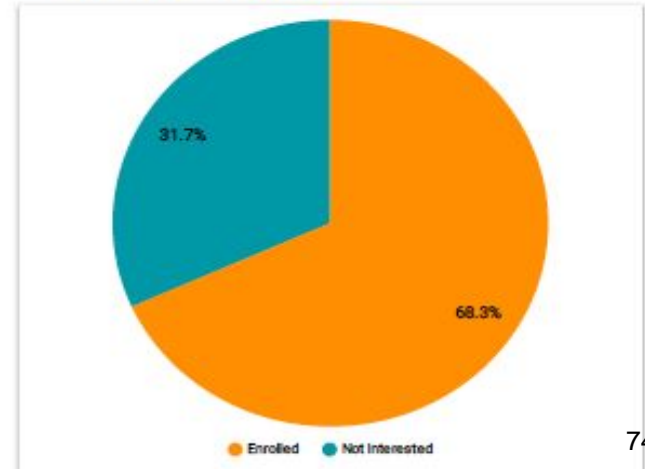
Total Names Rec'd
195

Calls Made
1,453

Percentage of Contact



Percentage of Participation



Students Committed to Coaching
86

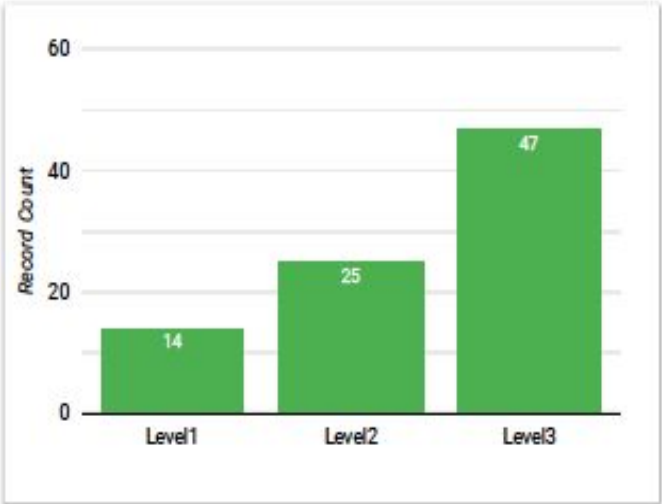
Students Declined Coaching
40

LEVELS OF PARTICIPATION

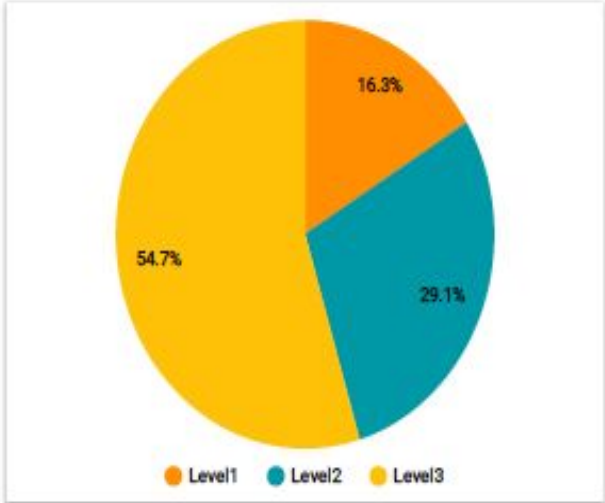
Levels of Participation

All Student Count
86

Number of Students by Support Level - All Students



Percentage of Students by Support Level - All Students



LEVELS OF PARTICIPATION DEFINED

Level 1

- Requires periodic intervention.
- Student is engaged in classes and connected with their teachers.
- General proactive outreach and intervention.

Services provided

- Student is contacted primarily through text/email.
- Academic Coach is available for inbound calls.

Level 2

- Requires moderate intervention.
- Student may need to be connected with their teachers.
- Intervention targeted around specific risk issues.

Services provided

- Student contacted primarily through text, with phone call support.
- Academic Coach is available for inbound calls

Level 3

- Requires frequent intervention.
- Student needs to be connected with teachers, tech support, district services (e.g. meal plans).
- Intensive intervention for multiple risk issues.

Services provided:

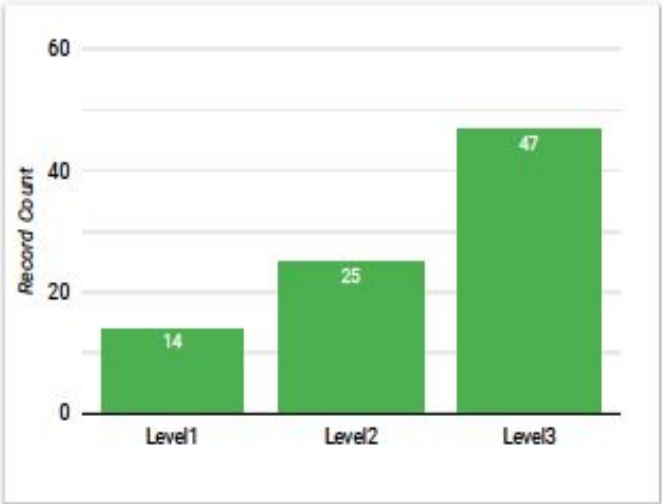
- Student contacted primarily through phone, followed by texting.
- Student is encouraged to contact Academic Coach frequently for academic support.

LEVELS OF PARTICIPATION

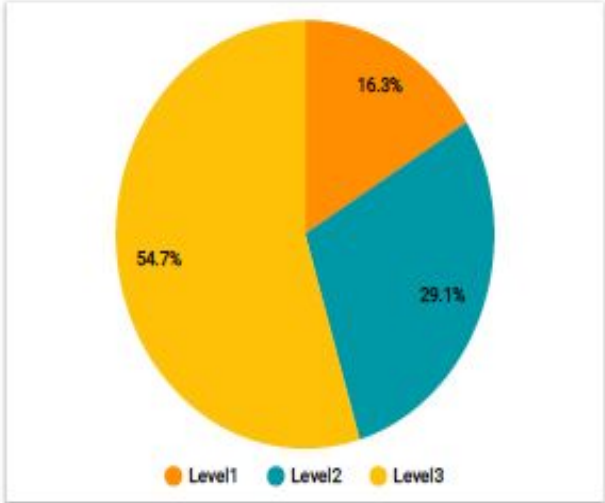
Levels of Participation

All Student Count
86

Number of Students by Support Level - All Students



Percentage of Students by Support Level - All Students





*Thank
You!*



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent
Dr. Stephanie Dulmage, Director of 21st Century Learning
Subject: PK - 5 Summer Academic and Non-Academic Programming
Date: April 19, 2021

Statement of Need:

Due to the unprecedented learning environment of the 2020-2021 school year, we know our students have experienced loss of learning gains in reading and math. The continuation of learning experiences throughout the summer is essential for moving our students forward.

PK-5 Summer Programming Proposal

The main priority of the K-5 summer school program is to mitigate loss in learning gains for the students in Hazel Park. However, we know that attending to the social, emotional, and physical/health needs of our students is also a critical component of overall well-being and academic success. Therefore, the K-5 summer school experience will offer a blend of academic and non-academic experiences.

Webster Early Childhood

The Webster Early Childhood staff will provide a 6 week summer experience that runs Monday - Thursday for 3 hours/day. This program is specifically designed to meet the academic, social, and emotional needs of our preschool-aged students. Our young learners will engage in immersive learning experiences that build early literacy and numeracy skills, while engaging in indoor and outdoor play-based learning.

K-5

The K-5 "All-In" summer experience will run for a period of 8 weeks from June 21 - August 13, 2021, Monday - Friday at Webb Elementary. Students can attend for the full 8 weeks or a 4 week session at the beginning or the end of the summer. The 3-hour morning session will focus on the areas of math and reading. The 2-hour afternoon sessions will provide experiences in areas such as STEM, fine arts, and sports. Periodic pop-up literacy events will also take place throughout the summer to further engage students and families. Hazel Park has worked with a number of community partners to offer these valuable non-academic experiences.

In addition to the K-5 in-person summer experience, Hazel Park is offering three additional learning opportunities. These experiences are designed to meet the varied needs of our students and families.

- Hybrid (In-Home) i-Ready and Teacher-Supported Program
- In-Home Kids Read Now Parent Supported Program
- Springboard Collaborative Reading and Parent Engagement Program - Hoover Elementary





Recommendation:

Our goal is to offer a variety of programming options that will accelerate the growth of reading and math skills and support overall health and social-emotional well-being. To support this goal, we are recommending the approval of the proposed PK-5 comprehensive summer program.

Total Financial Impact: \$200,623.29

Funding Source(s): ESSER II

Budget Details

Budget Category	Budget Total
K- 5 Staffing (All Programs)	\$99,439.00
EC Staffing (All Programs)	\$31,212.00
Orientation and Program Planning (All In and Virtual)	\$3,978
K- 5 Program Materials	\$5,800.00
EC Program Materials	\$675.00
In-Home Materials - Kids Read Now	\$8,868.00
K-5 Non-Academic	\$2,925.00
Transportation	24,902.68
COVID Cleaning	22,823.61
Total	\$200,623.29

Goal Statement/Strategic Plan Alignment

- **Curriculum and Instruction:** The Hazel Park School District will develop innovative, independent and persistent learners who think critically, communicate effectively, and positively influence the local and global community.
- **Community Relations:** The Hazel Park School District through strong community relations and collaboration with all stakeholders will develop high-achieving students.



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent
Date: April 11, 2021
Subject: Secondary Summer School Program: Part 2

HPHS Summer School Program

The HPHS Summer School Program will follow the same format as past summers. The program will run for eight weeks, **June 21 - August 12 of 2021** at Hazel Park High School. Students will be offered a **free breakfast and lunch** each school day as they were last year during summer school. It is important to note that these high school summer program options are in addition to the Credit Recovery program.

The **HPHS Math BootCamp** is designed to prepare students for the math course they will be taking during the 2020-2021 school year. We offer camp for students needing and/or wanting to build their Algebra 1, Geometry, Algebra 2, and Pre-Calculus math skills. The sessions will be spent reviewing prerequisite knowledge and introducing new concepts that will be taught during the upcoming school year. Students will receive lessons that are hands-on and interactive. Class sizes are small (around 10 students), so students receive lots of individual attention and continuous feedback. Students that successfully complete this course will receive a **.5 elective credit**.

The **HPHS Elective Course Offerings** will consist of one face-to face elective course offerings during the eight week summer programming. We are aiming at offering an Art elective to allow for students to explore an art elective such as jewelry or pottery. Students that successfully complete this course will earn a **.5 elective credit** for Visual, Performing, or Applied Art (VPAA) Credit.

The **HPHS Bridge Program** first started during the summer of 2016. This summer we would like to reinstate the program. The **HPHS Bridge Program** will consist of a summer school program for incoming 9th grade students that need additional assistance with their math and/or english skills. The Bridge Summer School Program will be held Monday-Thursday and run the same eight weeks of all HS Summer school programming. Students that successfully complete this course will receive a **.5 elective credit**.

The Bridge Summer School program will:

- refresh Math and English Language Arts skills learned during 8th grade





- prepare your student with skills needed to be successful in Algebra & 9th grade English
- get a snapshot of the Algebra and 9th grade English curriculum at Hazel Park High School
- strengthen your student's problem solving, reading comprehension and critical thinking skills
- enrich your student's interest in Math and English
- boost your student's confidence in Math and English

High School Staffing

- 2 Math Teachers
- 1 Elective Teacher (Art is the projection)
- 2 Bridge Teachers

Projected Teacher Total = 5 Teachers

HPJH Summer School Program

The HPJH Summer School Program will run **Tuesday - Thursday** for six weeks, **June 22 - July 29 of 2021** at Hazel Park Junior High School. Students will be offered a **free breakfast and lunch** each school day as they have been in the past. This program is designed to provide a creative outlet for learning. Students will have an opportunity to learn new materials and techniques in core content areas and explore hands-on activities.

The **HPJH 8th Grade GEAR UP Summer Camp**. GEAR UP is a six-seven year grant program designed to follow a cohort of students through graduation. This grant partnership Hazel Park has through our partnership with Wayne State University and the TRIO program. The **HPJH 8th Grade GEAR UP Summer Camp** will consist of providing incoming 8th grade students with a summer learning experience that will consist of core content sessions and hands-on activities such as photography, gardening and work with Junior Achievement. Students will experience two core content classes and a hands-on activity during the summer sessions. The hands-on activities will change every two-weeks for the 8th grade GEAR UP Summer Camp. The hands-on activities and experiences that will complement our core content will be provided by GEAR UP using grant funds.

The **HPJH 7th Grade Summer Camp** will consist of providing incoming 7th grade students with a summer learning experience that will consist of core content sessions and hands-on activities. Students will experience two core content classes and a hands-on activity during the summer sessions.

The **HPJH Welcome to 6th Grade Bootcamp** will consist of a one week learning opportunity for incoming 6th grade students that will welcome them into junior high school. Students will engage in core content learning experiences and other activities that will prepare students for their first day of junior high school.

Junior High School Staffing

- 5 6th Grade Bootcamp Teachers(for one week)
- 2 7th Grade Summer Camp Teachers (six weeks)
- 2 8th GEAR Up Grade Summer Camp Teachers(~~8~~ weeks)



→ 1 Elective Teacher (six weeks)

Projected Teacher Total = 10 Teachers

Financial Impact

The cost for staffing would include the hourly rate for teachers plus benefits. The cost breakdown is as follows:

Secondary Summer School Teacher Rate Breakdown:

Cost	Days	Hours	Weeks	# of Staff	Program	Total
\$51	3	4	6	5	JH Teacher	\$18,360
\$51	3	3	1	5	JH Bridge	\$2,295
\$51	4	7	8	3	HS Bootcamp & Elective	\$34,272
\$51	4	7	8	2	HS Bridge	\$22,848
Total						\$77,775

Supplies & Resources

JH Supplies & Resources Total = **\$2000**

HS Supplies & Resources = **\$2000**

Goal Statement/Strategic Plan

Implementation of Curriculum & Instruction

The Hazel Park School District will develop innovative, independent and persistent learners who think critically, communicate effectively, and positively influence the local and global community.



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent
Dr. Stephanie Dulmage, Director of 21st Century Learning
Subject: K-3 Foundational Literacy Materials
Date: April 19, 2021

Statement of Need:

Strong foundational literacy skills (print concepts, phonological awareness, phonics and word Recognition, and fluency) and vocabulary are key components of reading success. Developing these skills is best achieved through systematic explicit instruction and opportunities to apply these skills through access to a wide variety of reading materials. While our current K-3 ELA resources include a focus on foundational skills and vocabulary development, providing additional supplementary materials will give our students access to more explicit instruction and immersive learning experiences.

Recommendation:

Results from the i-Ready diagnostic and other data sources show the need to increase our students proficiency in foundational skills and knowledge of vocabulary. To positively impact the growth of our students' reading skills, we are recommending the purchase of the Fountas and Pinnell Word Study Kits -K- 3. The materials will be purchased for K-3 classrooms using the \$18,000 LEO (Literacy Essentials Oakland ISD) materials allocation and general fund dollars.

Total Financial Impact: \$25,113.41

- **ISD LEO (Literacy Essentials Oakland) Materials Allocation:** \$18,000
- **General Fund:** \$7,113.41

Goal Statement/Strategic Plan Alignment

- **Curriculum and Instruction:** The Hazel Park School District will develop innovative, independent and persistent learners who think critically, communicate effectively, and positively influence the local and global community.





Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent
Dr. Stephanie Dulmage, Director of 21st Century Learning
Subject: Webster Early Childhood Enrollment
Date: April 19, 2021

Informational

Hazel Park Residents and Staff Member: Priority Application Period

The staff at Webster Early Childhood Center has a strong tradition of supporting the district's preschool aged children through the GSRP program and most recently the 3-year old Pre-School Academy. To express our continued support and respect for the Hazel Park community, we have scheduled a priority application period for Hazel Park residents and staff members until June 15, 2021. The option applies to the following programs:

- Tuition-Based 3-Year Old Preschool Academy
- Eligibility-Based 4-Year Old Great Start Readiness Program

Recommendation

3-Year Old Preschool Academy - Tuition Free for Staff Members

As a district, we are continually looking for ways to support and uplift our dedicated staff. One way to accomplish this goal is to allow our staff members to enroll their 3 year old children in the preschool academy free of charge. The current monthly fees are \$625.00. In addition to supporting our staff financially, this option contributes to overall staff well-being. Knowing your child is nearby and in the capable hands of caring adults is a great comfort and sense of safety.

Goal Statement/Strategic Plan Alignment

- **Curriculum and Instruction:** The Hazel Park School District will develop innovative, independent and persistent learners who think critically, communicate effectively, and positively influence the local and global community.
- **Community Relations:** The Hazel Park School District through strong community relations and collaboration with all stakeholders will develop high-achieving students.





Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent
Date: April 19th, 2021
Subject: Extended School Year Services - District

Extended School Year Program:

At this time, we are seeking approval from the Board of Education to provide Extended School Year services to those students who qualify, as indicated in their Individualized Education Plans (IEP's).

The need for extended school year (ESY) services must be considered for every student with a disability at each Individualized Education Program (IEP) Team meeting. ESY services must be provided if the IEP Team determines that such services are necessary for the provision of a free appropriate public education (FAPE) to the student. The need for ESY must be determined individually and may not be provided or denied based upon category of disability or program assignment. A student may be determined to need ESY services due to:

- 1) A serious potential for regression of skills beyond a reasonable period of recoupment;
- 2) The nature or severity of the disability; or
- 3) Critical stages or areas of learning.

In delivering Extended School Year services to students at the district level, special education personnel adhere to the programs and services indicated on the students IEP's. We are seeking approval for the following staff:

- 4 teachers
- 5 paraprofessionals



Financial Impact

The cost for staffing would include the hourly rate for ESY staff, plus benefits. The cost breakdown is as follows:

Cost	Days	Hours	# of Staff	Program	Total
\$51	18	3	4	Teacher	\$11,016
\$22.34	18	3	5	Paraprofessional	\$6,032
Total					\$17,048

For students whose Individualized Education Plans indicate the need and provision for transportation, this service will be offered to parents of students attending the District’s ESY program. The cost of transportation is unknown at this time due to the uncertainty of the number of students attending.

Goal Statement/Strategic Plan

The Hazel Park School District, through strong community relations and collaboration with all stakeholders, will develop high-achieving students.

I respectfully request that the Board of Education approves the provision for Extended School Year services, and approve the hiring of aforementioned personnel, so as to deliver these services to students with IEP’s who meet the aforementioned qualifications as set forth by IDEA law.

Respectfully,

Tamaran Dillard



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent
Date: April 19th, 2021
Subject: Recovery Services

Recovery Services Program:

At this time, we are seeking approval from the Board of Education to provide Recovery Services to those students who qualify, as indicated by a review of data to support the lack of progress with their goals in their Individualized Education Plans (IEP's), or to support a new, emerging area of deficit/need.

It is recommended by the Michigan Department of Education (MDE) that every student with a disability be considered for the provision of Recovery Services during their Individualized Education Program (IEP) Team meeting, or separately, as designated by the IEP teams. Recovery Services may be provided if the IEP Team determines that such services are necessary in coordination with their progress monitoring and data collection, specifically during the March 16, 2020- June 12, 2020 school closure. IEP team members have examined any foregone learning experienced by students with disabilities over the course of this period of time. Recovery Services are specific to the additional foregone learning that students with IEP's may have experienced. This type of instructional loss associated with the pandemic differs from the educational loss experienced when a district fails to provide FAPE.

In delivering Recovery Services, special education personnel are supplementing the goal area(s) as written in the students Individualized Education Plans by increasing time, frequency, and content material to work toward progression. A component of this initiative is to supplement the area of deficit, or new emerging need, not to supplant, according to MDE guidance.

We are seeking the approval for the following staff :

- 3 special education teachers
- 1 school social worker



Financial Impact

The cost for Recovery Services staffing would include the hourly rate for personnel plus benefits. The cost breakdown is as follows:

Cost	Days	Hours	# of Staff	Program	Total
\$51	12	3	4	Teacher/Social Worker	\$7,344
Total					\$7,344

Goal Statement/Strategic Plan

The Hazel Park School District will develop innovative, independent and persistent learners who think critically, communicate effectively, and positively influence the local and global community.

I respectfully request that the Board of Education approves the provision for Recovery Services, and approve the hiring of aforementioned personnel, so as to deliver these services to students with Individualized Education Plans who meet the qualifications as set forth by the Michigan Department of Education.

Respectfully,

Tamaran Dillard



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Dr. Amy Kruppe, Superintendent
From: Nick Nugent, Director of Human Resources
Date: April 14, 2021
Subject: 2021-2022 Paraprofessional Staffing

We are requesting approval for the 2021-2022 staffing for 123 paraprofessional positions throughout the school district.

The positions are categorized as Instructional in our Special Education classrooms that support EI, ASD, CI, SXI, and One-to-One, Behavior Intervention, and Early Childhood. In our General classrooms, Paraprofessionals provide instructional support in our Literacy and ESL programs. In Addition our request includes non-instructional requirements that provide Office Aid, Library and Media, Bus and Meal Support.

Paraprofessionals are paid out of the general fund, 31A, special education, and other grant funds.

K-8 Viking Virtual Academy:

2020-2021 staffing: 1
2021-2022 staffing: 0

Hoover Elementary:

2020-2021 staffing: 9
2021-2022 staffing : 9

United Oaks Elementary:

2020-2021 staffing: 7
2021-2022 staffing : 7

Webb Elementary:

2020-2021 staffing: 18
2021-2022 staffing : 18





Junior High

2020-2021 staffing: 9
2021-2022 staffing: 9

High School

2020-2021 staffing: 14
2021-2022 staffing: 11

Webster School

2020-2021 staffing: 11
2021-2022 staffing: 11

Edison School

2020 - 2021 staffing: 31
2021 - 2022 staffing: 27

Jardon School

2020 - 2021 staffing: 29
2021 - 2022 staffing: 29

Advantage

2020-2021 staffing: 2
2021-2022 staffing: 2

At the 2020-2021 Board meeting we approved staffing at a level of 136 Paraprofessionals We are asking approval for 123 Paraprofessionals for the 2021-2022 school year. The next step after your approval will be the placement of paraprofessionals by administration.

GOAL STATEMENT/STRATEGIC PLAN - RESOURCES: *The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.*

At this time, we are requesting approval of the 2021-2022 paraprofessional staffing at 124 Paraprofessionals

By doing so it will enable the District to meet the following Belief Statements:

- The school district supports the social, emotional, physical, and academic needs of each child.
- Student achievement is the core of every decision.
- All students have the ability to learn



Book	Policy Manual
Section	Policies for the Board
Title	Copy of NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po1422
Status	
Adopted	May 15, 2017
Last Revised	October 19, 2020

1422 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

Definitions:

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent is the individual who has been alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

School District community means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

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

For purposes of this policy, "military status" refers to a person's status in the uniformed services, which includes the performance of duty, on a voluntary basis, or involuntary basis, in a uniformed service including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any such duty as listed above.

The Board designates the Human Resources Office Designees to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Office of Human Resources
Hazel Park School District
1620 E. Elza Avenue
Hazel Park, MI 48030
248-658-5241
humanresources@hazelparkschools.org

The names, titles, and contact information of these individuals will be published annually in the staff handbooks, in the School District Annual Report to the public, on the School District's web site, on each individual school's web site and/or in the School District's calendar.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. Any sections of the District's collective bargaining agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts. A copy of each of the Acts and regulations on which this notice is based is available upon request from the CO. ~~may be found in the CO's office.~~

Reports and Complaints of Unlawful Discrimination and Retaliation

Employees are required ~~encouraged~~ to promptly report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other District-level official so that the Board may address the conduct. Any administrator, supervisor, or other District-level ~~employee or~~ official who receives such a complaint shall file it with the CO within two (2) school days.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's ~~complaining individual's~~ employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept reports ~~complaints~~ of unlawful discrimination/retaliation directly from any member of the School District community or a Third Party, or received reports that are initially filed with another Board employee. ~~visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation),~~ Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to the Complainant and the Respondent ~~any person who files a complaint~~. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one (1) of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the Complainant ~~employee~~ within two (2) business days to advise ~~him/her~~ of the Board's intent to investigate the wrongdoing.

Investigation and Complaint Procedure (See Form 1422 F2)

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been ~~Any employee who believes that s/he has been~~ subjected to unlawful discrimination or retaliation may seek resolution of the his/her ~~complaint~~ through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged ~~should make every effort~~ to file a complaint within thirty (30) ~~calendar~~ days

after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights or Equal Employment Opportunity Commission ("EEOC").

Informal Complaint Procedure

The goal of the informal complaint procedure is to promptly stop ~~stop quickly~~ inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who alleges unlawful discrimination or retaliation ~~believes s/he has been unlawfully discriminated or retaliated against~~. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the Complainant and the Respondent mutually ~~parties (the alleged target of the discrimination/retaliation and individual(s) alleged to have engaged in the discrimination)~~ agree to participate in it.

The Complainant ~~Employees who believe that they have been unlawfully discriminated/retaliated against~~ may proceed immediately to the formal complaint process and individuals who participate in ~~seek resolution through~~ the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community and ~~against~~ a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe ~~an individual feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe~~ doing so, the individual should tell or otherwise inform the Respondent that ~~person who engaged in~~ the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The Complainant ~~complaining individual~~ should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel the Complainant ~~individuals~~ when taking this initial step or to intervene on behalf of the individual if requested to do so. A complainant ~~An individual~~ who is uncomfortable or unwilling to directly approach the Respondent about the inappropriate conduct ~~may file~~ ~~inform the person who allegedly engaged in the unlawful conduct of his/her concerns is not prohibited from~~ ~~otherwise filing~~ an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process.

~~An individual who believes s/he has been unlawfully discriminated/retaliated against~~ A complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing: (1) to a building administrator; (2) directly to one (1) of the COs; and/or (3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one (1) of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide the Complainant ~~employees who believe they are being unlawfully discriminated/retaliated against~~ with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, ~~individual claiming unlawful discrimination/retaliation~~ informal resolution may involve, but not be limited to, one (1) or more of the following:

- A. Advising the Complainant ~~individual~~ about how to communicate ~~his/her~~ concerns to the Respondent ~~person who allegedly engaged in the discriminatory/retaliatory behavior.~~
- B. Distributing a copy of Policy 1422 – Non-Discrimination and Equal Employment Opportunity ~~as a reminder~~ to the individuals in the school building or office where the Respondent ~~individual whose behavior is being questioned~~ works.
- C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution ~~between the individual claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.~~

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed ~~will exercise his/her authority~~ to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is ~~Parties who are~~ dissatisfied with ~~the results of~~ the informal complaint process, the Complainant may proceed to file a formal complaint. ~~And, as stated above,~~ either party ~~parties~~ may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process ~~or~~, if one (1) of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the Complainant, from the outset, elects to file a formal

complaint, or the Compliance Officer(s) determines the allegation are not appropriate for resolution through the informal process, ~~individual elects to file a formal complaint initially,~~ the formal complaint process shall be implemented.

A Complainant ~~An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant"),~~ may file a formal complaint, either orally or in writing, with a principal, the CO, Superintendent, or other District ~~official-level employee.~~

Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) ~~calendar~~ days after the conduct occurs.

If a Complainant informs a principal, Superintendent, or other District ~~official-level employee~~, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO/designee within two (2) business days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision- making process.

All formal complaints must include the following information to the extent known it is available: the identity of the Respondent ~~individual believed to have engaged in, or be engaging in, the discriminatory/retaliatory conduct~~; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent ~~person who allegedly engaged in the misconduct~~. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions deemed ~~s/he deems~~ appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the Respondent that a formal ~~individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a~~ complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 1422 - Non- Discrimination and Equal Employment Opportunity. The Respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) business days.

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO ~~or the~~ designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful harassment/retaliation of the Complainant. ~~Complainant has been subjected to unlawful discrimination/retaliation.~~ The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days ~~of~~ ^{receiving} the report of the CO or the designee, the

Superintendent must either issue a ~~written~~final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Superintendent~~Complainant was subjected to unlawful discrimination/retaliation, s/he~~ must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The Complainant may be represented, at their~~his/her~~ own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court~~-case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.~~

Privacy/Confidentiality

The ~~School~~District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity. ~~All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).~~

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided ~~s/he learns and/or provides~~ during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against an employee, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

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

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

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

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

~~Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.~~

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/ statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/ complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any ~~supportive interim~~ measures offered and/or provided to the Complainant and/or Respondent complainants and/or the alleged perpetrators, including no-contact orders issued to both parties, the dates the no-contact orders were issued, and the dates the parties acknowledged receipt of the no-contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student and/or Employee Handbooks or Codes of Conduct);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- N. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

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

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

Revised 9/17/18

© Neola ~~2018~~2021

Legal

- M.C.L. 37.2101 et seq., 37.1101 et seq.
- Fourteenth Amendment, U.S. Constitution
- 20 U.S.C. Section 1681, Title IX of Education Amendment Act
- 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
- 20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
- 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
- 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
- 34 C.F.R. Part 110 (7/27/93)
- 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
- 42 U.S.C. 2000e et seq., Civil Rights Act of 1964
- 29 U.S.C. 701 et seq., Rehabilitation Act of 1973 as amended
- 29 C.F.R. Part 1635

Last Modified by Debbie Scott on April 15, 2021



Book Policy Manual
Section Policies for the Board
Title Copy of MISSION STATEMENT
Code po2105
Status
Adopted May 15, 2017

2105 - **MISSION STATEMENT**

~~THE MISSION OF THE Hazel Park School District IN COLLABORATION WITH ALL STAKEHOLDERS PREPARES AND SUPPORTS STUDENTS FOR THE FUTURE THROUGH INNOVATION AND TECHNOLOGY.~~

The Hazel Park School District in collaboration with all Stakeholders prepares and supports students for the future.

Last Modified by Debbie Scott on April 9, 2021



Book	Policy Manual
Section	Policies for the Board
Title	Copy of OUR VISION
Code	po2110
Status	
Adopted	May 15, 2017

2110 - **OUR VISION**

~~Our vision at Hazel Park Schools is inspiring and empowering all learners to achieve excellence.~~

Inspire and empower all learners.

Legal

Last Modified by Debbie Scott on April 9, 2021



Book	Policy Manual
Section	Policies for the Board
Title	Copy of NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po3122
Status	
Adopted	May 15, 2017
Last Revised	November 16, 2020

3122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

Definitions:

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent is the individual who has been alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

School District community means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

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

For purposes of this policy, "military status" refers to a person's status in the uniformed services, which includes the performance of duty, on a voluntary basis, or involuntary basis, in a uniformed service including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any such duty as listed above.

The Board designates the Human Resources Office Designees to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinator") (hereinafter referred to as the "COs").

Office of Human Resources
 Hazel Park School District
 1620 E. Elza Avenue
 Hazel Park, MI 48030
 248-658-5241
 humanresources@hazelparkschools.org

The names, titles, and contact information of these individuals will be published annually in the staff handbook, on the School District's web site.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II, of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members, and the general public. Any sections of the District's collective bargaining agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts. A copy of each of the Acts and regulations on which this notice is available upon request from the CO. ~~based may be found in the CO's office.~~

Reports and Complaints of Unlawful Discrimination and Retaliation

Employees are required to ~~encouraged to promptly~~ report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other District-level official so that the Board may address the conduct. Any administrator, supervisor, or other District-level employee or official who receives such a report/complaint shall file it with the CO within two (2) ~~school~~ days.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's ~~complaining individual's~~ employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept reports/complaints of unlawful discrimination/retaliation directly from any member of the School District community or a Third Party, or received reports that are initially filed with another Board employee. ~~visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation); Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to the Complainant and the Respondent. ~~any person who files a complaint.~~ In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.~~

Any Board employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the Complainant employee within two (2) business days to advise ~~him/her~~ of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure (See Form 3122 F2)

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been ~~Any employee who believes that s/he has been~~ subjected to unlawful discrimination or retaliation may seek resolution of ~~the his/her~~ complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged ~~should make every effort~~ to file a complaint within thirty (30) ~~calendar~~ days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner

(ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights or Equal Employment Opportunity Commission ("EEOC").

Informal Complaint Procedure

The goal of the informal complaint procedure is to ~~promptly stop~~~~quickly stop~~ inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who alleges unlawful discrimination or retaliation~~believes s/he has been unlawfully discriminated or retaliated against~~. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the Complainant and the Respondent mutually~~parties (the alleged target of the discrimination/retaliation and individual(s) alleged to have engaged in the discrimination)~~ agree to participate in it.

The Complainant~~Employees who believe that they have been unlawfully discriminated/retaliated against~~ may proceed immediately to the formal complaint process and individuals who participate in~~seek resolution through~~ the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community and~~against~~ a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe~~an individual feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe~~ doing so, the individual should tell or otherwise inform the Respondent that~~person who engaged~~ in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The Complainant~~complaining individual~~ should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel the Complainant~~individuals~~ when taking this initial step or to intervene on behalf of the individual if requested to do so. A Complainant~~An individual~~ who is uncomfortable or unwilling to directly approach the Respondent about the inappropriate conduct may file~~inform the person who allegedly engaged in the unlawful misconduct of his/her concerns is not prohibited from otherwise filing~~ an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process.

~~An individual who believes s/he has been unlawfully discriminated/retaliated against~~ A Complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing: (1) to a building administrator; (2) directly to one of the COs; and/or (3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide the Complainant~~employees who believe they are being unlawfully discriminated/retaliated against~~ with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant~~individual claiming unlawful discrimination/retaliation~~, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the Complainant~~individual~~ about how to communicate his/her~~concerns~~ to the Respondent~~, person who allegedly engaged in the discriminatory/retaliatory behavior.~~
- B. Distributing a copy of Policy 3122 – Non-Discrimination and Equal Employment Opportunity ~~as a reminder~~ to the individuals in the school building or office where the Respondent~~individual whose behavior is being questioned~~ works.
- C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution. ~~between the individual claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.~~

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed~~will exercise his/her authority~~ to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is~~Parties who are dissatisfied with the results of~~ the informal complaint process, the Complainant may proceed to file a formal complaint. ~~And, as stated above, either party~~parties may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the Complainant, from the outset, elects to file a formal complaint, or the Compliance Officer(s) determines the allegations are not appropriate for resolution through the informal process, ~~individual elects to file a formal complaint initially,~~ the formal complaint process shall be implemented.

A Complainant ~~An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant");~~ may file a formal complaint, either orally or in writing, with a Principal, the CO, Superintendent, or other District-official, level employee.

Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) ~~calendar~~ days after the conduct occurs. If a Complainant informs a Principal, Superintendent, or other District-official level employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO/designee within two (2) ~~business~~ days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision- making process.

All formal complaints must include the following information to the extent known it is available: the identity of the Respondent ~~individual believed to have engaged in, or be engaging in; the discriminatory/retaliatory conduct;~~ a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent, person who allegedly engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the Respondent that a formal ~~individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a~~ complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 3122 - Non-Discrimination and Equal Employment Opportunity. The Respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) ~~business~~ days.

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO/~~or the~~ designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provide recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful harassment/retaliation of the Complainant. ~~Complainant has been subjected to unlawful discrimination/retaliation.~~ The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or the designee, the Superintendent must either issue a written final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Superintendent ~~Complainant was subjected to unlawful discrimination/retaliation, s/he~~ must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the misconduct pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

~~The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.~~

Privacy/Confidentiality

The ~~School~~ District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity. ~~All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).~~

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against an employee, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or

participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

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

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

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

~~Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.~~

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/ statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/ complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive interim-measures offered and/or provided to the Complainant and/or Respondent, ~~complainants and/or the alleged perpetrators~~, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;

- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student and/or Employee Handbooks or Codes of Conduct);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- N. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

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

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

Revised 5/18/20

© Neola ~~2018~~2021

Legal	M.C.L. 37.2101 et seq., 37.1101 et seq. Fourteenth Amendment, U.S. Constitution 20 U.S.C. Section 1681, Title IX of Education Amendment Act 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974 20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended 34 C.F.R. Part 110 (7/27/93) 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act 42 U.S.C. 2000e et seq., Civil Rights Act of 1964 29 U.S.C. 701 et seq., Rehabilitation Act of 1973 as amended 29 C.F.R. Part 1635
-------	---

Last Modified by Debbie Scott on April 15, 2021



Book	Policy Manual
Section	Policies for the Board
Title	Copy of NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po4122
Status	
Adopted	May 15, 2017
Last Revised	November 16, 2020

4122 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes") in its programs and activities, including employment opportunities.

Definitions:

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent is the individual who has been alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

School District community means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

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

For purposes of this policy, "military status" refers to a person's status in the uniformed services, which includes the performance of duty, on a voluntary basis, or involuntary basis, in a uniformed service including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any such duty as listed above.

The Board designates the Human Resources Office Designees to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinator") (hereinafter referred to as the "COs").

~~Office of Human Resources~~
Office of Human Resources

Hazel Park School District
 1620 E. Elza Avenue
 Hazel Park, MI 48030
 248-658-5241
 humanresources@hazelparkschools.org

The names, titles, and contact information of these individuals will be published annually on the School District's website and in the Staff Handbook.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, ~~Title IX of the Education Amendment Act of 1972, and~~ Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975, is provided to staff members, and the general public. Any sections of the District's collective bargaining agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts. A copy of each of the Acts and regulations on which this notice is available upon request from the CO. ~~based may be found in the CO's office.~~

Reports and Complaints of Unlawful Discrimination and Retaliation

Employees are required to ~~encouraged to~~ promptly report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other District-level official so that the Board may address the conduct. Any administrator, supervisor, or other District-level employee or official who receives such a report/complaint shall file it with the CO within two (2) ~~school~~ days.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's complaining individual's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept reports/complaints of unlawful discrimination/retaliation directly from any member of the School District community or a Third Party, or received reports that are initially filed with another Board employee. ~~visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation); Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to the Complainant and the Respondent. any person who files a complaint.~~ In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one (1) of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the Complainant employee within two (2) business days to advise ~~him/her~~ of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure (See Form 4122 F2)

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been ~~Any employee who believes that s/he has been~~ subjected to unlawful discrimination or retaliation may seek resolution of the his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged ~~should make every effort~~ to file a complaint within thirty (30) ~~calendar~~ days

after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights or Equal Employment Opportunity Commission ("EEOC").

Informal Complaint Procedure

The goal of the informal complaint procedure is to ~~promptly stop~~~~quickly stop~~ inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who alleges unlawful discrimination or retaliation, ~~believes s/he has been unlawfully discriminated or retaliated against~~. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the Complainant and the Respondent mutually~~parties (the alleged target of the discrimination/retaliation and individual(s) alleged to have engaged in the discrimination)~~ agree to participate in it.

The Complainant~~Employees who believe that they have been unlawfully discriminated/retaliated against~~ may proceed immediately to the formal complaint process and individuals who participate in~~seek resolution through~~ the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community and~~against~~ a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe~~an individual feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe~~ doing so, the individual should tell or otherwise inform the Respondent that~~person who engaged in~~ the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The Complainant~~complaining individual~~ should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel the Complainant~~individuals~~ when taking this initial step or to intervene on behalf of the individual if requested to do so. A Complainant~~An individual~~ who is uncomfortable or unwilling to directly approach the Respondent about the inappropriate conduct, may file~~inform the person who allegedly engaged in the unlawful misconduct of his/her concerns is not prohibited from otherwise filing~~ an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination (e.g., sex discrimination), ~~such as sexual discrimination~~, the CO may advise against the use of the informal complaint process.

~~An individual who believes s/he has been unlawfully discriminated/retaliated against~~ A Complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing: (1) to a building administrator; (2) directly to one (1) of the COs; and/or (3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one (1) of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide the Complainant~~employees who believe they are being unlawfully discriminated/retaliated against~~ with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, individual claiming unlawful discrimination/retaliation~~individual claiming unlawful discrimination/retaliation~~, informal resolution may involve, but not be limited to, one (1) or more of the following:

- A. Advising the Complainant~~individual~~ about how to communicate his/her concerns to the Respondent, person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing a copy of Policy 4122 – Non-Discrimination and Equal Employment Opportunity ~~as a reminder~~ to the individuals in the school building or office where the Respondent~~individual whose behavior is being questioned~~ works.
- C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution. ~~between the individual claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.~~

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed~~will exercise his/her authority~~ to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is~~Parties who are~~ dissatisfied with the results of the informal complaint process the Complainant may proceed to file a formal complaint. ~~a~~ And, as stated above, either party~~parties~~ may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one (1) of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the Complainant, from the outset, elects to file a formal complaint, or the Compliance Officer(s) determines the allegations are not appropriate for resolution through the informal process, ~~individual elects to file a formal complaint initially,~~ the formal complaint process shall be implemented.

A Complainant ~~An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant");~~ may file a formal complaint, either orally or in writing, with a Principal, the CO, Superintendent, or other District official. ~~level employee.~~ Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) ~~calendar~~ days after the conduct occurs. If a Complainant informs a Principal, Superintendent, or other District official ~~level employee,~~ either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO/designee within two (2) business days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known it is available: the identity of the Respondent ~~individual believed to have engaged in, or be engaging in, the discriminatory/retaliatory conduct~~; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. ~~person who allegedly engaged in the misconduct.~~ In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions ~~s/he deem~~ deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the Respondent that a formal ~~individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a~~ complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 4122 - Non-Discrimination and Equal Employment Opportunity. The Respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) ~~business~~ days.

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO/~~or the~~ designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful harassment/retaliation of the Complainant. ~~Complainant has been subjected to unlawful discrimination/retaliation.~~ The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or the designee, the Superintendent must either issue a ~~written final~~ decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Superintendent ~~Complainant was subjected to unlawful discrimination/retaliation, s/he~~ must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the misconduct pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The ~~parties~~ Complainant may be represented, at ~~their~~ his/her own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

~~The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.~~

Privacy/Confidentiality

The ~~School~~ District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity. ~~All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).~~

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided ~~s/he learns and/or provides~~ during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against an employee, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or

participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

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

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

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

~~Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.~~

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent ~~or designee~~ shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/ statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/ complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive interim measures offered ¹¹³and/or provided to the Complainant and/or Respondent ~~complainants and/or the alleged perpetrators~~, including no contact orders issued to both parties, the dates the no contact

- orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
 - L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks ~~or Codes of Conduct~~);
 - M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
 - N. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

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

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

Revised 6/15/20

© Neola ~~2018~~2021

Legal	M.C.L. 37.2101 et seq., 37.1101 et seq. Fourteenth Amendment, U.S. Constitution 20 U.S.C. Section 1681, Title IX of Education Amendment Act 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974 20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended 34 C.F.R. Part 110 (7/27/93) 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act 42 U.S.C. 2000e et seq., Civil Rights Act of 1964 29 U.S.C. 701 et seq., Rehabilitation Act of 1973 as amended 29 C.F.R. Part 1635
-------	---

Last Modified by Debbie Scott on April 15, 2021



Book	Policy Manual
Section	5000 Students
Title	Copy of EMERGENCY MEDICAL AUTHORIZATION
Code	po5341
Status	
Adopted	May 15, 2017

5341 - **EMERGENCY MEDICAL AUTHORIZATION**

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

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

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

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in [this policy and in Policy 5342 related to Do Not Resuscitate Orders](#), ~~the Superintendent's administrative guidelines.~~

© Neola ~~1994~~2021

Last Modified by Debbie Scott on March 22, 2021



Book	Policy Manual
Section	5000 Students
Title	Copy of Vol. 35, No. 2 - February 2021 New DO NOT RESUSCITATE ORDERS (DNR) FOR MINOR STUDENTS
Code	po5342
Status	

5342 - **DO NOT RESUSCITATE ORDERS (DNR) FOR MINOR STUDENTS**

After April 4, 2021, if a parent or legal guardian who is legally authorized to execute a "Do Not Resuscitate" order ("DNR Order") for a student provides school administration with a copy of a duly executed DNR Order compliant with the law and in substantially the same form as dictated by statute, District administration shall proceed as follows.

If the administrator who receives a copy of a DNR Order from a parent or legal guardian of a student is not the Superintendent, the administrator shall immediately provide the Superintendent with the DNR Order.

The Superintendent shall ensure that all of the following conditions are met:

- A. The copy of the DNR Order must be placed in a file created specifically for a copy of a DNR Order or the revocation of a DNR Order in a manner and location to be determined by the Superintendent, regardless of whether the order pertains to a student with an individualized education program.
- B. If the District received a copy of a DNR Order for a student during the immediately preceding school year, the Superintendent, or his/her designee, must inquire of the student's parent or legal guardian at the beginning of each school year subsequent to which the DNR Order was in effect to determine if the order is still in effect.
- C. The Superintendent, or his/her designee, must provide actual notice of the DNR Order to each teacher or other school employee who provides instructional or noninstructional services directly to the student.

If an administrator received actual notice of a revocation of a DNR Order, s/he shall immediately provide the revocation to the Superintendent and the Superintendent, or his/her designee shall immediately place the revocation in the file created per the instruction and provide actual notice of the revocation to each teacher or other school employee who provides instructional or noninstructional service directly to the student.

The Board shall ensure that timely and appropriate training regarding compliance with the DNR Order is provided to each teacher or other school employee who provides services to a student with a DNR Order, according to his/her level of responsibility.

An individual who determines that a minor student, while located at school, is wearing a do-not-resuscitate identification bracelet or an individual who has actual notice of valid DNR Order related to the minor student shall not attempt to resuscitate the minor student before an appropriate health professional arrives to assist.

© Neola 2021

Legal	M.C.L. 333.1051, et. seq.
	M.C.L. 380.1180



Book	Policy Manual
Section	5000 Students
Title	Copy of Vol. 35, No. 2 - February 2021 New PHYSICIAN ORDER FOR SCOPE OF TREATMENT (POST)
Code	po5343
Status	

5343 - **PHYSICIAN ORDER FOR SCOPE OF TREATMENT (POST)**

An administrator who receives a copy of a physician order for scope of treatment ("POST") form from a parent or legal guardian of a student enrolled in the District shall immediately provide the form to the Superintendent.

A. The Superintendent shall ensure that all of the following conditions are met:

1. The copy of the POST form must be placed in a file created specifically for a copy of a POST form or the revocation of a POST form, in a manner and location to be determined by the Superintendent or his/her designee, regardless of whether the form pertains to a student with an individualized education program.
2. If the District received a copy of a POST form for a student during the immediately preceding school year, the Superintendent, or his/her designee, must inquire of the student's parent or legal guardian at the beginning of each school year subsequent to which the POST form was in effect to determine if the order is still in effect and request an updated copy of the form, if applicable.
3. The Superintendent, or his/her designee, must provide actual notice of the POST form described in this subsection to each teacher or other school employee who provides instructional or noninstructional services directly to the student.

B. If an administrator receives actual notice of a revocation of a POST form, s/he shall immediately provide the revocation to the Superintendent and the Superintendent or his/her designee shall immediately place the revocation in the file described under subsection (1)(a) and shall provide actual notice of the revocation to each teacher or other school employee who provides instructional or noninstructional services directly to the student, regardless of whether the revocation pertains to a student with an individualized education program.

C. The Board shall ensure that timely and appropriate training regarding compliance with the POST form is provided to each teacher or other school employee who provides services to a student with a POST form, according to his/her level of responsibility.

© Neola 2021

Legal M.C.L. 380.1181

Last Modified by Debbie Scott on March 22, 2021



Book	Policy Manual
Section	Policies for the Board
Title	EDGAR Revisions - February 2021 Revised COST PRINCIPLES - SPENDING FEDERAL FUNDS
Code	po6114
Status	

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 ¹¹⁹ 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.
- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
- D. Be ~~afforded~~ 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 ~~assigned~~ 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 relate 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.

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.).

- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one 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 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).

Timely Obligation of Funds

~~Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment. This term is used when referencing a recipient's or subrecipient's use of funds under a Federal award by the non-Federal entity during the same or a future period.~~

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 on or between the beginning and ending dates of the grant project. This period of time is known as~~ 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 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, ~~grant funding period begins or all necessary materials are submitted to the granting agency,~~ 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, ~~obligations may begin when the grant is approved,~~ unless an agreement exists with the awarding agency or the pass-through entity (e.g., MDE), ~~MDE or the pass-through entity~~ 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. 200.344(b), 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a), 200.458
 2 C.F.R. 200.474(b)
34 C.F.R. 76.707-.708(a), 75.703

© Neola ~~2020~~ **2021**

Legal 2 C.F.R. 200.344(b), 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a), 200.458
 2 C.F.R. 200.474(b)
 34 C.F.R. 76.707-.708(a), 75.703

Last Modified by Debbie Scott on March 22, 2021



Book Policy Manual
 Section Policies for the Board
 Title Copy of BUDGET PREPARATION
 Code po6220
 Status
 Adopted May 15, 2017

6220 - BUDGET PREPARATION

The District's operation and educational plan is reflected in its budgets. Each year, the Board of Education will cause to have prepared and then review and approve the following Fund budgets with:

- A. General Fund
- B. Special Revenue

Each budget shall be designed to carry out District operations in a thorough and efficient manner, maintain District facilities properly, and honor continuing obligations of the Board. The Board will endeavor to maintain a 7.5% fund balance by June 2021 and 10% by June 2022 / June 2023 and move forward to achieve a fund balance of 15%.

A proposed budget requires the critical analysis of every member of the Board prior to approval; once adopted, the budget deserves the support of all members of the Board regardless of their position before its adoption.

The Board directs the Superintendent to present the budgets to the Board along with all available information associated with each budget in sufficient time to allow for proper analysis and discussion prior to the hearing.

When presented to the Board for review and/or adoption, the information shall include, as appropriate:

- A. the number and category of staff members for the current and the ensuing year;
- B. the proposed expenditure and revenue in each financial category for the ensuing year;
- C. the anticipated expenditure and revenue in each financial category for the current year;
- D. the actual expenditure, the approved budget, and the revenue in each financial category for the previous year;
- E. an estimate of the student enrollment;
- F. the amount of fund equity anticipated at the end of the current year;
- G. an appropriations resolution.

Legal M.C.L. 141.434 et seq.

Last Modified by Debbie Scott on April 19, 2021



Book	Policy Manual
Section	6000 Finances
Title	Copy of PROCUREMENT – FEDERAL GRANTS/FUNDS
Code	po6325
Status	
Adopted	May 15, 2017
Last Revised	November 16, 2020

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 ~~maintain~~ a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 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 a ~~contract administration system~~ 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 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 bidding list quarterly.

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, 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 ~~utilize~~ the following methods of procurement:

A. Informal Procurement Method

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. To the extent practicable, the District shall distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.

2. Small Purchases

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold of \$150,000.00. Small purchase procedures require that price or rate quotations shall be obtained from three (3) qualified sources.

Districts are responsible for determining an appropriate 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 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 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.

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 three (3) 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. ~~Competitive~~ **Proposals**

Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is 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.

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 three (3) 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 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 Proposals**

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one 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 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 is 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 CFR 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 CFR 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 CFR 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 CFR chapter 1). A person so excluded is debarred. (2 CFR 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 CFR 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~~ **maintains** 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).

© Neola ~~2019~~21

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

Last Modified by Debbie Scott on March 22, 2021



Book	Policy Manual
Section	Policies for the Board
Title	Copy of VIDEO SURVEILLANCE AND ELECTRONIC MONITORING
Code	po7440.01
Status	
Adopted	May 15, 2017

7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

In order to protect Board property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video surveillance/electronic monitoring systems serve to complement other means being employed in the District to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a video surveillance/electronic monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus security.

The Superintendent is responsible for approving where and when to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The building principals and administrators responsible for other facilities shall be responsible for recommending use of video surveillance/electronic monitoring. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent or Board President, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas). The Superintendent shall carefully consider and consult with District legal counsel before authorizing placement in, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms, or in individual classrooms during instructional times.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use. Signs shall be reasonably designed to notify people that their actions/behavior are being monitored/recorded. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.



Book	Policy Manual
Section	Policies for the Board
Title	Copy of STUDENT RECORDS
Code	po8330
Status	
Adopted	May 15, 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.

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

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

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

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement;
- 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 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 noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

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

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

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

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

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

The Board authorizes the administration to:

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

programs, or improving instruction;

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

This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

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)

- 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; (except for students participating in the address confidentiality program act);
- C. telephone number;
- D. date and place of birth;
- E. major field of study;
- F. participation in officially recognized activities and sports;
- G. height if member of an athletic team;
- H. weight, if member of an athletic team which requires disclosure to participate;
- I. dates of attendance;
- J. date of graduation;
- K. awards received;
- L. honor rolls;
- M. scholarships;

- N. telephone numbers for inclusion in school or PTO directories;
- O. school photographs or videos of students participating in school activities, events or programs;

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

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

If an opt-out form is signed and submitted to the District by a student's parent or legal guardian, the District shall not include the student's directory information in any of the uses that have been opted out of in the opt-out form. A student who is at least age eighteen (18) or is an emancipated minor may act on his 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 thirty (30) days after receipt of the District's public notice.

Armed Forces Recruiting

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

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

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

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

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

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

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

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

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

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

- A. providing the information as necessary for standardized tests that measures the student's academic progress and achievement

- B. providing the information as necessary to a person that is providing educational or educational support services to the student under a contract with the District

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town, unless a parent is prohibited from doing so due to a student's participation in the address confidentiality program act), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible students, must submit a written request to the building principal at least seven (7) work days before the scheduled date of the activity. The instrument will be provided to the parent within seven (7) business days of the principal receiving the request.

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

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

1. college or other postsecondary education recruitment, or military recruitment;
2. book clubs, magazines, and programs providing access to low-cost literary products;
3. curriculum and instructional materials used by elementary and secondary schools;
4. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. the sale by students of products or services to raise funds for school- related or education-related activities; and
6. student recognition programs.

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

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

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

The Superintendent shall also develop procedural guidelines for:

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

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

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

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

© Neola ~~2017~~2021

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

Last Modified by Debbie Scott on April 14, 2021



Book	Policy Manual
Section	Policies for the Board
Title	Copy of PROTECTIVE FACIAL COVERINGS DURING PANDEMIC/EPIDEMIC EVENTS
Code	po8450.01
Status	
Adopted	December 14, 2020

8450.01 - **PROTECTIVE FACIAL COVERINGS DURING PANDEMIC/EPIDEMIC EVENTS**

During times of elevated communicable disease community spread (pandemic or epidemic), the Superintendent will issue periodic guidance through Board of Education plans/resolution(s) in alignment with public health officials and/or in accordance with government edicts and including any Pandemic Plan developed by the District's Pandemic Response Team.

School settings can be a source of community spread. Wearing face masks/coverings is especially important during these times and can help mitigate the risk of exposure from person to person.

As such, during times of elevated communicable disease community spread, the Superintendent may activate this policy by notifying the school community, requiring all school staff, volunteers and visitors (including vendors) to wear appropriate face masks/coverings on school grounds unless it is unsafe to do so or where doing so would significantly interfere with the District's educational or operational processes.

Use of Mask/Face Covering

Cloth face coverings/masks should:

- A. fully cover the mouth, nose, and chin;
- B. fit snugly against the side of the face so there are no gaps;
- C. not create difficulty breathing while worn; and
- D. be held securely through either a tie, elastic, etc. to prevent slipping.

Facial masks/coverings generally should not include surgical masks or respirators unless medically indicated (as those should be reserved for healthcare workers) or masks designed to be worn for costume purposes.

All employee facial masks/coverings shall meet the requirements of the appropriate dress/staff grooming policies (Policy 3216/4216). All student facial masks/coverings shall meet the requirements of the appropriate Student Code of Conduct/Student Discipline Code and Policy 5511 Dress and Grooming.

~~Any person may be required to temporarily remove a face mask or covering when instructed to do so for identification or security purposes. Failure to comply with such a request violates this policy and may lead to disciplinary or other action.~~

~~Exceptions to the use of masks/face coverings include when:~~

- ~~A. facial masks/coverings in the school setting are prohibited by law or regulation;~~
- ~~B. facial masks/coverings are in violation of documented industry standards;~~
- ~~C. facial masks/coverings are not advisable for health reasons;~~
- ~~D. facial masks/coverings are in violation of the school's documented safety policies;~~

- E. ~~facial masks/coverings are not required when the staff works alone in an assigned work area;~~
- F. ~~there is a functional (practical) reason for a staff member or volunteer not to wear a facial mask/covering in the workplace;~~
- G. ~~settings where cloth masks might present a safety hazard (i.e. science labs);~~
- H. ~~for individuals who have difficulty wearing a cloth face covering; or~~
- I. ~~to assist with communication for hearing impaired students;~~ the individual is communicating with students who are hearing impaired or otherwise disabled, where accommodation is appropriate or necessary.;

The Board may be required to provide written justification to the local health officials upon request explaining why a staff member is not required to wear a facial covering in the school. Therefore, if any exceptions are made to the requirement for facial coverings, the request for such exception must be submitted in writing to the individual's supervisor with appropriate documentation provided. A decision on the request will be provided in writing.

Use of Face Shields

Face shields that wrap around the face and extend below the chin may be permitted as an alternative to ~~cloth~~ face masks/coverings with permission of the Superintendent as the Board recognizes that face shields may be useful in some situations, including:

- A. when interacting with students, such as those with disabilities, where communication could be impacted;
- B. when interacting with English-language learners or when teaching a foreign language;
- C. settings where ~~cloth~~ masks might present a safety hazard (i.e. science labs); or
- D. for individuals who have difficulty wearing a ~~cloth~~ face covering.

If employees receive approval from the District administration after discussing their request not to wear a face mask/covering/shield due to a physical, mental or developmental health condition, and/or if wearing a mask/covering/shield would lead to a medical emergency or would introduce significant safety concerns, the District administration may also discuss other possible accommodations for the staff member. Such discussion shall follow Board policies and guidelines under the ADA.

School nurses or staff who care for individuals with symptoms consistent with those of a communicable disease must use appropriate personal protective equipment (PPE), provided by the school, in accordance with OSHA standards.

When facial masks/coverings are required by the Board, and no exception has been applied, staff members who violate this policy shall be subject to disciplinary action in accordance with policies of the Board.

© Neola ~~2020~~2021

Last Modified by Debbie Scott on April 14, 2021



Book	Policy Manual
Section	Policies for the Board
Title	Copy of Vol. 35, No. 2 - February 2021 Revised WELLNESS
Code	po8510
Status	
Adopted	May 15, 2017

8510 - **WELLNESS**

As required by law, the Board of Education establishes the following wellness policy for the Hazel Park School District.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education, the District shall:

[Select one or more of the following:]

1. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
2. Nutrition education shall be included in the sequential, comprehensive Health curriculum in accordance with the curriculum standards and benchmarks established by the State.
3. Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
4. Nutrition education standards and benchmarks shall be age-appropriate and culturally relevant.
5. The standards and benchmarks for nutrition education shall be behavior focused.
6. Nutrition education shall include enjoyable, developmentally appropriate and culturally relevant participatory activities, such as contests, promotions, taste testing, and others.
7. Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.
8. Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
9. Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria.

10. () The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime.
11. () Nutrition education shall extend beyond the school by engaging and involving families and the community.
12. () Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.
13. () Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.
14. () Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.
15. () Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.
16. () Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.
17. () The District shall provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.
18. () other: _____.
19. () other: _____.
20. () other: _____.
21. () other: _____.

B. With regard to physical activity, the District shall:

[It is recommended that one (1) or more of the following be selected from both categories:]

1. Physical Education

- a. () A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the State.
- b. () All students in grades __ - __, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive instruction in physical education for ____ () minutes () **daily** () ____ **days per week** for the entire school year.
- c. () All students, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive instruction in physical education for ____ () minutes () **per day** () ____ **days per week** for at least ____ () semesters in grades ____ -12.
- d. () All students in grades K-12, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive daily physical education for the entire school year, for 150 minutes per week for K- ____ students and 225 minutes per week for students in grades ____ - 12.
- e. () The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
- f. () Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes and skills necessary to engage in lifelong, health-enhancing physical activity.
- g. () The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.

- h. () The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
- i. () Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks established by the State.
- j. () The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.
- k. () Planned instruction in physical education shall require students to be engaged in moderate to vigorous physical activity for at least fifty percent (50%) of scheduled class time.
- l. (X) Properly certificated, highly qualified teachers shall provide all instruction in physical education.
- m. () All physical education classes shall have a student/teacher ratio comparable to the student/teacher ratio in other curricular areas.
- n. (X) Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
- o. () Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.
- p. (X) Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.
- q. () Planned instruction in physical education shall include cooperative as well as competitive games.
- r. () Planned instruction in physical education shall take into account gender and cultural differences.
- s. () Planned instruction in physical education shall promote participation in physical activity outside the regular school day.
- t. () other: _____.
- u. () other: _____.
- v. () other: _____.
- w. () other: _____.

2. Physical Activity

- a. (X) Physical activity (X) shall () should not be employed as a form of discipline or punishment.
- b. () Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.
- c. (X) Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.
- d. () All students in grades K- ____ shall be provided with a daily recess period at least ____ () minutes in duration. Recess shall not be used as a reward or punishment.
- e. () The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.
- f. () The school shall encourage families and community organizations to institute programs that support physical activity of all sorts.
- g. () The school shall provide students in grades ____ - ____ with the opportunity to use physical activity in which they participate outside the regular school day (other than organized interscholastic athletics) to satisfy

curricular requirements.

- h. All students in grades ___ - ___ shall have the opportunity to participate in extracurricular activities and intramural programs that emphasize physical activity.
- i. All students in grades ___ -12 shall have the opportunity to participate in interscholastic sports programs.
- j. Schools shall offer a wide range of physical activities outside the regular school day that meet the needs, interests, and abilities of all students, including males, females, students with disabilities, and students with special healthcare needs.
- k. In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special healthcare needs.
- l. All after-school programs shall provide developmentally appropriate physical activity for the students who participate.
- m. Schools shall discourage extended periods of student inactivity, defined as two (2) hours or more without some physical activity.
- n. other: _____.
- o. other: _____.
- p. other: _____.
- q. other: _____.

C. With regard to other school-based activities ~~the District shall~~:

Free drinking water shall be available to students during designated meal times and may be available throughout the school day.

[Select one or more of the following:]

1. The schools shall provide at least ___ (___) minutes daily for students to eat.
2. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
3. The school shall provide attractive, clean environments in which the students eat.
4. Students at _____ **[insert name(s) of building(s)]** are not permitted to have drinks in the classroom.
5. Students at _____ **[insert name(s) of building(s)]** are permitted to have bottled water only in the classroom.
6. Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.
7. Schools **may** **shall** limit the number of celebrations involving serving food during the school day to no more than ___ (___) party(ies) per class per month.
8. Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.
9. An organized wellness program shall be available to all staff.
10. The schools **shall** **may** use environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware and dishes.

11. The schools shall may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.
 12. The schools shall may demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which they may qualify.
 13. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.
 14. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.
 15. other: _____.
 16. other: _____.
 17. other: _____.
 18. other: _____.
- D. With regard to nutrition promotion, any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.

Additionally, the District shall:

1. encourage students to increase their consumption of healthful foods during the school day;
 2. create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods that comply with the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards:
 - a. a variety of fresh produce to include those prepared without added fats, sugars, refined sugars, and sodium
 - b. a variety of vegetables daily to include specific subgroups as defined by dark green, red/orange, legumes, and starchy
 - c. whole grain products - half of all grains need to be whole grain-rich upon initial implementation and all grains must be whole grain-rich within two (2) years of implementation
 - d. fluid milk that is fat-free (unflavored and flavored) and low- fat (unflavored)
 - e. meals designed to meet specific calorie ranges for age/grade groups
 3. eliminate trans-fat from school meals
 4. require students to select a fruit or vegetable as part of a complete reimbursable meal
 5. designate wellness champions at each school that will promote resources through the District's website for wellness for students, families, and the community
 6. provide opportunities for students to develop the knowledge and skills for consuming healthful foods
- E. The District nutrition department will promote and encourage Farm to School efforts in order to provide the healthy foods identified above.
- F. All foods and beverages sold to students as fund raisers outside of the school meals program during the regular and extended school day for consumption on the school campus shall meet the USDA Competitive Food regulations, the Alliance for A Healthier Generation's Competitive Foods and Beverages Guidelines, and the USDA Smart Snacks in School nutrition standards.
- G. Rewarding children in the classroom should not involve candy and other foods that can undermine children's diets and health and reinforce unhealthy eating habits. A wide variety of alternative rewards can be used to provide positive

reinforcement for children's behavior and academic performance.

H. () Promotions/Partnerships:

1. () Through partnership with _____ **[insert local running organization]** each school has the opportunity to earn ___ mileage or running club.
2. () Through USTA partnerships, each K-12 school has the opportunity to receive more than \$_____ **[insert dollar amount]** worth of equipment to teach and implement tennis appropriate to grade level in the curriculum.
3. () Through community partnerships, the elementary schools will receive training and equipment to implement _____ **[insert name of a golf program; e.g., First Tee Golf]** into the curriculum.
4. () Through grants from _____ **[insert source of grants]** and local businesses, each elementary school has the opportunity to implement _____ **[insert name of local bike safety program]**.
5. () _____
6. () _____

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.
- C. The sale of foods and beverages to students that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited.
- D. All food items and beverages available for sale to students for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) between midnight and thirty (30) minutes after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, including, but not limited to, competitive foods that are available to students a la carte or as entrees in the dining area (except entree items that were offered on the National School Lunch Program (NSLP) or School Breakfast Program (SBP) menu on the day of and the day after they are offered on the NSLP or SBP menu), as well as food items and beverages from vending machines, from school stores, or as fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs.
- E. All foods offered on the school campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, or from vending machines.

[DRAFTING NOTE: THE FINAL RULES STATE THAT A POLICY MUST HAVE STANDARDS FOR FOOD AND BEVERAGES "PROVIDED" AT SCHOOL, SUCH AS PROVIDED FOR A CLASS PARTY OR AS A REWARD TO STUDENTS. THESE STANDARDS DO NOT HAVE TO MEET THE REQUIREMENTS IMPOSED ON FOOD SOLD AT SCHOOL. A DISTRICT CAN ADOPT THE SAME STANDARD AS FOR SOLD FOOD OR ESTABLISH ITS OWN STANDARDS AS LONG AS IT HAS SOMETHING IN PLACE FOR FOOD PROVIDED IN SCHOOL OTHER THAN THROUGH SALE. THIS DOES NOT APPLY TO FOOD BROUGHT IN FOR INDIVIDUAL CONSUMPTION, I.E., A SACK LUNCH.]

- F. All food and beverages that are provided, other than through sale, on the school campus during the school day (which may include classroom snacks, for classroom parties, and at holiday celebrations) shall comply with the

() current USDA Dietary Guidelines for Americans.

OR

food and beverage standards approved by the Superintendent () _____

OR

() the following standards: _____.

[It is recommended that one (1) or more of the following be selected:]

- G. () The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- H. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well regardless of unpaid meal balances and without stigma.
- I. () All foods available on campus at any time shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as well as foods that are served as classroom snacks, from vending machines, for fund raisers, for classroom parties, at holiday celebrations, at concession stands, or at any school-related event.
- J. () The school food service program () **may** () **shall** involve
- () students,
- () parents,
- () staff,
- () school officials
- in the selection of competitive food items to be sold in the schools.
- K. () Nutrition information for competitive foods available during the school day shall be readily available near the point of purchase.
- L. () All foods available to students in District programs, other than the food service program, shall be served with consideration for promoting student health and well-being.
- M. () The school shall prepare and distribute to staff, parents, and after-school program personnel a list of snack items that comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards.
- N. () The food service program shall be administered by a qualified nutrition professional.
- O. () The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.
- P. () All food service personnel shall receive pre-service training in food service operations.
- Q. () Continuing professional development shall be provided for all staff of the food service program.
- R. () other: _____.
- S. () other: _____.

The Board designates the Superintendent () _____ as the individual(s) charged with operational responsibility for verifying that the District meets the goals established in this policy.

The Superintendent shall appoint a District wellness committee that () **meets at least four (4) times per year and** includes parents, students, representatives of the school food authority, educational staff (including health and physical education teachers), mental health and social services staff, school health professionals, members of the public and school administrators to oversee development, implementation, evaluation and periodic update of the wellness policy. The Wellness Committee shall be an ad hoc committee with members recruited and chosen annually. School-level health advisory teams may assist in the planning and implementation of these Wellness initiatives.

The Wellness Committee shall be responsible for:

- A. assessment of the current school environment;
- B. review of the District's wellness policy;
- C. presentation of the wellness policy to the school board for approval;
- D. measurement of the implementation of the policy;
- E. recommendation for the revision of the policy, as necessary.

Before the end of each school year the Wellness Committee shall recommend to the Superintendent any revisions to the policy it deems necessary and/or appropriate. In its review, the Wellness Committee shall consider evidence-based strategies in determining its recommendations.

The Superintendent shall report annually to the Board on the progress of the Wellness Committee and on its evaluation of policy implementation and areas for improvement, including status of compliance by individual schools and progress made in attaining goals of policy.

The Superintendent is also responsible for informing the public, including parents, students and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall:

- A. distribute information at the beginning of the school year to families of school children;
- B. include information in the student handbook;
- C. _____ **[include other methods of informing the public];**
- D. and post the policy on the District's website, including the Wellness Committee's assessment of the implementation of the policy.

The District shall assess the Wellness Policy at least once every three (3) years on the extent to which schools in the District are in compliance with the District policy, the extent to which the District policy compares to model wellness policies, and the progress made in attaining the goals of the District Wellness Policy. The assessment shall be made available to the public

- A. in the parent and staff handbooks;
- B. in the School District Annual Report to the public;
- C. on the School District's web site;
- D. on each individual school's web site;
- E. in the School District's calendar.
- F. _____.

© Neola ~~2017~~2021

Legal 42 U.S.C. 1751, Sec. 204
 42 U.S.C. 1771
 7 C.F.R. Parts 210 and 220

Last Modified by Debbie Scott on April 14, 2021



Book	Policy Manual
Section	8000 Operations
Title	Copy of CRIMINAL JUSTICE INFORMATION SECURITY (NON-CRIMINAL JUSTICE AGENCY)
Code	po8321
Status	
Adopted	May 15, 2017
Last Revised	May 18, 2020

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

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

A. Sanctions for Non-Compliance

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

B. Local Agency Security Officer (LASO)

The Superintendent shall be designated as the District's Security Officer and shall be responsible for overall implementation of this policy and for data and system security. This shall include:

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

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

C. Agency User Agreements

The District shall enter into any required User Agreement for Release of CHRI ("User Agreement"), and future amendments, by the Michigan State Police necessary to access the required CHRI on applicants, volunteers, and all other statutorily

required individuals, such as contractors and vendors and their employees assigned to the District. The LASO shall be responsible for the District's compliance with the terms of any such User Agreement.

D. Personnel Security

Authorized users/personnel shall be individuals who have been appropriately vetted through a national fingerprint-based background check, as required by school safety legislation, and have been granted access to CHRI data, wherein access is only for the purpose of evaluating an individual's qualifications for employment or assignment.
~~All individuals that require access to any criminal justice information shall be subject to the following standards prior to granting of access:~~

1. ~~**Background Checks**—A Michigan (or state of residency if other than Michigan) and a national fingerprint-based criminal history record check shall be conducted within thirty (30) days of assignment to a position with direct access to criminal justice information or with direct responsibility to configure and maintain computer systems and networks with direct access to criminal justice information. Background re-checks should be conducted every five (5) years.~~
 - a. ~~A felony conviction of any kind will disqualify an individual for access to criminal justice information.~~
 - b. ~~If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate. This includes, but is not limited to, any record which indicates the individual may be a fugitive or shows arrests without convictions. Such approval shall be recorded in writing, signed, dated and maintained with the individual's file.~~
 - c. ~~If support personnel, contractors or custodial workers need to be in an area where CHRI is maintained or processed, they shall be escorted by or under the supervision of authorized personnel at all times while in those areas. Information Technology contractors or vendors will be physically or virtually escorted by authorized personnel anytime said individual have access to facilities, areas, rooms, or an agency's CHRI information system.~~
2. **Subsequent Arrest/Conviction** - If an individual granted access to criminal justice information is subsequently arrested and/or convicted, access shall be suspended immediately until the matter is reviewed by the LASO to determine if continued access is appropriate. Such determination shall be recorded in writing, signed, dated and maintained with the individual's file. In the event that the LASO has the arrest/conviction, the Superintendent (if not the designated LASO) shall make the determination. If the Superintendent is also the designated LASO, the determination shall be made by the Superintendent. Except that, as noted in D(1)(a), individuals with a felony conviction of any kind will have their access indefinitely suspended.
3. **Public Interest Denial** - If the LASO determines that access to criminal justice information by any individual would not be in the public interest, access shall be denied whether that person is seeking access or has previously been granted access. Such decision and reasons shall be in writing, signed, dated and maintained in the individual's file.
4. **Approval for Access** - All requests for access to criminal justice information shall be as specified and approved by the LASO. Any such designee must be a direct employee of the District. The District must maintain a readily accessible list that includes the names of all LASO approved personnel with access to criminal justice information, as well as the reason for providing each individual access. This list shall be made available to Michigan State Police upon request.
5. **Termination of Employment/Access** – Within twenty-four (24) hours of the termination of employment, all access to criminal justice information shall be terminated immediately for that individual, such as requiring the individual to return any keys or access cards to buildings, offices, and /or files, or closing the individual's account and/or blocking access to any systems containing such information at the District.
6. **Transfer/Re-assignment** - When an individual who has been granted access to criminal justice information has been transferred or re-assigned to other duties, the LASO shall determine whether continued access is necessary and appropriate. If not, s/he shall take such steps as necessary to block further access to such information within the twenty-four (24) hour period immediately following the transfer or reassignment.
7. ~~**Information Technology Contractors and Vendors**[±]—Prior to granting access to criminal justice information to an IT contractor or vendor, identification must be verified via a Michigan (or state of residency if other than Michigan) and national fingerprint-based criminal history record check. A felony conviction of any kind, as well as any outstanding arrest warrant, will disqualify an IT contractor or vendor for access to criminal justice information. A contractor or vendor with a criminal record of any other kind may be granted access if the LASO determines the nature or severity of the misdemeanor offense(s) does not warrant disqualification. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate.~~

E. Media Protection

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

1. **Media Storage and Access** – All digital and physical media shall be stored in a physically secure location or controlled area, such as locked office, locked cabinet or other similarly secure area(s) which can only be accessed by authorized individuals. If such security cannot be reasonably provided, then all digital CHRI background data shall be encrypted. Digital media shall be stored on a District or School server. Storage on a third party server, such as cloud service, is not permitted. Storage of digital media must conform to the requirements in AG 8321.
2. **Media Transport** – Digital and physical media shall only be transported upon sufficient justification approved by the LASO. Digital and physical media shall be protected when being transported outside of a controlled area. Only authorized individuals shall transport the media. Physical media (e.g. printed documents, printed imagery, etc.) shall be transported using a locked container, sealed envelope, or other similarly secure measure. To the extent possible, digital media (e.g., hard drives and removable storage devices such as disks, tapes, flash drives and memory cards) shall be either encrypted and/or be password protected during the transport process. The media shall be directly delivered to the intended person or destination and shall remain in the physical control and custody of the authorized individual at all times during transport. Access shall only be allowed to an authorized individual.
3. **Media Disposal/Sanitization** – When the CHRI background check is no longer needed, the media upon which it is stored shall either be destroyed or sanitized. The LASO and the Superintendent shall approve in writing the media to be affected. This record shall be maintained by the LASO during the individual's active employment plus an additional six (6) years.
 - a. **Digital Media** - Sanitization of the media and deletion of the data shall be accomplished by either overwriting at least three (3) times or by degaussing, prior to disposal or reuse of the media. If the media is inoperable or will not be reused, it shall be destroyed by shredding, cutting, or other suitable method to assure that any data will not be retrievable.
 - b. **Physical Media** – Disposal of documents, images or other type of physical record of the criminal history information shall be cross-cut shredded or incinerated. Physical security of the documents and their information shall be maintained during the process by authorized individuals. Documents may not be placed in a waste basket or burn bag for unauthorized individuals to later collect and dispose of.

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

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

All individuals requested to complete a fingerprint-based CHRI background check must have given written consent—properly signed and dated—at time of application and be notified fingerprints will be used to check the criminal history records of the FBI, prior to completing a fingerprint-based CHRI background check. The most current and unaltered Livescan form (RI-030) will satisfy this requirement and must be retained. Individuals subject to a fingerprint-based CHRI background check shall be provided the opportunity to complete or challenge the accuracy of the individual's criminal history record.

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

6. Controlled Area/Physical Protection

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

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

7. Passwords (Standard Authentication)¹²

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

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

8. Security Awareness Training

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

9. Secondary Dissemination of Information

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

- a. the date of release;
- b. record disseminated;
- c. method of sharing;
- d. agency personnel that shared the CHRI;
- e. the agency, and name of the individual at the agency, to which the information was released;

f. whether an authorization was obtained.

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

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

Incident Handling and Responses

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

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

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

1. The LASO shall be notified immediately.
2. The breach shall be assessed and steps taken to correct the situation:
 1. access shall be stopped for any unauthorized user;
 2. media shall be secured;

3. systems shall be shut down as necessary to avoid further exposure to unauthorized access or dissemination of CHRI;
 4. such other steps are deemed necessary by the LASO or authorized personnel involved in assessing the incident.
3. All necessary information regarding the security breach and District responses shall be recorded, analyzed, and preserved, including who was involved in taking incident response measures.
 4. The LASO shall be responsible for filing the incident report with the MSP.

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

5. Mobile Device - Incident Handling and Response

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

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

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

Collection of Evidence

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

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

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

Revised 9/17/18

© Neola ~~2018~~2021

Legal	Ref: Criminal Justice Information Services - Security Policy (Version 5.6, 2017), U.S. Dept. of Justice and Federal Bureau of Investigation Noncriminal Justice Agency Compliance Audit Review, Michigan State Police, Criminal Justice Information Center, Audit and Training Section Conducting Criminal Background Checks, Michigan State Police, Criminal Justice Information Center
-------	---

Last Modified by Debbie Scott on March 22, 2021



Book	Policy Manual
Section	8000 Operations
Title	Copy of SCHOOL SAFETY INFORMATION
Code	po8400
Status	
Adopted	May 15, 2017
Last Revised	October 19, 2020

8400 - SCHOOL SAFETY INFORMATION

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

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

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

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

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

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

- A. Chief Judge of Circuit and/or District Courts or his/her designee, including a representative of the family division;
- B. representative from the Intermediate School District (ISD);
- C. representative(s) from the local child protection agency;
- D. building administrators;
- E. teachers;

- F. parents;
- G. students in grades 9 through 12;
- H. representative(s) from emergency medical services;
- I. School Resource Officer.

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

District Contact Person

Furthermore, in accordance with State law, the Board hereby designates the School Resource Officer as the District contact person who shall receive information from law enforcement officials, prosecutors and the court officials, including receipt of information provided from the Michigan State Police relating to the student safety act hotline ("OK2Say"). The current contact information for School Resource Officer shall be provided to the Michigan State Police in the manner and frequency required by law.

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

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

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

Required Reporting

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

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

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

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

Law Enforcement Information Network (LEIN)

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

Threat Assessment

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

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

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

The Team will meet on a regular basis when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

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

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

- A. identifying team participants by position and role;
- B. requiring team participants to undergo appropriate training;
- C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;
- D. defining that types of information that may be gathered during the assessment;
- E. stating when and how parents/guardians of the student making the threat shall be notified and involved;
- F. designating the individuals (by position) who would be responsible for gathering and investigating information;
- G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

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

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

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

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

Persistently Dangerous Schools

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

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year when the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall discuss this at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

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

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

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

Victims of Violent Crime

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

© Neola ~~2020~~2021

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

Last Modified by Debbie Scott on March 22, 2021

The School District of the City of
Hazel Park
Of Oakland County

2nd Amended Budget
APPROPRIATION ACT
July 1, 2020-June 30, 2021

**For
Public Hearing
For
Board of Education Adoption**

April 19, 2021

TABLE OF CONTENTS

General Fund Revenue	2
General Fund Expenditures	3
General Fund Resolution	4-5
Closing Resolution	6

**GENERAL FUND REVENUE
BUDGET
July 1, 2020-June 30, 2021
with prior year actuals**

	2017-2018 Actual	2018-2019 Actual	2019-2020 Actual	2020-2021 Adopted Budget 6/29/2020	2020-2021 Amend 1 Budget 1/11/2021	2020-2021 Amend 2 Budget 4/19/2021
Local	\$5,215,874	\$3,916,566 ¹	\$4,982,510 ²	\$4,886,878	\$5,120,465	\$5,136,464 ³
State	30,037,298	27,772,605	26,950,370	25,483,725	27,195,725	27,596,687
Federal	2,272,053	2,214,203	2,182,951	2,164,491	4,318,180	5,494,372
Other Transactions	<u>0</u>	<u>1,598,483</u>	<u>1,662,776</u>	<u>1,601,601</u>	<u>2,463,617</u>	<u>2,463,617</u>
	<u>\$37,525,225</u>	<u>\$35,501,857</u>	<u>\$35,778,607</u>	<u>\$34,136,695</u>	<u>\$39,097,987</u>	<u>\$40,691,140</u>

¹ Included in local revenue is \$2,951,125 resulting from a levy of 18.0000 mills on non-homestead property approved in 2018. This revenue is to be used to pay wage, fringe benefit, purchased service, supply and material, and capital outlay expenses.

² Included in local revenue is \$3,237,000 resulting from a levy of 18.0000 mills on non-homestead property approved in 2019. This revenue is to be used to pay wage, fringe benefit, purchased service, supply and material, and capital outlay expenses.

³ Included in local revenue is \$3,532,124 resulting from a levy of 18.0000 mills on non-homestead property approved in 2019. This revenue is to be used to pay wage, fringe benefit, purchased service, supply and material, and capital outlay expenses.

**GENERAL FUND EXPENDITURES
BUDGET**

July 1, 2020-June 30, 2021
with prior year actuals

	<u>2017-2018 Actual</u>	<u>2018-2019 Actual</u>	<u>2019-2020 Actual</u>	<u>2020-2021 Adopted Budget 6/29/2020</u>	<u>2020-2021 Amend 1 Budget 1/11/2021</u>	<u>2020-2021 Amend 2 Budget 4/19/2021</u>
INSTRUCTION						
Basic Programs	\$17,896,532	\$14,861,723	\$15,772,992	\$15,175,041	\$17,132,103	\$17,665,338
Added Needs	5,841,488	6,171,240	6,601,987	7,164,699	7,102,176	7,367,493
Adult/Continuing Education	359,315	11,589	0	0	0	0
TOTAL INSTRUCTION	\$24,097,335	\$21,044,552	\$22,374,979	\$22,339,740	\$24,234,280	\$25,032,831
SUPPORT SERVICES						
Pupil	\$2,327,013	\$2,174,800	\$1,999,506	\$2,095,705	\$2,068,958	\$2,289,964
Instructional Staff	1,564,025	1,079,667	1,346,369	1,594,696	1,568,426	1,615,000
General Administration	568,667	618,894	626,185	633,512	555,959	619,000
School Administration	1,666,542	1,719,483	1,613,117	1,638,599	1,870,779	1,835,230
Business	751,762	1,156,102	811,939	745,370	721,581	715,426
Operation & Maintenance	3,471,114	3,247,205	3,944,244	3,771,928	5,047,824	5,840,229
Transportation	397,556	462,415	415,165	459,794	383,966	351,312
Central	885,128	930,573	1,115,170	1,084,065	1,105,346	1,303,676
Other	508,433	482,470	509,034	520,661	332,920	368,399
TOTAL SUPPORT SERVICES	\$12,140,240	\$11,871,609	\$12,380,729	\$12,544,330	\$13,655,759	\$14,938,236
Community Services	\$71,911	\$98,067	\$101,941	\$121,417	\$97,679	\$111,453
Debt Service	33,000	33,000	33,000	33,000	33,000	33,000
Payments to Subgrantee	53,762	94,600	140,071	140,071	201,641	201,641
TOTAL OTHER	\$158,673	\$225,667	\$275,012	\$294,488	\$332,320	\$346,094
GRAND TOTAL	\$36,396,248	\$33,141,828	\$35,030,720	\$35,178,558	\$38,222,359	\$40,317,161
OTHER FIN. SOURCES (USES)						
Transfers In	\$1,110,841	\$1,585,058	\$1,548,365	\$1,569,040	\$1,569,040	\$1,569,040
Transfers Out	(756,451)	(402,498)	(74,438)	(290,713)	(290,713)	(290,713)
TOTAL OTHER FIN. SOURCES (USES)	\$354,390	\$1,182,560	\$1,473,927	\$1,278,327	\$1,278,327	\$1,278,327
Excess	\$1,483,367	\$3,542,589	\$2,221,814	\$236,464	\$2,153,955	\$1,652,306
Beginning Fund Balance (Deficit)	(5,632,331)	(4,148,964)	(606,375)	1,615,439	1,615,439	1,615,439
Ending Fund Balance (Deficit)	(\$4,148,964)	(\$606,375)	\$1,615,439	\$1,851,903	\$3,769,394	\$3,267,745
As % of Total Expenses	-11.40%	-1.83%	4.61%	5.26%	9.86%	8.11%

**RESOLUTION FOR ADOPTION BY
THE BOARD OF EDUCATION OF THE SCHOOL DISTRICT OF THE CITY OF HAZEL PARK
2020-2021 BUDGET**

RESOLVED, that this resolution shall be the **GENERAL FUND** Appropriation Act of The School District of the City of Hazel Park for the fiscal year 2020-2021. A resolution to make appropriations: and to provide for the disposition of all income received by The School District of the City of Hazel Park.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the **GENERAL FUND** of The School District of the City of Hazel Park for fiscal year 2020-2021, be adopted as follows:

REVENUE

Local	5,136,464	
State	27,596,687	
Federal	5,494,372	
Other Transaction	<u>2,463,617</u>	
Total Revenue		\$40,691,140
Beginning Fund Balance (Deficit)	1,615,439	
Estimated Fund Balance Available to Appropriate		<u>1,615,439</u>
TOTAL APPROPRIATED FOR GENERAL FUND		<u>\$42,306,579</u>

BE IT FURTHER RESOLVED, that **\$38,748,121** in the **GENERAL FUND** is hereby appropriated in the amounts and for the purposes set forth below

FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to the Appropriation Act as Adopted by the Board of Education.

EXPENDITURES

Instruction:

Basic Programs	17,665,338
Added Needs	7,367,493
Adult/Continuing Education	0

Support Services:

Pupil	2,289,964
Instructional Staff	1,615,000
General Administration	619,000
School Administration	1,835,230
Business	715,426
Operation & Maintenance	5,840,229
Transportation	351,312
Central	1,303,676
Other	368,399

Community Services 111,453

Outgoing Transfers & Other Transactions (1,569,040)

Debt Service and Subgrantee Payments 234,641

TOTAL APPROPRIATED - GENERAL FUND \$ 38,748,121

ESTIMATED EDNING FUND BALANCE \$ 3,267,745

FURTHER BE IT RESOLVED, that the revenue from the levy of 18 mills on non-homestead property (with Commercial Personal Property being exempted from 12 of these 18 mills) be used to pay wages, fringe benefits, purchased services, supplies and materials, capital outlay, and for transfers to other funds or governmental entities (O.C.I.S.D.).

FURTHER RESOLVED that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to the Appropriation Act as Adopted by the Board of Education.

BE IT FURTHER RESOLVED, that the Superintendent and his/her designee are hereby charged with the responsibility of preparing and presenting proposed budgets and executing the budgets adopted by the Board.

FURTHER RESOLVED, that for purposes of meeting emergency needs of the district in the event that an appropriation is insufficient and there is no regular scheduled board meeting prior to the date the expenditure exceeding the appropriation would normally occur, transfers of appropriation not to exceed \$100,000 may be made upon written authorization of the Superintendent or his/her designee. When a transfer, as permitted by this resolution, is made, said transfer shall be presented to the Board of Education at the next regular scheduled Board of Education meeting as an amendment to the Appropriation.



Ford Administration

Jason Zirnis, Assistant Superintendent of Business and Operations
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5217 | F: 248-544-5443
www.hazelparkschools.org

To: Dr. Amy Kruppe, Superintendent

From: Jason Zirnis, Assistant Superintendent of Business and Operations

Date: April 16, 2021

Re: 457 Retirement Plan

There have been several requests by employees to have a 457 Retirement Plan added to our list of eligible plans available. There is no financial impact to the District and the plan would be administered through our current Third Party Administrator; PensServe.

The 457 Retirement plan works the same as a 403(b) plan except the employee has the ability to withdraw funds without penalty prior to age 55 as long as they are no longer employed by the company from which the contributions were made.

We are recommending to the Board the approval of the plan to be effective immediately in order for employees retiring this year to be able to utilize the plan if they so choose.

Funding Sources:

General Fund Impact: None

Strategic Plan: Goal Statement - Resources

Goal Statement: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art-technology.

2021 Tax Rate Request (This form must be completed and submitted on or before September 30, 2021)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes	2021 Taxable Value of ALL Properties in the Unit as of 5-24-2021
Local Government Unit Requesting Millage Levy	For LOCAL School Districts: 2021 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2021 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2020 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2021 Current Year "Headlee" Millage Reduction Fraction	(7) 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized

Prepared by	Telephone Number	Title of Preparer	Date
-------------	------------------	-------------------	------

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2021 for instructions on completing this section.

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Instructions For Completing Form 614 (L-4029) 2021 Tax Rate Request, Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

Column 1: Source. Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

Column 2: Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2021 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

Column 3: Date of Election. Enter the month and year of the election for each millage authorized by direct voter approval.

Column 4: Millage Authorized. List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

Column 5: 2020 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The **2020** permanently reduced rate can be found in column 7 of the **2020** Form L-4029. For operating millage approved by the voters after April 30, 2020, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 6: Current Year Millage Reduction Fraction. List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2021 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2021 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2021. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

Column 7: 2021 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. The number in column 7 is found by multiplying column 5 by column 6 on this 2021 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization). List the millage rollback fraction for 2021 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2021. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

Column 9: Maximum Allowable Millage Levy. Multiply column 7 (2021 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

Column 10/Column 11: Millage Requested to be Levied. Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2021. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004 regarding the change in the collection date of certain county taxes.

Column 12: Expiration Date of Millage. Enter the month and year on which the millage will expire.



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent
Date: March 26, 2021
Subject: High School Freezer

The high school freezer is in need of some minor repairs. The whole unit is from 1976 and is beginning to have some issues. The door does not completely seal letting in moisture to develop and freeze. The food will develop ice burn and will have patches of ice on them. The condenser will leak from time to time causing patches of ice that develop on the floor. The ice in the freezer makes the area an unsafe environment and should be correct as soon as possible. The cost is over the board policy and the District solicited three quotes which are listed below.



The District is requesting to repair the high school freezer and use Pap's Refrigeration Services Co \$13,575.00. The district solicited three quotes which are listed below:

Company	Cost
Papa's Refrigeration Services Co	\$13,575.00
Stafford-Smith Inc	\$22,418.13
Elliott Food Equipment	Refused to Bid

The funding source would be food service fund. The current balance is \$403,130.32





**HAZEL PARK
SCHOOLS**

There is minimal impact as the food service fund budgets for new equipment on a yearly basis. The current budget for equipment has a remaining balance of \$205,914.04.

The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving quality facilities, and integrating state-of-the-art technology.



Quote

09/21/2020

To:
Hazel Park Schools
Marsha Dziewit

Project:
Hazel Park HS Walk-in Upgrades

From:
Stafford Smith, Inc.
Matthew Bigelow
25311 Dequindre Road
Madison Heights, MI 48071
248-798-9114 (Contact)

Job Reference Number: 32969

Item	Qty	Description	Sell	Sell Total
1	1 ea	WALK IN FREEZER, MODULAR, SELF-CONTAINED Chrysler & Koppin Model No. WALK IN FREEZER -Existing hot gas defrost refrigeration system will be removed and replaced with new air-cooled scroll style condensing unit and electric defrost evaporator. New refrigeration lines included. -A new electrical circuit is required to operate the new evaporator and is included. -Existing freezer door will be removed and replaced with a new door finished with stainless steel. New door will be furnished with three-sided magnetic gasket, sweep gasket, interior/exterior kickplates, one pair of hinges and positive action latch. Door construction will be 4" Class 1 foamed-in-place urethane (per ASTM E-84). -New door frame trim is required to activate the magnetic gasket and is included. New threshold plate and heating element included as required.	\$17,752.00	\$17,752.00
ITEM TOTAL:				\$17,752.00
Subtotal				\$17,752.00
Total				\$17,752.00

TERMS: Upon receipt of application for business account, signed quote/purchase order and review by the credit department, the down payment and terms will be established and shared with the customer and account executive. Stafford-Smith reserves the right to progress bill for equipment as needed. This includes items shipped by the manufacturer to Stafford-Smith for storage and is not conditional upon being installed, mechanically connected or operational. You are welcome to inspect all stored materials.

Stafford-Smith, Inc. shall retain security interest in all equipment, parts, small wares, accessories, attachments, additions, and any replacements of the above that have been installed, affixed to or used in connection with the items specified in this proposal until all amounts have been paid.

Should the Buyer sell or otherwise dispose of such collateral in violation of the terms of this agreement, Stafford-Smith, Inc. retains an interest in the proceeds from such transactions. Buyer authorizes Stafford-Smith, Inc. to file a financing statement describing the collateral and a copy of this agreement and/or the credit application may be filed as a security agreement for granting a secured interest in Buyer's inventory and sales proceeds thereof.

Past due amounts constitute a default and are subject to service charges of 1 1/2% per month, collection costs, and attorney fees. Warranties are conditioned on your paying the full purchase price for the equipment.

171

In addition to non-payment, an act of default by the buyer will have occurred if the buyer fails to accept the order of goods or fails to perform any other covenants under this agreement. In the event of default, Stafford-Smith, Inc. may enter any business property and without breach of the peace take possession of any or all collateral and exercise our rights in the event of default of a secured party as specified under the Uniform Commercial Code. Should any disputes arise, Buyer also acknowledges and submits to jurisdiction in the State of Michigan and County of Kalamazoo.

Except as otherwise provided herein, this proposal does not include any applicable State or Federal taxes, any charge for electrical wiring or plumbing and is subject to acceptance by buyer and seller within thirty (30) days from the date of this quote and only in accordance with the terms stated.

When ordering drop-ship equipment, please be aware to inspect your order immediately upon receipt. You may request the driver wait, for a reasonable amount of time, while you inspect and they must comply to your request. If the driver refuses to wait, please mark the receipt "driver not willing to wait" and contact Stafford-Smith within (48) hours in order for a claim to be filed. If there is damage, you may refuse or you can accept and note the damage. Please take photos, if possible, to assist in filing the claim. You must keep all original cartons, even if you accept the damage, so Stafford-Smith can pursue a freight claim on your behalf. Please send the bill of lading and any additional documentation to your Stafford-Smith representative.

If you don't have time to inspect when delivered, you have up to (48) hours to inspect and notify us immediately if there is an issue so we can address the best way to handle the claim. If not notified within (48) hours, your claim may not be valid.

I agree to the terms hereof and offer to purchase described goods and services as proposed hereby.

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$17,752.00



Papa's Refrigeration Service Co.
 160 N Groesbeck Hwy
 Mount Clemens, MI 48043
 586-759-8400

Estimate 31635286
 Estimate Date 3/4/2021

Billing Address
 Hazel Park Junior High School
 1620 East Elza Avenue
 Hazel Park, MI 48030 USA

Job Address
 Hazel Park High School
 23400 Hughes Avenue
 Hazel Park, MI 48030 USA

Description of work

Proposal for repair to the listed walk in freezer including recovery of the refrigerant, replacing the indoor condensing unit, evaporator coil, expansion valve, liquid line solenoid valve with coil, temperature control, defrost timer, sight glass and liquid line filter drier, pulling a vacuum on the system and charging with new refrigerant, starting and checking system operation.

Note: You will need an electrician to run a new 208/230/1 phase electrical circuit to operate the new defrost timer and evaporator coil

Task #	Description	Quantity
Labor - Installation	Labor Rate for Installation	16.00
Recovery	Charges associated for Recovering Refrigerant from a System	1.00
Vac	Vacuum Charge - Use of vacuum pump to pull all moisture and non condensables out of the system	1.00
Brazing	Brazing and Soldering Charge	1.00
Drains for Freezer	Installation of Drain Line for Freezer, up to 20 ft, drain lines are copper, heat taped, and insulated. Floor drain must be provided.	1.00
Compressor Warranty	Compressor Comes With One Year Warranty From Factory, This Optional Warranty Extends The Compressor Warranty An Additional 4 Years For A Total Of 5 Years. Some Restrictions Apply	1.00
SBFSE-A-ZP	SPORLAN EXPANSION VALVE 1/2-1 TON, R404A, LT, PRES	1.00
E6S130-HP	Spor Solenoid Valve 3/8od	1.00
MKC-1-120-208/240V	Spor Solenoid Coil Dual 120v - 208/240v	1.00
DTAV40	Grasslin Defrost Timer 40amp 120-240v Outdoor Enclosed	1.00
ETC-111000	Rnco Elec Temp Control 1-stage 120/240v	1.00
C-083-S	Spor Catch-all 3/8od	1.00
SA-13S	Sporland Sight Glass 3/8 OD S SA-13S	1.00
7/8 COPPER PIPE ACR C78ACR	7/8 Copper Pipe Acr	10.00
7/8 COUPLING	7/8 Copper Coupling W10146 or M78C	2.00
7/8 LONG 90 ELL M7890L	7/8 Long 90 Ell - Copper	6.00
3/8 SOFT COPPER	Copp Soft Tube 3/8 X 50 Roll Type L	10.00
3/8 COUPLING	3/8 Coupling M38C	2.00
ARMAFLEX 7/8X1/2	Armaflex 7/8 Id X 1/2wall Insulation I7812W	12.00
R-404A	R-404a Refrigerant Hp62 24 Lb R-404a Sold in 1 lb	11.00
7/8 COPPER PIPE ACR C78ACR	7/8 Copper Pipe Acr	15.00

7/8 COPPER UNION M78U	7/8 Copper Union	1.00
7/8 SHORT 90	7/8 Short Radius Elbow (long Radius Is Preferred)	6.00
HEAT TAPE 115V	Heat Tape 115v Blue	10.00
PLUG END 15AMP MALE	PLUG END 15AMP MALE	1.00
7/8 OD MALE SLIP X 3/4 FEMALEM	7/8 OD MALE SLIP X 3/4 FEMALE ADAPTER - Copper	1.00
7/8 OD CLAMP	7/8 OD CLAMP	12.00
ARMAFLEX 1 1/8X1	ARMAFLEX 1 1/8X1 I1181W	20.00
SPRAY FOAM	Spray Foam Expanding Sealant 9 Oz	1.00
SILPHOSE 15% SILFOS 31223	31223 SILVALOY 15% SILFOS 28 stick pack sold by 1 stick	2.00
FPAK-013Z-CFV-072	Copeland Indoor Condensing Unit, Low Temp, Air Cooler, R404A, 208/230/1 Phase	1.00
BEL0080BS6EMAB0000	Bohn Low Profile Evaporator Coil, Electric Defrost, 2 Speed EC Motors, 208/230/1 Phase	1.00

Potential Savings \$488.21 - \$488.21	Sub-Total	\$8,661.81
	Tax	\$0.00
	Total Due	<u>\$8,661.81</u>
	Deposit/Downpayment	\$0.00
	Balance Due	\$8,661.81

We appreciate your business and remember "Papa Knows Best!" Since 1952

I have the authority to order the work outlined totaling \$8,661.81. The terms are, if payment is not made as agreed, Papa's can remove said equipment and materials at Papa's Refrigeration's Expense. Any damage resulting from said removal shall not be the responsibility of Papa's Refrigeration.



Papa's Refrigeration Service Co.
 11525 E 9 Mile Rd
 Warren, MI 48089
 586-759-8400

Estimate 31332886
 Estimate Date 2/16/2021

Billing Address
 Hazel Park Junior High School
 1620 East Elza Avenue
 Hazel Park, MI 48030 USA

Job Address
 Hazel Park High School
 23400 Hughes Avenue
 Hazel Park, MI 48030 USA

Description of work

Proposal for repair to the walk in freezer including replacement of door; check operation.

NOTE: Allow approximately 6-8 weeks lead time once order is approved

Task #	Description	Quantity
Shipping	Shipping and Handling Charges	1.00
Labor - Installation	Labor Rate for Installation	8.00
49-356	DOOR, 3S FRAME UP TO 42 X 84	1.00
49-160	HEATER, FREEZER DOOR JAMB	1.00
49-167	HANDLE, WALK-IN K1229 PULL	1.00
49-151	HINGE, SPRING ASSIST FOR 2	1.00
49-152	CLOSER, WALK-IN 1094/1095	1.00
Potential Savings \$380.81 - \$380.81		
		Sub-Total \$4,913.19
		Tax \$0.00
		Total Due \$4,913.19
		Deposit/Downpayment \$0.00
		Balance Due \$4,913.19

We appreciate your business and remember "Papa Knows Best!" Since 1952

I have the authority to order the work outlined totaling \$4,913.19. The terms are, if payment is not made as agreed, Papa's can remove said equipment and materials at Papa's Refrigeration's Expense. Any damage resulting from said removal shall not be the responsibility of Papa's Refrigeration.



Ford Administration
Bradley Wilkins, Director of Technology
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5231 | F: 248-544-5443
www.hazelparkschools.org

To: Dr. Amy Kruppe, Superintendent
From: Bradley Wilkins
Director of Technology
Date: April 12, 2021
Re: Bus Camera System Purchase

We are seeking Board approval for the purchase of a camera system that will be installed on all 8 of our buses. The system will allow for Live Video/Audio, Fleet Tracking, Pre/Post Trip Checklist, Route Navigation and more. This system is more than just a camera system for the buses, it also can notify parents when the bus is a few stops away from picking up their child and many other features that we can roll out when we want.

Total \$33,600 for the first year
Annually \$4,800 for the software and maintenance

Funding Sources:
Sinking Fund

We are recommending the approval of a Bus Camera System to address the areas of the strategic plan listed below:

Strategic Plan: Goal Statement - Resources

The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art-technology.





TRANSPORTANT

SMARTER BUS, SMARTER PRICE

Transportant makes the bus experience better for Students, Parents, Bus Drivers, and School Administrators.

- 1 Live Video/Audio
- 2 Ridership
- 3 Fleet Tracking
- 4 Pre/Post Trip Checklist
- 5 Route Navigation
- 6 Incident Notification
- 7 Broadcast Audio
- 8 Mobile App
- 9 Unlimited Wi-Fi



SIS



Routing Software



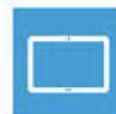
**Parents/Students
Bus Compass**

- Bus Tracking/Arrival
- Child On/Off Bus
- Change Notification



**Transportation Director
Director Dashboard**

- Live Video/Audio
- Fleet Tracking
- Ridership
- Broadcast Audio



**Drivers
Driver CoPilot**

- Pre/Post Checklist
- Ridership
- Navigation
- Incident Button

UNBEATABLE VALUE

Hardware

\$2,500 /BUS

6 digital cameras, Driver CoPilot Touch Screen, Student RFID scanner, Attendant central control unit. 4 in 1 Antenna, Custom Wiring Looms(Installation services available.)

Service

\$50 /BUS/MONTH

Director Dashboard (Live Video/Audio, Ridership, Fleet Tracking), Driver CoPilot (Navigation, Ridership, Incident Button, Pre/Post Trip Checklist), and Bus Compass Mobile App (Neighborhood Bus Tracking, Change Notification)

- ensure drivers perform and document **safety inspections**
- **guidance** for new drivers or new routes
- driver notifies Administration of any **bus incidents**
- **see and hear** what is happening on the bus in real-time
- **track** when and where students get on and off the bus
- second-by-second **GPS**
- **address behavioral issues** in real-time over bus PA
- keep parents and students **informed and safe** with Bus Compass
- **keep students engaged** during route



Ford Administration
Bradley Wilkins, Director of Technology
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5231 | F: 248-544-5443
www.hazelparkschools.org

To: Dr. Amy Kruppe, Superintendent
From: Bradley Wilkins
Director of Technology
Date: April 8, 2021
Re: Chromebook Purchase

We are seeking Board approval for the purchase of 600 Chromebooks to replace the Chromebooks that are end of life as far as updates go. We would split this up in 2 separate orders each being 300. The first 300 would be ordered May 1st and the second batch would be July 1. We are needing to replace around 550 Acer & Dell's that have reached or are due to reach Auto Update Expiration. Google has allowed for these Chromebooks to be updated during the pandemic, but have since decided to no longer update them as far as the Acer's go, the Dell's are subject to update through September 2021. These come with a 4 year warranty/repair for each device.

Chromebook cost per device	\$325
Total	<u>\$195,000</u>

Funding Sources:
Sinking Fund

We are recommending the approval of Chromebooks to address the areas of the strategic plan listed below:

Strategic Plan: Goal Statement - Resources

The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art-technology.





Ford Administration
Bradley Wilkins, Director of Technology
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5231 | F: 248-544-5443
www.hazelparkschools.org

To: Dr. Amy Kruppe, Superintendent
From: Bradley Wilkins
Director of Technology
Date: April 12, 2021
Re: 3 Year Technology Plan

We are seeking Board approval for the 3 year Technology Plan provided. What we are proposing are the following items to be replaced over the next 3 years. This is a working document and revisions will be provided to the Board for approval as necessary.

Year 2021/2022

- 300 Chromebooks
- 150 iPads
- 1-2 Building Signs
- Staff Security Awareness Training (required by Set Seg for Cyber Insurance)
- Networking Equipment (eRate)

Year 2022/2023

- 500 Chromebooks
- 300 iPads
- 1-2 Building Signs
- Networking Equipment (eRate)

Year 2023/2024

- 200 Chromebooks
- 150 iPads
- 1-2 Building Signs
- Networking Equipment (eRate)

Funding Sources:

ESSER's if funds are available, otherwise Sinking Fund





Strategic Plan: Goal Statement - Resources

The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art-technology.

Device	2020-2021 Actual	2020-2021 Projected	2021-2022 Projected	2022-2023 Projected	2023-2024 Projected
Preschool-2 iPad 1:1	\$22,075.00	\$0.00	\$0.00	\$0.00	\$0.00
Elementary 3-5 Chromebook 1:1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Middle School Chromebook 1:1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
High School Chromebook 1:1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Projectors	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Document Cameras	\$67,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Elementary Media Centers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Junior High Media Centers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lab Computers (iMacs HS Media Center)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Chromebooks - 2580 Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Acers Chromebooks - 257 auto-update 6/2019	\$0.00	\$97,500.00	\$0.00	\$0.00	\$0.00
Dell Chromebooks - 356 auto-update 9/2021	\$0.00	\$0.00	\$97,500.00	\$0.00	\$0.00
Dell Chromebooks - 543 auto-update 6/2022	\$0.00	\$0.00	\$0.00	\$162,500.00	\$0.00
Lenovo Chromebooks - 1424 auto-update 6/2025	\$0.00	\$0.00	\$0.00	\$0.00	\$65,000.00
iPad - 4th Generation Refresh 150	\$0.00	\$0.00	\$45,000.00	\$90,000.00	\$45,000.00
Video Surveillance/Security	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Phone System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



Apple TV's	\$11,175.00	\$0.00	\$0.00	\$0.00	\$0.00
Teacher Devices Refresh	\$259,840.00	\$0.00	\$0.00	\$0.00	\$0.00
Administrator Devices Refresh	\$46,760.00	\$0.00	\$0.00	\$0.00	\$0.00
Classroom Amplification Systems	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Auditorium/Group Learning Spaces/Gyms/Athletics	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00
Printers/Copiers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Building Clocks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Building PA Systems	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Building Sign	\$0.00	\$0.00	\$80,000.00	\$80,000.00	\$80,000.00
Interactive Displays/Smartboards	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Bus Cameras	\$0.00	\$33,600.00	\$4,800.00	\$4,800.00	\$4,800.00
Staff Security Awareness/Phishing Training	\$0.00	\$0.00	\$27,000.00	\$0.00	\$0.00
uninterruptible power supply (UPS)	\$0.00	\$30,000.00	\$0.00	\$0.00	\$0.00
Networking Equipment	\$0.00	\$30,000.00	\$300,000.00	\$150,000.00	\$100,000.00
Structured Cabling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Wireless (Access Points)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Network Sensor (Wyebot) eligible for eRate	\$0.00	\$10,100.00	\$60,000.00	\$0.00	\$0.00
Equipment total	\$407,350.00	\$201,200.00	\$614,300.00	\$487,300.00	\$294,800.00
Discounted equipment projected total (eRate) District is responsible for 10%-15% of cost	\$0.00	\$51,000.00	\$306,000.00	\$127,500.00	\$85,000.00
Total	\$407,350.00	\$150,200.00	\$313,300.00	\$359,800.00	\$209,800.00



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education

From: Amy Kruppe, Ed.D.
Superintendent of Schools

Date: April 13, 2021

Re: Facility Rental Fee

I am respectfully requesting a waiver of the football stadium facility rental fee of \$190.00 an hour (\$40 an hour is a custodial fee) for a memorial service celebrating the life of Dale Allensworth. The potential \$1,520.00 rental fee is the cost of renting the field from 10 am to 6 pm and the cost of one custodian.

Dale, a former High School Secretary and lifelong supporter of Hazel Park, passed away on Dec. 17, 2020.

Dale touched a lot of people during her time:

- *"Dale was such a kind, wonderful person. I enjoyed working with her so much at the high school."*
- *"The world truly lost a "kind soul."*
- *"Dale was always so kind and warm when interacting with people. This hurts my heart."*
- *I am blessed that my children were also able to know such an amazing and helpful individual."*

Strategic Plan:

-- Community Relations: The Hazel Park School District will empower all stakeholders in order to develop high achieving students through strong community relations and collaboration with all.

We respectfully request the elimination of the \$1,520 fee to the Allensworth family.

School (All)

Count of Student		Grade																			Grand Total		
School Code	Track	-3	-2	-1	0	1	2	3	4	5	6	7	8	9	10	11	12	14	AI	EA		PH	
01603	20/21 ACCESS														1	3	3	7					14
01603 Total															1	3	3	7					14
01611	20/21 INVEST														70	57	51	62					240
01611 Total															70	57	51	62					240
01616	20/21 HIGH SCHOOL														114	95	89	83					381
01616 Total															114	95	89	83					381
01753	20/21 HOOVER					36	27	32	33	32	38												198
	20/21 HOOVER ELEM VVA					10	16	9	16	15	14												80
01753 Total						46	43	41	49	47	52												278
02176	20/21 MI CYBER ACD														31	51	98	105					285
02176 Total															31	51	98	105					285
02399	20/21 ALL YR JARDON				3	1	2	2		1	1	1		2	1		2					6	23
	20/21 JARDON																					50	50
02399 Total					3	1	2	2		1	1	1		2	1		2					56	73
02954	20/21 VIKING VIRTUAL														46	70	67	116					299
02954 Total															46	70	67	116					299
04159	20/21 EDISON E							1	2	3	7												13
	20/21 EDISON H															7	4	4	8				23
	20/21 EDISON J												3	8	6								17
	20/21 EDISON PH																			1		5	6
04159 Total								1	2	3	7										1	5	59
04259	20/21 UNITED OAKS					49	32	33	44	33	28												219
	20/21 UNITED OAKS ELEM VVA					18	14	17	20	24	14												107
04259 Total						67	46	50	64	57	42												326
04422	20/21 WEBSTER CHILDDH					6	66																72
	20/21 WEBSTER ECSE/EA				1	1	6			1	1	1	1	1				5			19		36
04422 Total					1	7	72			1	1	1	1	1				5			19		108
07829	20/21 ADVANTAGE												1	4	2	8	12	24	54				105
	20/21 ADVANTAGE E											4											4
	20/21 ADVANTAGE VVA											1	4	2	8	19	25	91					150
07829 Total												4	2	8	4	16	31	49	145				259
09372	20/21 JHS VVA												50	62	59								171
	20/21 JUNIOR HIGH												101	95	92								288
09372 Total													151	157	151								459
09429	20/21 WEBB					1	50	51	36	32	39	35											244
	20/21 WEBB ELEM VVA					19	15	10	19	9	11												83
09429 Total						1	69	66	46	51	48	46											327
Grand Total			1	10	74	184	157	138	167	157	152	157	175	163	285	314	361	527	5	1	19	61	3108



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent
Date: April 15, 2021
Subject: March 2021 Attendance Report

We are required by the State to report to the Board of Education and share the attendance of our students.

Attendance for each area should be above 80.79% for the month. Hazel Park needs to have attendance above 75% for nine out of ten months. The percentage of weekly engagement was 76.33%. The weekly attendance is also attached.

Please contact me with any questions you might have.

Date Range: 03/01/2021 to 03/31/2021

Program: All Programs

Page 1 of 1

Auditor's State Attendance Percentage Report

<u>Date</u>	<u>Student Count</u>	<u># Absent</u>	<u># Present</u>	<u>% Present</u>
63130 - Hazel Park City School District T 20/21 DISTRICT				
03/01/2021	1796	202	1594	88.75
03/02/2021	1764	141	1623	92.01
03/03/2021	335	35	300	89.55
03/04/2021	1780	208	1572	88.31
03/05/2021	1503	193	1310	87.16
03/08/2021	1781	227	1554	87.25
03/09/2021	1770	204	1566	88.47
03/10/2021	342	39	303	88.60
03/11/2021	1779	211	1568	88.14
03/12/2021	1491	228	1263	84.71
03/15/2021	244	13	231	94.67
03/16/2021	1794	255	1539	85.79
03/17/2021	341	36	305	89.44
03/18/2021	1786	214	1572	88.02
03/19/2021	1493	272	1221	81.78
03/22/2021	1589	269	1320	83.07
03/23/2021	1789	290	1499	83.79
03/24/2021	340	35	305	89.71
03/25/2021	1709	397	1312	76.77
03/26/2021	1398	532	866	61.95

Weekly Engagement Percentage Report

Viking Virtual Academy - 03/03/2021 to 03/30/2021

Engagement Threshold: 2

Access Alternative School

Week	From	To	Students Meeting Threshold	Enrollment	% Meeting Threshold
36	03/03/2021	03/09/2021	9	14	64.29
37	03/10/2021	03/16/2021	11	14	78.57
38	03/17/2021	03/23/2021	10	14	71.43
39	03/24/2021	03/30/2021	10	14	71.43
Average:			10	14	71.43

Advantage Alternative Program

Week	From	To	Students Meeting Threshold	Enrollment	% Meeting Threshold
36	03/03/2021	03/09/2021	46	132	34.85
37	03/10/2021	03/16/2021	57	151	37.75
38	03/17/2021	03/23/2021	63	152	41.45
39	03/24/2021	03/30/2021	45	154	29.22
Average:			52.75	147.25	35.82

Edison

Week	From	To	Students Meeting Threshold	Enrollment	% Meeting Threshold
36	03/03/2021	03/09/2021	54	57	94.74
37	03/10/2021	03/16/2021	50	57	87.72
38	03/17/2021	03/23/2021	50	57	87.72
39	03/24/2021	03/30/2021	42	57	73.68
Average:			49	57	85.97

Hazel Park City School District

Week	From	To	Students Meeting Threshold	Enrollment	% Meeting Threshold
36	03/03/2021	03/09/2021	0	0	0
37	03/10/2021	03/16/2021	0	0	0
38	03/17/2021	03/23/2021	0	0	0
39	03/24/2021	03/30/2021	0	0	0
Average:					

Hazel Park High School

Week	From	To	Students Meeting Threshold	Enrollment	% Meeting Threshold
36	03/03/2021	03/09/2021	375	411	91.24
37	03/10/2021	03/16/2021	371	407	91.15
38	03/17/2021	03/23/2021	357	388	92.01
39	03/24/2021	03/30/2021	285	386	73.83
Average:			347	398	87.06

Hazel Park Junior High School

Week	From	To	Students Meeting Threshold	Enrollment	% Meeting Threshold
36	03/03/2021	03/09/2021	375	459	81.7
37	03/10/2021	03/16/2021	342	457	74.84
38	03/17/2021	03/23/2021	345	458	75.33
39	03/24/2021	03/30/2021	283	458	61.79
Average:			336.25	458	73.42

Hoover Elementary

Week	From	To	Students Meeting Threshold	Enrollment	% Meeting Threshold
36	03/03/2021	03/09/2021	253	284	89.08
37	03/10/2021	03/16/2021	239	284	84.15
38	03/17/2021	03/23/2021	233	284	82.04
39	03/24/2021	03/30/2021	116	281	41.28
Average:			210.25	283.25	74.14

Invest Roosevelt Alt High School

Week	From	To	Students Meeting Threshold	Enrollment	% Meeting Threshold
36	03/03/2021	03/09/2021	233	240	97.08
37	03/10/2021	03/16/2021	231	234	98.72
38	03/17/2021	03/23/2021	233	240	97.08
39	03/24/2021	03/30/2021	229	240	95.42
Average:			231.5	238.5	97.08

Jardon School

Week	From	To	Students Meeting Threshold	Enrollment	% Meeting Threshold
36	03/03/2021	03/09/2021	64	72	88.89
37	03/10/2021	03/16/2021	63	73	86.3
38	03/17/2021	03/23/2021	64	73	87.67
39	03/24/2021	03/30/2021	48	73	65.75
Average:			59.75	72.75	82.15

MICHIGAN CYBER ACADEMY

Week	From	To	Students Meeting Threshold	Enrollment	% Meeting Threshold
36	03/03/2021	03/09/2021	283	285	99.3
37	03/10/2021	03/16/2021	283	287	98.61
38	03/17/2021	03/23/2021	282	287	98.26
39	03/24/2021	03/30/2021	282	287	98.26
Average:			282.5	286.5	98.61

United Oaks Elementary

Week	From	To	Students Meeting Threshold	Enrollment	% Meeting Threshold
36	03/03/2021	03/09/2021	290	328	88.41
37	03/10/2021	03/16/2021	280	329	85.11
38	03/17/2021	03/23/2021	286	329	86.93
39	03/24/2021	03/30/2021	136	327	41.59
Average:			248	328.25	75.51

Viking Virtual Academy

Week	From	To	Students Meeting Threshold	Enrollment	% Meeting Threshold
36	03/03/2021	03/09/2021	149	266	56.02
37	03/10/2021	03/16/2021	165	266	62.03
38	03/17/2021	03/23/2021	115	267	43.07
39	03/24/2021	03/30/2021	80	267	29.96
Average:			127.25	266.5	47.77

Webb Elementary

Week	From	To	Students Meeting Threshold	Enrollment	% Meeting Threshold
36	03/03/2021	03/09/2021	287	328	87.5
37	03/10/2021	03/16/2021	262	328	79.88
38	03/17/2021	03/23/2021	283	328	86.28
39	03/24/2021	03/30/2021	183	328	55.79
Average:			253.75	328	77.36

Webster Elementary

Week	From	To	Students Meeting Threshold	Enrollment	% Meeting Threshold
36	03/03/2021	03/09/2021	74	102	72.55
37	03/10/2021	03/16/2021	74	103	71.84
38	03/17/2021	03/23/2021	76	105	72.38
39	03/24/2021	03/30/2021	50	106	47.17
Average:			68.5	104	65.99

District Total

Week	From	To	Students Meeting Threshold	Enrollment	% Meeting Threshold
36	03/03/2021	03/09/2021	2492	2978	83.68
37	03/10/2021	03/16/2021	2428	2990	81.2
38	03/17/2021	03/23/2021	2397	2982	80.38
39	03/24/2021	03/30/2021	1789	2978	60.07
Average:			2276.5	2982	76.33



25780 Ryan Rd
 Warren MI 48091
 (586) 754-4281,
 Bisonplumbing@gmail.com

Estimate

ESTIMATE #	52074206
DATE	
PO #	

CUSTOMER
Hazel Park Schools Hazel Park Schools 1620 E Elza Ave Hazel Park, MI, 48030 (248) 658-5216 Chris.Luptak@Hazelparkschools.org

SERVICE LOCATION
Hazel Park Schools 1620 E Elza Ave Hazel Park, MI, 48030 (248) 658-5216 Chris.Luptak@Hazelparkschools.org

DESCRIPTION	
	Description of project: Install water cooler and or bottle filling station in place of existing (Customer supplied) <ul style="list-style-type: none"> • Remove existing drinking fountain from wall cavity • Adapt to existing water supply • Adapt to existing waste line • Install fountain and station (Not responsible for electrical to unit) Total of 36 units: 18 combination fountain and filler/ 18 filler only **Prices given on standard swap outs if anything is discovered above and beyond what we consider standard additional cost will apply and may require change order or additional estimate to prior to completing

Description	Qty	Rate	Tax	Total
Drinking fountain replacement with customer supplied See job description for details	36.00	\$450.00	\$0.00	\$16,200.00

CUSTOMER MESSAGE
Thank you for choosing Bison Plumbing. We look forward to working with you..

Estimate Total: \$16,200.00

Payments: All payments are due upon completion of work described unless otherwise noted and authorized. Payments in the amount of \$999.00 or more are subject to 3% charge if being paid by credit or debit cards. Please make all checks out to Bison Plumbing. If paying cash please remit exact amount as our service techs do not carry cash. Billing accounts do not require a signature. **FINANCING IS AVAILABLE (please contact our office for details)**

Excavation disclaimer. There may be substantial dismantling of landscaping, lawn, driveway, patio-steps, fencing, sprinkler systems, underground low-voltage lighting, etc. Bison holds NO responsibility to repair, replace or restore said items due to accessing work area or completing repairs needed

Drain clearing, cleaning and inspection: Customer agrees by contracting Bison Plumbing to clear, clean or inspect waste or storm systems that Bison holds NO responsibility to the existing condition of system before, during or after the process of maintaining or inspecting line and customer fully agrees if Bison's equipment is lodged, broken or un-retrievable within system the cost to access and repair system is sole responsibility of customer and customer assumes full responsibility to have equipment returned to Bison in a timely manner if someone other than Bison accesses system for repairs and retrieves Bison plumbing property

Discounts. All coupons and or discounts must be presented immediately once proposal is agreed upon there are NO applicable discounts granted. All discounts, rebates, and refunds must be approved by office in writing prior to being honored.

Changes in the work. Should the Customer, Owner, construction lender, or any public body or inspector direct any modification or addition to the work covered by this contract, the contract price shall be adjusted accordingly. Contractor shall promptly notify the Customer of (a) latent physical conditions at the site differing materially from those indicated in the contract, or (b) unknown physical conditions differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this contract. Customer as added work shall pay for any expenses incurred due to such conditions. Failure to have written authorization shall not be deemed fatal to the collection of the extra work. Pictures may be used to determine the changes in the work which would require additional sums of money due and owing to either party. Text messages, e-mails & pictures may be used to show notification to the customer of the latent physical conditions and unknown physical conditions differing materially from those ordinarily encountered as set forth in sub-paragraph a-b of this paragraph. Bison shall be granted the opportunity to repair ANY defect claimed by customer. If said defect was not contractors fault customer shall pay for said repairs. If Bison is successful in pursuit of any legal remedy, customer shall pay Bison's attorney fees for said remedy.

General Provisions. Contractor shall have the right to stop work if any payment shall not be made, when due, to Contractor under this Contract. Overdue payments will bear interest at the rate of 1% per month. Contractor may keep the job idle until all payments due are received. Failure to make payment within five (5) days of the due date is a material breach of this Contract and shall entitle contractor to cease any further work.

Contractors Responsibility and Limited Warranty. Contractor agrees to furnish the materials for the project and complete the work in a professional manner. All material furnished under this Contract shall be construction grade and meet industry standards. Where brand names have been specified, Contractor may select substitutes when such substitutions are due to unavailability or other circumstances beyond Contractor's control. All substitutions shall be consistent in quality and character to the selections previously specified. The liability of the Contractor for defective materials and or installation and hereby limited to the replacement or correction of said defective material and or installation, and no other claims, or demands whatsoever shall be made upon or allowed against the Contractor. . Note that equipment, assemblies, or units purchased by Contractor, included in this contract are sold and installed subject to the manufacturers or processor's guarantee or warranties, and not contractors.

Liners. Liners are installed with 25 yr. warranty, however if a liner is to fail in process of installation or within warranty period conventional excavation may be required to repair at which point cost of excavation, and any restoration to residential or city property will be sole responsibility of customer and Bison will only be responsible for cost of material and cost of labor only to install material. This includes any structures, roads, sidewalks, trees, landscaping, flooring, decks, grass, etc.....

Customers Property. It is the Customers responsibility to remove or protect any personal property including, but not limited to, flooring, floor coverings, carpets, drapes, furniture, driveways, porches, sidewalks, lawns, and shrubs, and Contractor will not be held responsible for damages or loss of said items.

Termination. The Contractor may terminate this agreement with or without cause for any reason at any time upon written notice by either email or regular mail. The Contractor may terminate this agreement immediately in the event that a Petition is filed by the Customer in the United States Bankruptcy Code or the Customer becomes insolvent or is unable to pay the Contractor price as it becomes due.

Michigan construction lien Act. The contractor has a right to a construction lien on the interest of the owner and/or lessee in the residential structure

That a residential builder or a residential maintenance and Alteration contract is required to be licensed under article 24 of the occupational code, 1980 PA 299, MCL 339.2401 to 339.2412. That an electrician is required to be licensed Under the electrical administrative act, 1956 PA 217, MCL 338.881 to 338.892. That a plumbing contractor is required To be licensed under the state plumbing act, 2002 PA 733, MCL 338.3511 to 338.3569. That a mechanical contractor is required to be licensed under the Forbes mechanical contractors act, 1984 PA 192, MCL 338.971 to 338.988.

The Customer acknowledges that the property for which they reside and have contracted for an improvement is an individual residential condominium unit or a residential building containing not more than two residential units in which the owner or lessee is currently residing or in which the Customer has an owner or lessee is currently residing and will reside upon completion of the improvement

The contractor shall provide the homeowner with a notice of Furnishing within twenty (20) days of supply and labor materials. Additionally, the Contractor shall provide a Sworn Statement at the time payment is requested.

SCHOOL DISTRICT OF THE CITY OF HAZEL PARK
2021 ORGANIZATIONAL ITEMS
January 11, 2021

K. Purchase Orders

Superintendent of Schools
Assistant Superintendent of Business and Operations
Director of Business

L. Grant Authorization

Superintendent of Schools
Assistant Superintendent of Business and Operations
Director of Business

7. Newspapers for Official Publications:

That the Oakland Press, Macomb Daily, and Daily Tribune be designated as the newspapers for official publications for the Board of Education.

8. Authorize Summer and Winter Tax Collection for Each Municipality:

That the Assistant Superintendent of Business and Operations or Director of Business be authorized to request summer and winter tax collection from each municipality.

9. Designation of Person Responsible for Implementing Public Notice Requirements of the Open Meetings Act:

That the Executive Assistant to the Superintendent be designated as the person responsible for implementing the public notice requirements of the Open Meetings Act, Section 5(1).

10. Designation of Property/Liability & Worker's Compensation Insurance Carriers:

That the following insurance carriers provide insurance coverage:

SET/SEG, for property, fleet, general, and other liability insurance coverage
SEG Worker Compensation Trust, worker's compensation insurance coverage

11. Designation of Auditors:

That the Plante Moran Auditing firm be designated as auditor of record for the 2021 year.

12. Designation of Architect of Record:

That the TMP Architects and Kingscott be designated as architect of record for the 2021 year.

13. Position Titles authorized to use District Credit/Debit Cards:

Superintendent	Assistant Superintendent
Administrator	Secretary
Principal	Custodian
Supervisor/Coordinator	Business Office Staff