



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

June 20, 2022

6:30 PM

LOCATION AND FORMAT: The meeting will be held at the Ford Administration Building, 1620 E Elza Hazel Park, Michigan. It will be live-streamed on YouTube. Members of the public wishing to speak during the public comment portion of the meeting may do so in-person or by emailing Board President, Laura Adkins, prior to the meeting at laura.adkins@hazelparkschools.org.

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. Sports Recognition (Softball, Track, Baseball)
- B. Coach of the Year
- C. MSBO Voluntary Certification Program

4

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

- 1) Board Meetings

5

- 2) Committee Meetings

10

B. Monthly Financial Reports

13

C. Personnel Recommendations

D. <u>Conference Requests</u>	26
1) MASA Conference (Action Item)	27
E. <u>MASSP Membership 22/23 School Year (Action Item)</u>	35
UNFINISHED BUSINESS	
A. Board Protocols (Action Item)	38
NEW BUSINESS	
A. Tax Rate Requests (Action Item)	
1) PUBLIC COMMENT	
B. Budget Presentation (Informational Item)	
C. Approval of Budgets (Action Item)	52
D. Sinking Fund Cost Transfer (Action Item)	83
E. ASD Classroom (Action Item)	84
F. ESY Paraprofessionals (Action Item)	86
G. Freedom Of Information Act / FOIA (Informational Item)	88
H. i-Ready Assessment and Personalized Instruction Renewal (Action Item)	108
I. After School Tutoring (Action Item)	110
J. Webster 2022-2023 Calendars (Action Item)	112
K. Fiber Maintenance - eRate (Action Item)	116
L. Student Discipline (Action Item)	
SUPERINTENDENT REPORT	
A. Enrollment Update	118
B. Back to School Registration Dates	
C. Committee Meetings Discussions	
1) Dance	
2) Central Office Job Description Change	119
3) Security Discussion	
D. Leo Report	124
CLOSED SESSION	
A. Motion to recess into closed session (h) attorney client privilege to consider material exempt from discussion or disclosure by state or federal statute; which is exempt from disclosure pursuant to Section 8(h) of the Open Meetings Act.	
B. Potential Motion (Action Item)	
REQUESTS FOR FUTURE AGENDA ITEMS	
CALENDAR DATES	
PUBLIC COMMENT	
<i>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.</i>	
BOARD MEMBER AND ADMINISTRATION COMMENTS	
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



April 15, 2022

Dr. Amy Kruppe
Superintendent
Hazel Park Schools
1620 E Elza Ave
Hazel Park, MI 48030-2358

Dear Dr. Kruppe,

On behalf of the Michigan School Business Officials, it is my pleasure to inform you that Jason Zirniss has met the requirements for certification under the MSBO Voluntary Certification Program and has earned the Chief Financial Officer certification. This award reflects a high degree of academic and professional preparation established by the MSBO Board of Directors through our Professional Development Committee.

Mr. Zirniss's certificate will be valid from 05/01/2022-06/30/27. During this 5-year period, he will need to maintain active MSBO membership and earn 150 professional development hours in order to maintain and renew his certification.

I hope that you will join us in celebrating Mr. Zirniss's accomplishment. You may wish to inform your district's Board of Education and/or the local media. It is an opportunity to highlight your staff's accomplishments and shed a positive light on your school district.

If you have any questions or want additional information, please call me.

Sincerely,

A handwritten signature in cursive that reads 'David Martell'.

David Martell
Executive Director

DM/cbb

cc: Jason Zirniss, CFO

A handwritten note in cursive that reads 'cc: June Board Meeting'.



SCHOOL DISTRICT OF THE
CITY OF HAZEL PARK
COUNTY OF OAKLAND AND STATE OF MI

CALL TO ORDER

The Special Meeting of the Hazel Park Board of Education was held at the Ford School Administration Office on May 2, 2022 and was called to order by President Adkins at **6:32 PM**

Roll Call:

Members Present: Adkins, Baldwin, Noth, Rice, Schlak
Members Absent: Fortress, Hinton
Others Present: Kruppe

APPROVAL OF THE AGENDA (Action Item)

Moved by Schlak, supported by Rice, that the agenda be approved, as presented.

Roll Call Vote:

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

Motion Carried

PUBLIC COMMENT - None

BOARD ROUND TABLE

President Adkins stated the district focus this month is Peace, she then asked each member what brings them peace.

Melissa Baldwin - Gardening and camping bring peacefulness.

Dawn Rice - Sewing and being in a room with nothing to do brings peace.

Dr. Amy Kruppe - Yard work brings a sense of peace and calm, my favorite thing to do.

Kristy Schlak - Reading is peaceful for me.

Rachel Noth - My baby! He brings me peace and I enjoy seeing him doing new things, it's very peaceful.

CLOSED SESSION

- A. Motion to recess into closed (a) to consider a periodic personnel evaluation of a public officer, employee, staff members, or individual agent, if the person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open sessions; which is exempt from disclosure pursuant to Section 8(a) of the Open Meeting Act.

Moved by Noth, supported by Baldwin, that the Board of Education recess into closed session to consider a personnel evaluation, as presented.

Roll Call Vote:

Yeas: Noth, Baldwin, Rice, Schlak, Adkins

Nays:

Motion Carried

There was unanimous approval that the Board of Education adjourned the Closed Session at 8:40pm. and returned to an Open Meeting.

UNFINISHED BUSINESS

- A. Protocols (Informational Item)

PUBLIC COMMENT - None

BOARD MEMBERS AND ADMINISTRATION COMMENTS

- | | |
|--|--|
| Rachel Noth, Trustee | Amy (Dr. Kruppe) continues to do good work! She has worked hard to turn it around! |
| Melissa Baldwin, Vice President | Thank you everyone. I hope you all get a chance to relax! |
| Dawn Rice, Trustee | Congratulations! Proud of you (Dr. Kruppe) and the board for all it's great accomplishments! |
| Dr. Amy Kruppe, Superintendent | I took a lot of notes and this was a great and productive meeting! |
| Laura Adkins, President | Thank you Dr. Kruppe for your continued work for the school district. |

ADJOURNMENT

Moved and supported that the meeting be adjourned at 8:51pm.
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 MI

Agenda

Special Meeting

1620 E. Elza Avenue

Hazel Park, MI 48030

June 6, 2022

6:30 PM

CALL TO ORDER

The special meeting of the Hazel Park Board of Education was held on **June 6, 2022** and was called to order at 6:33 p.m.

ROLL CALL

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

Members Absent: Noth

Others Present: Kruppe, Dulmage, Wilkins

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA (ACTION ITEM)

Moved by Schlak, supported by Baldwin, that the Board of Education approved the agenda as written.

Discussion

Roll Call Vote

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

Nays:

Motion carried.

PUBLIC COMMENT - None

BOARD ROUND TABLE - None

NEW BUSINESS

A. Data Presentation

Dr Dulmage shared a presentation on the iReady Reading & Math Diagnostic data for the End of the Year Progress review. She shared areas that were doing well along with areas of concern that will be monitored and brought back to the board as a follow up item.

B. Hanover Presentation

Dr Kruppe presented information from the DEI Survey conducted by Hanvoer in 2021. There are three main areas of focus presented with recommendations on moving forward with better insight on what is needed for all of our students. Additional solutions for the DEI Infographic, Strategies for K-8, a new strategy approach for Advisory, MTSS and focus on Staff SEL.

C. Board & Superintendent Goals

Dr Kruppe shared that the Reading and Math goals were met as planned. As well as a financial 10% gain on the budget. She further shared the Graduation Rate is 87% along with the factors that work for and also against this number. The Board of Education requested follow up on the Graduation Rate.

The Board of Education shared the Goals they focused on for the last year. They also met their Academic and Financial Performance goals. They have improved on their goal of Community Engagement but will bring a couple items back for next year. The board has also made good progress on their goal Board Responsibilities having completed half of the benchmarks.

PUBLIC COMMENT- None

BOARD MEMBER AND ADMINISTRATION COMMENTS

- | | |
|------------------------|---|
| Kristy Schlak | I had a great time on Saturday at the graduation. Being a Board member is hard work but the graduation makes it all worth it! |
| Heidi Fortress | Yes, the graduation was good! |
| Melissa Baldwin | I just feel privileged to be here and to do these things! |
| Beverly Hinton | Good Night! |
| Dawn Rice | The cheering squad at graduation made my whole night! It was great! |
| Dr Kruppe | I would just like to note that the INVEST graduation has been moved from 7 pm to 6 pm. |
| Laura Adkins | I want to add there was pure joy in the stands at Commencement. It was so great to see everyone there and the smiling faces and just having everyone together was great to see! |

ADJOURNMENT

Moved and supported that the meeting be adjourned at 8:57 pm.

Unanimous Approval.



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Buildings & Grounds Committee Meeting

June 13, 2022

6:15 PM

Board Members Present: Melissa Baldwin, Kristy Schlak, Heidi Fortress
Board Members Absent: None
Administrators Present: Dr. Amy Kruppe, Jason Zirniss

Meeting start time - 6:15 pm

Public Comment: None

- 1) **Pool** - Ceiling and lighting is complete. Locker room demo has commenced and the pool is being prepped for the gutter to be cut beginning next week. The pool work is moving along nicely and as of right now the stainless steel gutter and the tile is on order and ship date is on schedule.
- 2) **Ford Front Office Renovation** - We are preparing plans to renovate the front offices at Ford to make them more efficient and open up space for parents to enroll and new employees to onboard. The current estimates with our maintenance personnel doing some of the work is approaching \$15,000 and we will have a solid idea of the costs for review in the next B&G meeting.
- 3) **Story Walks** - We are proposing a story walk at UO through an amendment of the Community Schools GRant funding that was carried over for the summer. It will involve a walking path and storyboards created by the Boy Scouts here in Hazel Park.
- 4) **Jardon Update** - Jardon construction proposal has been approved by the superintendents subcommittee and is on the desk of Dr. Wanda Cook Robinson for review and approval to then go to the Superintendents Committee as a whole for review.
- 5) **High School Floor Update** - The floor is scheduled to be installed in August after all of the heavy debris is removed from the pool area. We did not want to risk any floor damage if we did not need to while the pool work was being completed.
- 6) **Auditorium** - We have had quotes for a refurbishment of the auditorium lights and sound. The estimated costs were brought to the committee for discussion and review. Total cost for the project would be \$150,000. We will be reviewing the scope of work and bringing back some options to make upgrades to the spaces in the future.
- 7) **Metal Detectors** - A brief discussion on metal detectors was initiated. It was determined that the higher priority items that need to be addressed are camera replacement, door locks, mental health programs and possibly another SRO if the funding is approved by the Federal or State agencies or MDE.

Meeting end time - 6:50 pm

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





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Finance Committee Meeting

June 13, 2022

5:15PM

Ford Administration Building

Board Members Present: Heidi Fortress, Beverly Hinton, Laura Adkins
Board Members Absent: None
Administrators Present: Dr. Amy Kruppe, Jason Zirniss, Matthew Miller
Audience: None

Meeting start time - 5:15pm

- A. **Budget** - The final amended budget is indicating a surplus of \$1.4m. This amount will bring the fund balance to about 11% which is significantly above the board's goal. The District is anticipating this figure to be a little higher with some future grants that may be awarded next week or additional funding that may be awarded with August State Aid. There are a lot of one time dollars being applied to this budget.
- B. **2022/2023** - The District presented the proposed 2022-2023 budget which has a shortfall of \$475k. This amount really depends on the governor's budget, which is not finalized and could be done between now and October. The proposed budget also relies on future student count, which is conducted in October. This \$475k could easily swing to a positive number. It is projected that the District will incur severe shortfalls in the coming years to the tune of \$2.8m-\$4.1m per year after federal funding has evaporated.
- C. **Childcare Grant** - The District applied for a childcare grant that could be awarded next week and is estimated at \$350k. This is a large swing that could have an impact on the 2021/2022 budget. This could also significantly increase the childcare fund. Awards should be coming forward soon.
- D. **Insurance Transfer** - The District was instructed to transfer insurance proceeds and ECF funding to the expenditure and revenue lines within the budget. This is the cause of some higher expenditures and revenues reported in the final budget. It should be equal for revenues and expenditures but the auditors are requesting to come off the balance sheet and onto the transactional sheets.
- E. **Check Register Review** - Any and all questions were reviewed and answered.

Meeting end time - 6:16pm

Minutes submitted by Matthew Miller





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**Personnel Committee Meeting
June 13, 2022
7:30 PM**

Board Members Present: Kristy Schlak, Dawn Rice, Rachel Noth
Board Members Absent:
Administrators Present: Dr. Amy Kruppe, Superintendent
Others Present: Stephanie Martin, Shannon Strong-Jones, Thomas Oestrike
Audience: Chuck Hemple, Heidi Fortress, Melissa Baldwin

Meeting start time - 7:30 pm

Public Comment: None

Dance Team - Discussion of opening up the dance team to students outside of the enrolled students. Suggestion was made to bring it back to board for a full discussion to include all Board Members.

Restructuring of Central Office - Dr Kruppe shared a restructuring plan for Central Office for the 2022-2023 school year.

Teacher Update - Discussion of potential closed session at the regular Board of Education meeting on Monday, June 20th.

Meeting end time - 8:35 pm

Minutes submitted by Jamie Buczko, Administrative Assistant to the Superintendent





Ford Administration
Matthew Miller, Business Office Manager
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5213 | F: 248-544-5443
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TO: The School District of the City of Hazel Park
Board of Education

FROM: Jason Zirniss
Assistant Superintendent, Business & Operations

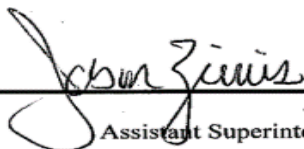
RE: Treasurer's Report May, 2022

DATE: June 16, 2022

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)		1,001,409.27	
	<i>Total - General Fund</i>	<u>\$ 1,001,409.27</u>	
CENTER PROGRAM (22)		23,768.54	
COMMUNITY SERVICE (23)		321.00	
FOOD SERVICE FUND (25)		162,083.20	
COMMON DEBT (31-39)		0.00	
CAPITAL PROJECTS (41-49)		291,026.96	
	<i>Total - Special Revenue Funds</i>	<u>\$ 477,199.70</u>	
INTERNAL ACCOUNT FUNDS (29)		8,659.49	
	<i>Total - Other Funds</i>	<u>\$ 8,659.49</u>	
TOTAL CHECK DISBURSEMENTS		<u><u>\$ 1,487,268.46</u></u>	\$ 1,487,268.46
ACH DEBITS			1,925,482.90
PAYROLL			1,265,172.63
OUTGOING WIRE TRANSFERS			2,512,357.37
P-CARD PURCHASES			111,855.79
			<u>5,814,868.69</u>
TOTAL DISBURSEMENTS IN PERIOD			<u><u>\$ 7,302,137.15</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

Apr-22

<u>Date</u>	<u>Amount</u>	<u>Bank Acct Taken From</u>	<u>Reason</u>
5/2/2022	\$215.17	Gen Funds	Latchkey Fees
5/10/2022	\$3,706.50	Gen Funds	Health Equity Payment May 6th Payroll
5/20/2022	\$3,726.50	Gen Funds	Health Equity Payment May 20th Payroll
5/5/2022	\$9,417.18	Gen Funds	EduStaff Payment
5/19/2022	\$9,380.40	Gen Funds	EduStaff Payment
5/23/2022	\$994.50	Gen Funds	EduStaff Payment
5/9/2022	\$21,804.20	Gen Funds	Penserv Payment May 6th Payroll
5/23/2022	\$22,059.58	Gen Funds	Penserv Payment May 20th Payroll
5/6/2022	\$31,431.22	Tax W/H	Payroll State Tax Withholding May 6th
5/20/2022	\$31,517.53	Tax W/H	Payroll State Tax Withholding May 20th
5/6/2022	\$209,683.16	Tax W/H	Payroll Federal Tax Withholding May 6th
5/20/2022	\$210,247.86	Tax W/H	Payroll Federal Tax Withholding May 20th
5/1/2022	\$23,363.40	DTE	May DTE Payments

\$1,925,482.90	Total ACH Debits
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<u>Date</u>	<u>Amount</u>	<u>Payroll</u>
5/6/2022	\$631,901.45	General Payroll on May 6th
5/20/2022	\$633,271.18	General Payroll on May 20th

\$1,265,172.63	Total Payroll
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<u>Date</u>	<u>Amount</u>	<u>Wires</u>
5/24/2022	\$2,512,357.37	MVCA Wire State Aid

\$2,512,357.37	Total Wires
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<u>Date</u>	<u>Amount</u>	<u>P-Card Purchases</u>
5/23/2022	\$111,855.79	General P-Card charges Huntington Bank

\$111,855.79	Total P-Card Purchases
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Hazel Park Schools
Budget to Actual by St Revenue and St Function

As of 05/31/2022

St Revenue/Function	Description		Original Budget	1st Amended Budget	2nd Amended Budget	Encumbrance	Actual	Balance	Percent
Type: 4 Revenue									
St Revenue: 100	Revenue from Local Sources	Total:	5,565,278.40	5,301,863.00	5,704,514.00	0.00	4,402,727.72	1,301,786.28	77.18%
St Revenue: 300	Rev from State Sources	Total:	27,440,953.46	28,260,564.00	28,907,259.00	0.00	21,565,797.20	7,341,461.80	74.60%
St Revenue: 400	Rev from Federal Sources	Total:	5,323,130.00	7,055,186.00	7,553,087.00	0.00	7,014,452.44	538,634.56	92.87%
St Revenue: 500	Incoming Transfer/Oth Transact	Total:	2,380,209.40	2,929,867.00	2,430,209.40	0.00	1,915,245.81	514,963.59	78.81%
St Revenue: 600	Fund Modifications	Total:	1,569,040.36	1,619,040.00	1,619,040.36	0.00	0.00	1,619,040.36	0.00%
Type: 4	RevenueTotal:		42,278,611.62	45,166,520.00	46,214,109.76	0.00	34,898,223.17	11,315,886.59	75.51%
Type: 5 Expense									
St. Function:110	Basic Programs	Total:	19,059,579.88	20,268,503.00	19,723,089.00	30,830.67	17,215,246.01	2,507,842.99	87.28%
St. Function:120	Added Needs	Total:	8,221,581.26	7,822,408.00	8,625,893.00	10,655.61	7,412,907.92	1,212,985.08	85.94%
St. Function:210	Support Services-Pupil	Total:	2,449,653.37	2,526,515.00	2,945,113.00	6,610.84	2,699,973.81	245,139.19	91.68%
St. Function:220	Support Services-Instr Staff	Total:	1,610,429.25	2,221,870.00	2,435,416.00	2,442.94	2,219,883.15	215,532.85	91.15%
St. Function:230	Support Services-General Admin	Total:	646,988.52	648,807.00	733,326.00	5,570.00	653,821.72	79,504.28	89.16%
St. Function:240	Support Services-School Admin	Total:	2,081,369.84	2,059,557.00	2,085,235.00	875.75	1,969,398.98	115,836.02	94.44%
St. Function:250	Support Services-Business	Total:	757,166.28	688,081.00	729,720.00	1,045.11	679,037.32	50,682.68	93.05%
St. Function:260	Operations and Maintenance	Total:	4,471,426.19	5,286,186.00	5,340,085.00	114,279.77	4,729,335.71	610,749.29	88.56%
St. Function:270	Pupil Transportation Services	Total:	317,126.07	201,941.00	319,683.00	26,126.50	358,748.82	(39,065.82)	112.22%
St. Function:280	Support Services-Central	Total:	1,325,197.03	1,446,099.00	1,477,348.00	675.52	2,116,412.20	(639,064.20)	143.26%
St. Function:290	Support Services-Other	Total:	580,337.23	479,649.00	516,730.29	15,116.29	493,642.02	23,088.27	95.53%
St. Function:330	Community Activities	Total:	15,912.00	10,400.00	18,530.61	0.00	15,448.94	3,081.67	83.37%
St. Function:390	Other Community Services	Total:	57,846.47	251,514.00	212,222.86	849.95	141,130.62	71,092.24	66.50%
St. Function:440	Pymts to Other Govnmt	Total:	209,706.64	266,665.00	266,665.00	0.00	266,665.00	0.00	100.00%
St. Function:510	Debt Services - Long Term Only	Total:	33,000.00	33,000.00	33,000.00	0.00	33,000.00	0.00	100.00%
St. Function:600	Transfers Out	Total:	292,088.00	292,088.00	292,088.00	0.00	292,087.50	0.50	100.00%
Type: 5	ExpenseTotal:		42,129,408.03	44,503,283.00	45,754,144.76	215,078.95	41,296,739.72	4,457,405.04	90.26%
Grand Total:			149,203.59	663,237.00	459,965.00		-6,398,516.55	6,858,481.55	

Hazel Park Schools
Check Register by Fund
Check Date From 5/1/2022 TO 5/31/2022

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
Fund: 110					
05/05/2022	EH 00000296	100439	AERO FILTER INC		6,667.71
05/05/2022	EH 00000297	100550	AMAZON CAPITAL SERVICES INC		1,049.50
05/05/2022	EH 00000298	100495	C G NEWSPAPERS		163.00
05/05/2022	EH 00000299	100397	SCHOOL SPECIALTY	P2200380	136.76
05/05/2022	EH 00000300	100357	STAPLES BUSINESS ADVANTGE	P2200357	267.23
05/05/2022	HP 00500998	100458	ACE TRANSPORTATION		6,940.35
05/05/2022	HP 00500999	100544	ASCENSION MICHIGAN EMPLOYER SOLUTIONS		282.00
05/05/2022	HP 00501000	100523	BLICK ART MATERIALS		23.72
05/05/2022	HP 00501001	100735	BURKES SPORT HAVEN		1,108.55
05/05/2022	HP 00501002	100111	CLARK, DENNIS		40.00
05/05/2022	HP 00501003	101063	CUPP, WAYNE		79.42
05/05/2022	HP 00501004	100958	DEVIN HUGHES ENTERPRISES		500.00
05/05/2022	HP 00501005	101068	DIMAS, MAX		80.00
05/05/2022	HP 00501006	100279	FERNDALE FRIENDS		695.00
05/05/2022	HP 00501007	100510	FOSTER SPECIALTY FLOORS		37,147.00
05/05/2022	HP 00501008	100323	JOSTENS INC		135.30
05/05/2022	HP 00501010	100575	MACOMB AREA CONFERNCE		600.00
05/05/2022	HP 00501012	101066	MCCOURT MUSIC		50.00
05/05/2022	HP 00501016	100986	PIONEER VALLEY BOOKS		1,574.64
05/05/2022	HP 00501018	100208	WORTHINGTON II, JOHN		65.00
05/05/2022	HP 00501019	100512	CHAPT 13 TRUSTEE-TAMMY L TERRY		420.00
05/05/2022	HP 00501020	100953	DAVID BADER P67307		166.86
05/05/2022	HP 00501021	100387	MISDU		232.65
05/05/2022	HP 00501022	100609	RUSKIN, DAVID		1,127.58
05/19/2022	EH 00000302	100045	A & I ENTERPRISES		169,037.70
05/19/2022	EH 00000303	100550	AMAZON CAPITAL SERVICES INC		3,789.88
05/19/2022	EH 00000304	100860	BALDWIN, MELISSA	P2200005	40.00
05/19/2022	EH 00000306	100402	GEMINI FORMS & SYSTEMS INC		756.00
05/19/2022	EH 00000307	100056	HINTON, BEVERLY	P2200007	40.00
05/19/2022	EH 00000308	100044	HP PROMISE ZONE	P2200012	40.00

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Check Date	Check#	PE ID	Vendor Name	PO#	Amount
05/19/2022	EH 00000309	100574	INSTITUTE FOR EXCELLENCE IN ED		1,675.50
05/19/2022	EH 00000310	100292	INVEST CENTERS LLC		228,537.68
05/19/2022	EH 00000311	100520	PEDIATRIC HEALTH CONSULTANTS INC		6,593.34
05/19/2022	EH 00000312	100125	SCHLAK, KRISTY	P2200017	40.00
05/19/2022	EH 00000313	100397	SCHOOL SPECIALTY	P2200367	302.29
05/19/2022	EH 00000314	100357	STAPLES BUSINESS ADVANTGE	P2200386	486.51
05/20/2022	EH 00000315	100550	AMAZON CAPITAL SERVICES INC	P2200396	27.47
05/20/2022	EH 00000316	100861	FORTRESS, HEIDI	P2200286	40.00
05/20/2022	HP 00501023	100523	BLICK ART MATERIALS		1,917.26
05/20/2022	HP 00501024	101077	BRICKS 4 KIDZ DETROIT		2,725.00
05/20/2022	HP 00501025	100512	CHAPT 13 TRUSTEE-TAMMY L TERRY		420.00
05/20/2022	HP 00501026	100322	CITY HAZEL PARK WATER		7,808.42
05/20/2022	HP 00501027	100888	CONSTELLATION		12,921.30
05/20/2022	HP 00501028	101083	CUELLO LA O, NICOLE		80.00
05/20/2022	HP 00501029	100953	DAVID BADER P67307		166.86
05/20/2022	HP 00501030	101080	DAVIDSON, JOHN		80.00
05/20/2022	HP 00501031	100031	DEAF COMMUNITY ADVOCACY NETWOR		220.00
05/20/2022	HP 00501032	100958	DEVIN HUGHES ENTERPRISES		6,000.00
05/20/2022	HP 00501034	101086	DUNN, JANET		80.00
05/20/2022	HP 00501035	101079	DUNN, JOHN		80.00
05/20/2022	HP 00501036	100254	ENVIRONMENTAL MAINTENANCE ENGINEERS		750.00
05/20/2022	HP 00501038	100640	FIBER LINK INC		210.75
05/20/2022	HP 00501039	100899	GLEANERS COMMUNITY FOOD BANK OF SE		1,261.00
05/20/2022	HP 00501040	101081	GRIBBLE , JASON		90.00
05/20/2022	HP 00501045	100569	INTEGRITY BUSINESS SOLUTIONS LLC	P2200376	699.80
05/20/2022	HP 00501046	100079	INTEGRITY TESTING & SAFETY ADM		221.00
05/20/2022	HP 00501047	100323	JOSTENS INC		1,224.00
05/20/2022	HP 00501048	101084	MCPHAIL, DAVID		80.00
05/20/2022	HP 00501049	100589	MILLENNIUM BUSINESS SYSTEMS		2,872.32
05/20/2022	HP 00501050	100387	MISDU		232.65
05/20/2022	HP 00501051	101052	NORTHSTAR MAT SERVICE		899.00

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Check Date	Check#	PE ID	Vendor Name	PO#	Amount
05/20/2022	HP 00501052	100461	NOVA ENVIRONMENTAL INC		2,500.00
05/20/2022	HP 00501053	100380	OAKLAND SCHOOLS		30.00
05/20/2022	HP 00501056	101082	PICKELL, RUSS		90.00
05/20/2022	HP 00501057	100476	QUILL CORPORATION		44.64
05/20/2022	HP 00501059	101075	ROSEMAN, CARLA		344.54
05/20/2022	HP 00501060	100609	RUSKIN, DAVID		1,127.58
05/20/2022	HP 00501062	100501	STAFFORD SMITH INC	P2200362	1,779.00
05/20/2022	HP 00501064	100208	WORTHINGTON II, JOHN		220.00
05/31/2022	HP 00501065	100544	ASCENSION MICHIGAN EMPLOYER SOLUTIONS		38.00
05/31/2022	HP 00501067	100031	DEAF COMMUNITY ADVOCACY NETWOR		248.08
05/31/2022	HP 00501068	100311	DEMCO INC	P2200310	20,849.00
05/31/2022	HP 00501069	100958	DEVIN HUGHES ENTERPRISES		500.00
05/31/2022	HP 00501070	101068	DIMAS, MAX		80.00
05/31/2022	HP 00501071	100404	HASTINGS AUTO PARTS	P2200024	180.87
05/31/2022	HP 00501072	100323	JOSTENS INC		1,094.65
05/31/2022	HP 00501073	100969	MARTIN, ANDREW		40.00
05/31/2022	HP 00501074	100413	MCGRAW HILL BOOK CO		523.88
05/31/2022	HP 00501075	100327	MICHIGAN EDUCATION SPECIAL		456,786.68
05/31/2022	HP 00501076	100337	PETERSON GLASS CO		775.85
05/31/2022	HP 00501077	100585	PITNEY BOWES		2,018.50
05/31/2022	HP 00501081	100208	WORTHINGTON II, JOHN		140.00
			Fund 110	Total:	1,001,409.27
Fund: 220					
05/05/2022	EH 00000297	100550	AMAZON CAPITAL SERVICES INC		141.48
05/19/2022	EH 00000303	100550	AMAZON CAPITAL SERVICES INC		773.18
05/20/2022	HP 00501037	100446	FAR THERAPEUTIC & PERFORMING ARTS		3,741.25
05/20/2022	HP 00501049	100589	MILLENNIUM BUSINESS SYSTEMS		581.11
05/20/2022	HP 00501055	100543	PETTY CASH		251.18
05/20/2022	HP 00501061	100515	STAFF CONNECTIONS LLC		11,349.50
05/31/2022	HP 00501079	100515	STAFF CONNECTIONS LLC		6,930.84
			Fund 220	Total:	23,768.54

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Check Date	Check#	PE ID	Vendor Name	PO#	Amount
Fund: 230					
05/31/2022	HP 00501066	100677	CIRRUS GROUP LLC		321.00
				Fund 230 Total:	321.00
Fund: 250					
05/05/2022	EH 00000301	100087	TMP ARCHITECTURE INC		6,187.95
05/05/2022	HP 00501014	101069	NUTRISLICE INC		596.10
05/05/2022	HP 00501017	100954	RITEWAY SERVICE INC		907.00
05/19/2022	EH 00000305	100118	CHARTWELLS DINING SERVICES		154,075.35
05/20/2022	HP 00501049	100589	MILLENNIUM BUSINESS SYSTEMS		89.30
05/31/2022	HP 00501078	100954	RITEWAY SERVICE INC		227.50
				Fund 250 Total:	162,083.20
Fund: 290					
05/05/2022	EH 00000297	100550	AMAZON CAPITAL SERVICES INC	P2200372	323.99
05/05/2022	HP 00501003	101063	CUPP, WAYNE		79.43
05/05/2022	HP 00501008	100323	JOSTENS INC		944.00
05/05/2022	HP 00501009	101065	LK DESIGNS		153.00
05/05/2022	HP 00501011	101056	MACOMB SIGNS LLC		525.00
05/05/2022	HP 00501013	101067	MICHIGAN SCIENCE CENTER		676.00
05/20/2022	HP 00501033	100533	DRAMATIC GRAPHICS		600.00
05/20/2022	HP 00501041	100707	HARRIS, JEFFREY		288.86
05/20/2022	HP 00501042	101073	HAWTHORNE , ANTRELLA		180.00
05/20/2022	HP 00501043	101078	HAZEL PARK ANIMAL CONTROL SHELTER		368.00
05/20/2022	HP 00501044	100774	HOWARD MICHAELS FUNDRAISING CO		3,315.60
05/20/2022	HP 00501063	101076	STONEY CREEK METROPARK		325.00
05/31/2022	HP 00501072	100323	JOSTENS INC		555.61
05/31/2022	HP 00501080	101076	STONEY CREEK METROPARK		325.00
				Fund 290 Total:	8,659.49
Fund: 420					
05/05/2022	EH 00000301	100087	TMP ARCHITECTURE INC		1,037.00
05/05/2022	HP 00501015	101053	PARTNERS IN ARCHITECTURE PLC		144,994.98
05/20/2022	HP 00501054	101053	PARTNERS IN ARCHITECTURE PLC		37,892.01
05/20/2022	HP 00501058	101054	R&E DEVELOPMENT GROUP LLC		107,102.97

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Check Date	Check#	PE ID	Vendor Name	PO#		Amount
				Fund	420	Total: 291,026.96
				Grand Total:		1,487,268.46

End of Report

Huntington Bank
Commercial Card Summary (P-Card)
For Month Ending - May 2022

<u>Date of Trans</u>	<u>Card Holder</u>	<u>Vendor</u>	<u>Amount</u>
05/31/2022	DEBRA DIMAS	AMZN MKTP US*5I8O63QR3	75.98
05/30/2022	JAMIE BUCZKO	WPY*COLLABORATIVE FOR	250.00
05/29/2022	ACCOUNTS PAYABLE	CLEAR RATE COMMUNICATI	1,860.64
05/29/2022	KIMBERLY HART	PP*RAZEITPRINT	162.18
05/29/2022	CHRISTINE LUPTAK	ONLINEEEEI	60.32
05/29/2022	GINA BREW	SULLIVANS FLEET SERVIC	1,080.77
05/29/2022	TAMMY SCHOLZ	SOUTHERN METHODIST UNI	600.00
05/29/2022	TAMMY SCHOLZ	THEGARDENOFENGLISH.COM	650.00
05/29/2022	MEGAN PAPASIAN-BROADWELL	MEIJER # 222	45.70
05/29/2022	MEGAN PAPASIAN-BROADWELL	ADOBE PRODUCTS	10.59
05/29/2022	GREG RICHARDSON	YOUNG BOWLING & TROPHY	53.00
05/27/2022	KARLA GRAESSLEY	JONES SCHOOL SUPPLY CO	87.00
05/27/2022	DEBRA DIMAS	TST* NEW YORK BAGEL -	112.00
05/27/2022	CHRISTINE LUPTAK	WEINGARTZ	20.92
05/27/2022	KARLA GRAESSLEY	GFS STORE #0950	32.56
05/27/2022	LINDA YATES	LEARNING A-Z, LLC	197.32
05/27/2022	GREG RICHARDSON	TONYS ACE HDWE	4.74
05/27/2022	BRADLEY WILKINS	MICRO CENTER #055-RETA	113.91
05/27/2022	TAMMY SCHOLZ	STAX *QUICK MADE TRO	487.50
05/27/2022	JAMIE BUCZKO	TIM HORTONS #916688	60.17
05/26/2022	CHRISTINE LUPTAK	SONITROL GREAT LAKES M	345.00
05/26/2022	CHRISTINE LUPTAK	MCNAUGHTON MCKAY ELECT	204.48
05/26/2022	CHRISTINE LUPTAK	SQ *MECHANICAL SYSTEM	1,750.00
05/26/2022	CHRISTINE LUPTAK	IMPRESSIVE TILE CO	914.49
05/26/2022	THOMAS OESTRIKE	SP THEGRINDFITNESS.C	(163.52)
05/26/2022	THOMAS OESTRIKE	EDDIES PIZZA	40.00
05/26/2022	THOMAS OESTRIKE	POSSIBLETRAINING	102.67
05/26/2022	MATTHEW MILLER	BRD OF TRUSTEES MICH S	3,156.99
05/26/2022	CORRI NASTASI	AMAZON.COM*1R2B07QI2 A	14.80
05/26/2022	CORRI NASTASI	LAMINATOR.COM	(8.16)
05/26/2022	BRADLEY WILKINS	ALOHI	59.99
05/26/2022	CHRISTINE LUPTAK	A & C BUILDERS HARDWAR	685.00
05/26/2022	TAMMY SCHOLZ	NAESP-PEAP	71.05
05/26/2022	TAMMY SCHOLZ	ENGAGING SCHOOLS INC	306.43
05/26/2022	CHRISTINE LUPTAK	SULLIVANS FLEET SERVIC	51.70
05/26/2022	CHRISTINE LUPTAK	DOWNRIVER REFRIGERATIO	2,749.99
05/26/2022	CHRISTINE LUPTAK	ROCKET ENTERPRISE INC	312.00
05/25/2022	CHRISTINE LUPTAK	ORKIN LLC 002	132.00
05/25/2022	CHRISTINE LUPTAK	VIGILANTE SECURITY INC	285.00
05/25/2022	CHRISTINE LUPTAK	BISON PLUMBING INC	1,195.00
05/25/2022	THOMAS OESTRIKE	SP THEGRINDFITNESS.C	(163.52)
05/25/2022	THOMAS OESTRIKE	SP THEGRINDFITNESS.C	(654.06)
05/25/2022	DEBRA DIMAS	AMZN MKTP US*LW0K82KU3	33.78
05/25/2022	TAMMY SCHOLZ	JONES SCHOOL SUPPLY CO	22.04
05/25/2022	TAMARAN DILLARD	PAYPAL *MAASE	529.00
05/25/2022	BRADLEY WILKINS	SCREENCASTIFY UNLIMITE	(710.50)
05/25/2022	BRADLEY WILKINS	SCREENCASTIFY UNLIMITE	710.75
05/25/2022	MEGAN PAPASIAN-BROADWELL	SHUTTERFLY, INC.	213.96
05/25/2022	AMY KRUPPE	DETROIT BBQ	1,300.00
05/25/2022	JAMIE BUCZKO	SQ *THE GRILLED WRAP	1,865.07
05/24/2022	LINDA YATES	KROGER #602	25.00
05/24/2022	THOMAS OESTRIKE	KROGER #447	28.00
05/24/2022	ROCHELLE TASSIE	AMAZON.COM*1X1Q49GK1 A	58.27
05/24/2022	LINDA YATES	KROGER #602	50.00
05/23/2022	CHRISTINE LUPTAK	ONLINEEEEI	158.99

05/23/2022	DEBRA DIMAS	AMZN MKTP US*1X9235T41	159.94
05/23/2022	KIMBERLY HART	AMZN MKTP US*1R0FD4JS2	10.59
05/23/2022	KIMBERLY HART	AMZN MKTP US*1R9GL0OF0	395.11
05/23/2022	DEBRA DIMAS	AMZN MKTP US*1R31N83Z2	37.26
05/22/2022	TAMMY SCHOLZ	JONES SCHOOL SUPPLY CO	48.04
05/22/2022	BRADLEY WILKINS	DRI*ISUMSOFT	21.15
05/22/2022	BRADLEY WILKINS	PRECISION ROLLER	352.48
05/22/2022	BRADLEY WILKINS	PRECISION ROLLER	287.91
05/22/2022	DEBRA DIMAS	AMZN MKTP US*1R0XY3O72	99.98
05/22/2022	JAMIE BUCZKO	A 1 FINGERPRINT	70.00
05/22/2022	THOMAS OESTRIKE	THE VARSITY SHOP	732.00
05/22/2022	SHEILA OKANE	GFS STORE #0950	60.11
05/22/2022	ACCOUNTS PAYABLE	CLARK HILL PLC	51,384.00
05/22/2022	KIMBERLY HART	AMZN MKTP US*1X3NH6JL1	9.53
05/22/2022	CORRI NASTASI	AMAZON.COM*1L35K9RM2	19.89
05/22/2022	CORRI NASTASI	AMZN MKTP US*1X5VV3OB1	62.90
05/20/2022	CHARLES PLEINESS	SQ *ALLSTAR SERVICES O	90.00
05/20/2022	TAMMY SCHOLZ	AMZN MKTP US*1L7CJ3KX2	99.50
05/20/2022	MEGAN PAPASIAN-BROADWELL	GFS STORE #0178	105.86
05/20/2022	DEBRA DIMAS	TST* NEW YORK BAGEL -	112.00
05/19/2022	THOMAS OESTRIKE	EDDIES PIZZA	58.00
05/19/2022	DEBRA DIMAS	DOLLAR TREE	22.53
05/19/2022	GREG RICHARDSON	TONYS ACE HDWE	36.08
05/19/2022	THOMAS OESTRIKE	JIFFYSHIRTS.COM US L.P	262.10
05/19/2022	GINA BREW	MOBILITYWORKS-DETROIT-	268.21
05/19/2022	TAMMY SCHOLZ	AMZN MKTP US*1L4NT1SR2	13.99
05/19/2022	GREG RICHARDSON	TONYS ACE HDWE	31.50
05/19/2022	GREG RICHARDSON	TONYS ACE HDWE	11.16
05/19/2022	BRADLEY WILKINS	SQ *LION TECHNOLOGIES	1,160.00
05/19/2022	MEGAN PAPASIAN-BROADWELL	AMAZON.COM*1L6PF3SO2 A	130.70
05/19/2022	MEGAN PAPASIAN-BROADWELL	GFS STORE #0960	97.24
05/19/2022	MICHELLE KRAUSE	NICKS PIZZA - 9 MILE R	99.09
05/18/2022	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*1R7JZ9BF1	72.95
05/18/2022	DEBRA DIMAS	WALGREENS #5426	115.94
05/18/2022	CORRI NASTASI	TST* NEW YORK BAGEL -	100.00
05/18/2022	CORRI NASTASI	WM SUPERCENTER #3487	69.28
05/18/2022	GREG RICHARDSON	TONYS ACE HDWE	40.80
05/18/2022	BRADLEY WILKINS	SCREENCASTIFY UNLIMITE	725.00
05/17/2022	KARLA GRAESSLEY	DETROIT ZOOLOGICAL SOC	711.00
05/17/2022	ACCOUNTS PAYABLE	REPUBLIC SERVICES TRAS	298.02
05/17/2022	ROCHELLE TASSIE	AMAZON.COM*1R97U8XG1	35.79
05/17/2022	CHRISTINE LUPTAK	REPUBLIC SERVICES TRAS	3,086.24
05/17/2022	KARLA GRAESSLEY	SCHOLASTIC, INC.	55.65
05/17/2022	LINDA YATES	CAROLINA BIOLOGIC SUPP	77.67
05/17/2022	LINDA YATES	CAROLINA BIOLOGIC SUPP	77.95
05/17/2022	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*1L5T20AS0	61.95
05/17/2022	LINDA YATES	KROGER #602	50.00
05/17/2022	LINDA YATES	KROGER #602	25.00
05/17/2022	ACCOUNTS PAYABLE	DTE ENERGY	24,489.48
05/16/2022	ACCOUNTS PAYABLE	CORRIGAN MOVING SYSTEM	65.00
05/15/2022	CHRISTINE LUPTAK	BISON PLUMBING INC	645.00
05/15/2022	MEGAN PAPASIAN-BROADWELL	OTC BRANDS INC	59.96
05/15/2022	CHRISTINE LUPTAK	BISON PLUMBING INC	175.00
05/15/2022	CHRISTINE LUPTAK	BISON PLUMBING INC	195.00
05/15/2022	CHRISTINE LUPTAK	BISON PLUMBING INC	195.00
05/15/2022	CHRISTINE LUPTAK	BISON PLUMBING INC	345.00
05/15/2022	CHRISTINE LUPTAK	BISON PLUMBING INC	795.00
05/15/2022	CHRISTINE LUPTAK	BISON PLUMBING INC	645.00
05/15/2022	CHRISTINE LUPTAK	BISON PLUMBING INC	345.00
05/15/2022	CHRISTINE LUPTAK	GRAINGER	17.64
05/15/2022	CHRISTINE LUPTAK	THE TRANE COMPANY	1,072.72

05/15/2022	CHRISTINE LUPTAK	GRAINGER	117.36
05/15/2022	CHRISTINE LUPTAK	GRAINGER	43.50
05/15/2022	CHRISTINE LUPTAK	AUTOZONE #2254	37.04
05/15/2022	CHRISTINE LUPTAK	GEMINI FORMS AND SYSTE	113.40
05/15/2022	CHRISTINE LUPTAK	APOC SALES INC.	2,177.10
05/15/2022	KARLA GRAESSLEY	SCHOLASTIC, INC.	2,671.20
05/15/2022	CHRISTINE LUPTAK	AIRGAS USA, LLC	174.50
05/15/2022	GINA BREW	SULLIVANS FLEET SERVIC	4,627.90
05/15/2022	SHEILA OKANE	LIBIB.COM	11.00
05/15/2022	ACCOUNTS PAYABLE	TMOBILE*AUTO PAY	421.71
05/15/2022	BRADLEY WILKINS	SP PARTS-DISTRIBUTIO	63.97
05/15/2022	CORRI NASTASI	AMZN MKTP US*1L7N00OS2	21.95
05/15/2022	GREG RICHARDSON	TONYS ACE HDWE	34.17
05/15/2022	GREG RICHARDSON	THE HOME DEPOT #2706	290.06
05/15/2022	MICHELLE KRAUSE	EBAY O*21-08621-86248	149.62
05/15/2022	MEGAN PAPASIAN-BROADWELL	OTC BRANDS INC	38.16
05/15/2022	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*1L7LA2ZB0	206.91
05/15/2022	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*1R3VR5ZG1	538.92
05/15/2022	MEGAN PAPASIAN-BROADWELL	MFASCO HEALTH & SAFETY	278.72
05/15/2022	STEPHANIE DULMAGE	STATE OF MICHIGAN OCAL	100.00
05/15/2022	LINDA YATES	KIDS READ NOW INC	3,805.85
05/15/2022	CHRISTINE LUPTAK	GNE PAINT & SUPPLIES I	24.57
05/13/2022	CHRISTINE LUPTAK	A & C BUILDERS HARDWAR	840.00
05/13/2022	CHRISTINE LUPTAK	UNIVERSAL WHOLESALE PL	74.40
05/13/2022	CHRISTINE LUPTAK	DOWNRIVER REFRIGERATIO	3,976.20
05/13/2022	CHRISTINE LUPTAK	COCHRANE SUPPLY AND EN	585.28
05/13/2022	CHRISTINE LUPTAK	SQ *MECHANICAL SYSTEM	13,200.00
05/13/2022	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	119.68
05/13/2022	TAMMY SCHOLZ	AMZN MKTP US*1L9YZ2R61	76.87
05/13/2022	KARLA GRAESSLEY	JONES SCHOOL SUPPLY CO	367.50
05/13/2022	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	304.74
05/13/2022	CORRI NASTASI	AMAZON.COM*134RJ3WK2	28.99
05/13/2022	GREG RICHARDSON	TONYS ACE HDWE	9.07
05/13/2022	MEGAN PAPASIAN-BROADWELL	SAMS CLUB #6659	150.14
05/13/2022	CHRISTINE LUPTAK	BILLINGS LAWN EQUIPMEN	181.83
05/12/2022	GREG RICHARDSON	TONYS ACE HDWE	7.21
05/12/2022	ROCHELLE TASSIE	AMZN MKTP US*1330J32U0	211.08
05/12/2022	DEBRA DIMAS	TST* NEW YORK BAGEL -	112.00
05/12/2022	ACCOUNTS PAYABLE	FEDEX FREIGHT INC	(260.00)
05/12/2022	CORRI NASTASI	AMAZON.COM*1L1865U81	28.99
05/12/2022	TAMMY SCHOLZ	AMZN MKTP US*1383O6S42	23.39
05/12/2022	GREG RICHARDSON	TONYS ACE HDWE	44.22
05/12/2022	GREG RICHARDSON	PHOENIX STONE COMPANY	1,560.00
05/12/2022	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*1L0FK0IR1	227.72
05/12/2022	MEGAN PAPASIAN-BROADWELL	DOLLAR TREE	10.00
05/12/2022	JAMIE BUCZKO	A 1 FINGERPRINT	70.00
05/11/2022	MEGAN PAPASIAN-BROADWELL	IN *ACME PARTYWORKS (2	123.90
05/11/2022	CHRISTINE LUPTAK	SWISCO, INC	1,288.77
05/11/2022	KARLA GRAESSLEY	THE HOME DEPOT #2721	142.04
05/11/2022	BRADLEY WILKINS	SQ *LION TECHNOLOGIES	150.00
05/11/2022	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	104.29
05/11/2022	CORRI NASTASI	TST* NEW YORK BAGEL -	100.00
05/11/2022	CORRI NASTASI	AMZN MKTP US*1339B5QH2	239.96
05/11/2022	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	702.15
05/10/2022	CORRI NASTASI	AMZN MKTP US*1384Z6M72	69.99
05/10/2022	CHRISTINE LUPTAK	ECOLAB INC	235.00
05/10/2022	DEBRA DIMAS	FSP*JDS PARTY RENTALS	199.00
05/10/2022	KIMBERLY HART	TARGET 00002824	85.58
05/10/2022	CORRI NASTASI	AMZN MKTP US*137DJ9VW0	49.98
05/10/2022	LINDA YATES	KROGER #602	75.00
05/10/2022	MEGAN PAPASIAN-BROADWELL	ZAZZLE INC	69.68

05/10/2022	TAMMY SCHOLZ	AMZN MKTP US*130UY15Z0	36.99
05/10/2022	JAMIE BUCZKO	A 1 FINGERPRINT	70.00
05/10/2022	TAMMY SCHOLZ	AMZN MKTP US*1361T4MT2	15.99
05/10/2022	TAMMY SCHOLZ	AMZN MKTP US*1L7P71BI1	14.84
05/10/2022	JAMIE BUCZKO	PANERA BREAD #600694 O	118.62
05/09/2022	STEPHANIE DULMAGE	AMAZON.COM*139UJ7192 A	31.88
05/09/2022	CORRI NASTASI	AMAZON.COM*136RN60C0	29.88
05/08/2022	GREG RICHARDSON	TONYS ACE HDWE	15.54
05/08/2022	CHRISTINE LUPTAK	MICHIGAN MAINTENANCE S	23.50
05/08/2022	CHRISTINE LUPTAK	CONTRACTORS NAT LAD/CO	314.47
05/08/2022	JAMIE BUCZKO	A 1 FINGERPRINT	70.00
05/08/2022	GREG RICHARDSON	TONYS ACE HDWE	22.75
05/08/2022	GREG RICHARDSON	TONYS ACE HDWE	5.30
05/08/2022	MEGAN PAPASIAN-BROADWELL	OTC BRANDS INC	106.90
05/08/2022	BRADLEY WILKINS	SQ *LION TECHNOLOGIES	1,500.00
05/08/2022	BRADLEY WILKINS	JUMPCLOUD INC	172.00
05/08/2022	BRADLEY WILKINS	COURSORA912JCJZ2MXTRY9	39.00
05/08/2022	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*1300V7EN2	256.99
05/08/2022	AMY KRUPPE	MDE EDUCATOR LICENSE	40.00
05/08/2022	GREG RICHARDSON	TONYS ACE HDWE	26.84
05/06/2022	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	1,332.50
05/06/2022	CHRISTINE LUPTAK	MORTIMER LUMBER	53.07
05/06/2022	CHRISTINE LUPTAK	RGP*TURF TENDERS	350.00
05/06/2022	CHRISTINE LUPTAK	SQ *MECHANICAL SYSTEM	14,040.52
05/06/2022	CHRISTINE LUPTAK	SQ *MECHANICAL SYSTEM	1,570.00
05/06/2022	CHRISTINE LUPTAK	SQ *MECHANICAL SYSTEM	6,958.82
05/06/2022	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	1,144.17
05/06/2022	TAMMY SCHOLZ	SAMSCLUB #6659	67.72
05/06/2022	MEGAN PAPASIAN-BROADWELL	SAMSCLUB #6659	13.98
05/06/2022	GREG RICHARDSON	TONYS ACE HDWE	54.29
05/06/2022	GREG RICHARDSON	TONYS ACE HDWE	114.90
05/06/2022	MEGAN PAPASIAN-BROADWELL	SAMSCLUB #6659	116.52
05/06/2022	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*137V68RQ1	62.88
05/06/2022	CORRI NASTASI	AT *MICHIGAN SCIENCE C	698.00
05/05/2022	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	2,083.19
05/05/2022	JAMIE BUCZKO	IN *STUDENT ACHIEVEMEN	250.00
05/05/2022	CHRISTINE LUPTAK	APOC SALES INC.	1,038.75
05/05/2022	DEBRA DIMAS	TST* NEW YORK BAGEL -	112.00
05/05/2022	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	27.10
05/05/2022	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	37.53
05/05/2022	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	1,265.17
05/05/2022	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	1,352.99
05/05/2022	CORRI NASTASI	LITTLE CAESARS #174	333.00
05/05/2022	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	1,031.31
05/05/2022	CORRI NASTASI	PARTY CITY 4110	23.00
05/05/2022	CORRI NASTASI	SAMS CLUB #6659	148.92
05/05/2022	CORRI NASTASI	AMAZON.COM*133WM7IX1 A	168.12
05/05/2022	CORRI NASTASI	JIMMY JOHNS - 2519 - M	344.60
05/05/2022	CORRI NASTASI	AMZN MKTP US*1Q9HA87H0	19.95
05/05/2022	ROCHELLE TASSIE	AMZN MKTP US*133GS89J1	48.50
05/04/2022	CHRISTINE LUPTAK	WW WILLIAMS COMPANY	1,462.20
05/04/2022	LINDA YATES	KROGER #602	50.00
05/04/2022	CHRISTINE LUPTAK	BISON PLUMBING INC	520.00
05/04/2022	CHRISTINE LUPTAK	ECOLAB INC	928.00
05/04/2022	CHRISTINE LUPTAK	AIRGAS USA, LLC	147.41
05/04/2022	THOMAS OESTRIKE	PEPSIBEVERAGECO	562.17
05/04/2022	CORRI NASTASI	AMAZON.COM*132EQ3DB1 A	54.95
05/04/2022	CORRI NASTASI	TST* NEW YORK BAGEL -	124.00
05/04/2022	JAMIE BUCZKO	OAKLAND SCHOOLS-RC INT	35.00
05/04/2022	GREG RICHARDSON	TONYS ACE HDWE	27.05
05/04/2022	MICHELLE KRAUSE	WALMART.COM AA	25.18

05/04/2022	MEGAN PAPASIAN-BROADWELL	MEIJER # 222	17.90
05/04/2022	MICHELLE KRAUSE	VOYAGER SOPRIS LEARN'G	250.80
05/04/2022	MICHELLE KRAUSE	VOYAGER SOPRIS LEARN'G	250.80
05/04/2022	JASON ZIRNIS	BARRISTER GARDENS	6,803.40
05/04/2022	TAMMY SCHOLZ	COOL PARTY FAVORS	(36.42)
05/04/2022	TAMMY SCHOLZ	AMAZON.COM*134930SF1	14.84
05/04/2022	CHRISTINE LUPTAK	VIGILANTE SECURITY INC	179.00
05/03/2022	KIMBERLY HART	AMZN MKTP US*1Q7HE6B22	19.07
05/03/2022	CHRISTINE LUPTAK	GRAINGER	79.91
05/03/2022	CHRISTINE LUPTAK	GRAINGER	15.68
05/03/2022	LINDA YATES	CAROLINA BIOLOGIC SUPP	54.72
05/03/2022	CORRI NASTASI	AT *MICHIGAN SCIENCE C	275.00
05/03/2022	CORRI NASTASI	SAMSClub #6664	(50.72)
05/03/2022	GREG RICHARDSON	TONYS ACE HDWE	17.09
05/03/2022	CHRISTINE LUPTAK	OTIS ELEVATOR	2,720.97
05/02/2022	CHARLES PLEINESS	SQ *ALLSTAR SERVICES O	1,090.00
05/02/2022	ROCHELLE TASSIE	AMZN MKTP US*1Q6KI9GJ2	27.87
05/02/2022	THOMAS OESTRIKE	PAYPAL *YOURSCENTER GO	815.70
05/02/2022	MEGAN PAPASIAN-BROADWELL	CHRISTMAS TREE #7054	53.90
05/02/2022	CORRI NASTASI	AMZN MKTP US*137YC2EU1	28.98
05/02/2022	CORRI NASTASI	GFS STORE #0950	21.99
05/02/2022	CORRI NASTASI	WM SUPERCENTER #3487	25.28
05/02/2022	CORRI NASTASI	AMZN MKTP US*1Q4GL5V92	19.95

208,570.80



Hazel Park School District ~ Administrative Conference Request Form

Administrator Name: Stephanie Dulmage

Date: 5/9/22

School/Building: Ford Administration Building

Permission is being requested to attend the following conference/workshop, with expenses paid to the extent that the District will allow.

Conference: K-12 Alliance Spring Policy Conference

Topic: School Policy and Legislative Actions

Location: Athenium Conference and Banquet Center

Date(s): 5/13/22

Time(s): 8:00 - 4:30

Please select all that apply:

Member on District-Wide Committee

Presenter (Organization: _____)

Alignment of Strategic Plan Goals

Job Responsibilities

Other (please explain)

Estimated Expenses

Registration: \$100.00

Meals: _____

Transportation: _____ ([Mileage form](#))

Housing: _____

Total: \$100.00

Processing

All requests are to be submitted to the Superintendent of Schools.

Account Code: _____

Superintendent Signature:  _____ Date: _____

↓ Approved Rejected



Michigan Association of Superintendents & Administrators

MASA 2022 Fall Conference

HOME > Events > MASA 2022 Fall Conference



Join us for the 2022 Fall Conference

September 20-22, 2022
Grand Traverse Resort

**Note: This conference will be held Tuesday-Thursday, rather than the usual Wednesday-Friday. We will return to the usual Wednesday-Friday schedule moving forward.*

[Review our COVID-19 Mitigation Policy](#)

Register

Hotel Information

Hotel rooms are sold out. Overflow hotel options coming soon.

Several condos are still available. Reserve your accommodations with the MASA room rate online using [this link](#), or use the offer code **MAS2022** on the resort's website or when booking through a reservations agent.

Start date **Septemb**

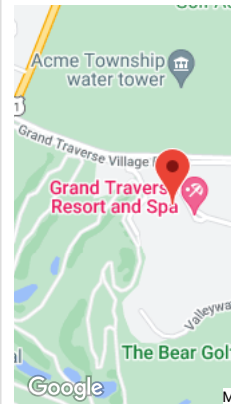
at

End date **Septemb**

at

Grand Traverse Resort

100 Grand Traverse Village E
Township, MI 49610



Share

EVENTS

AUG 17 Webinar: So, Y to be a Superi Calling All Asp School District

SEP 20 MASA 2022 Fal Conference

CALENDAR

Conference Agenda

Monday, September 19

6:00 PM – 7:30 PM **New Superintendents Reception**
Sponsored by SETSEG

Tuesday, September 20

7:00 AM – 4:30 PM **Registration Open**

8:00 AM – 12:45 PM **New Superintendents Leadership Academy**

8:00 AM – 10:00 AM **MAISA Board of Directors Meeting**

10:00 AM – 12:45 PM **MAISA General Membership Meeting/MISEN Meeting**

1:00 PM – 3:00 PM **General Session**
 Welcome
 Student Performance
 Keynote

3:30 PM – 4:45 PM **Concurrent Learning Sessions**

4:45 PM – 5:30 PM **Region Meetings**

6:00 PM – 7:00 PM **MAAAS Meeting**

8:00 PM – 10:30 PM **President's Reception**

Wednesday, September 21

7:00 AM – 4:30 PM **Registration Open**

7:00 AM – 8:00 AM **SETSEG Fun Run**

7:30 AM – 8:30 AM **Breakfast Buffet**

8:30 AM – 10:30 AM **General Session**
 Keynote: Colin Seale
"Thinking Like a Lawyer: A Framework for Teaching Critical Thinking to All Students"

10:00 AM – 10:15 AM **Break**

10:15 AM – 11:45 AM **Concurrent Breakout Sessions**

11:45 AM – 12:30 PM **Lunch**

12:30 PM – 12:45 PM **Break**

12:45 PM – 2:00 PM **Concurrent Learning Sessions**

2:00 PM – 2:15 PM **Break**

2:15 PM – 3:30 PM **Facilitated Networking**

3:30 PM – 3:45 PM **Break**

3:45 PM – 5:00 PM **Concurrent Learning Sessions**

5:00 PM – 6:30 PM **Leaders in Education Networking Reception**

Thursday, September 22

7:30 AM – 8:30 AM

Breakfast

8:30 AM – 11:00 AM

General Session

Legislative Update

Keynote

CONTACT US

1001 Centennial Way
Suite 300
Lansing, MI 48917-9279
phone: (517) 327-5910
fax: (517) 327-0779

SPECIAL PROJECTS



FOLLOW US



STAFF LINKS

[Staff Webmail](#)
[Online Paycheck](#)
[Staff Site](#)
[Help Desk](#)



Member Portal

Share this page

2022 MASA Fall Conference



When 9/20/2022 - 9/22/2022

Where Grand Traverse Resort
100 Grand Traverse Village Blvd
Acme, MI 49610

Register Myself

Register Someone Else

My registration status: Not registered

Registration Options	Price
<input type="radio"/> MASA Strategic Partner Registration	450.00
	30

Registration Options	Price
<input type="radio"/> MASA Member	450.00
<input type="radio"/> MASA Retiree Registration (fee to cover cost of meals)	150.00

Program

Only display program items in registrant's itinerary

Wednesday, 21 September 2022

[SET SEG Fun Run](#)

Where: Grand Traverse Resort Health Club. Register by August 31 to be guaranteed a shirt.

Price 0.00

Time 7:15 AM - 8:30 AM

9/21/2022 7:15 AM

You must sign in or create an account before registering for an event or purchasing a product.

Connect with us

Join us for the upcoming MASA events!

[Learn more »](#)

© Michigan Association of Superintendents & Administrators

1001 Centennial Way, Suite 300 | Lansing, MI 48917-9279

phone: (517) 327-5910 | fax: (517) 327-0779



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, Superintendent
Subject: MASA Fall Conference
Date: June 17, 2022

I am requesting to attend the Michigan Association of Superintendents and Administrators Fall Conference along with Dr. Dulmage from September 19 through September 21, 2022 in Acme, Michigan.

The cost of the conference is \$450.00 per person, the room cost for 3 days is \$669 per room, and meals allowance will be \$135.00. The total cost for each person for the three day conference is: \$1254.00.

Conference Agenda

Monday, September 19

6:00 PM – 7:30 PM New Superintendents Reception
Sponsored by SETSEG

Tuesday, September 20

7:00 AM – 4:30 PM Registration Open
8:00 AM – 12:45 PM New Superintendents Leadership Academy
8:00 AM – 10:00 AM MAISA Board of Directors Meeting
10:00 AM – 12:45 PM MAISA General Membership Meeting/MISEN Meeting
1:00 PM – 3:00 PM General Session

Welcome

Student Performance

Keynote

3:30 PM – 4:45 PM Concurrent Learning Sessions
4:45 PM – 5:30 PM Region Meetings
6:00 PM – 7:00 PM MAAAS Meeting
8:00 PM – 10:30 PM President's Reception

Wednesday, September 21

7:00 AM – 4:30 PM Registration Open
7:00 AM – 8:00 AM SETSEG Fun Run





7:30 AM – 8:30 AM Breakfast Buffet
8:30 AM – 10:30 AM General Session
Keynote: Colin Seale

“Thinking Like a Lawyer: A Framework for Teaching Critical Thinking to All Students”

10:00 AM – 10:15 AM Break
10:15 AM – 11:45 AM Concurrent Breakout Sessions
11:45 AM – 12:30 PM Lunch
12:30 PM – 12:45 PM Break
12:45 PM – 2:00 PM Concurrent Learning Sessions
2:00 PM – 2:15 PM Break
2:15 PM – 3:30 PM Facilitated Networking
3:30 PM – 3:45 PM Break
3:45 PM – 5:00 PM Concurrent Learning Sessions
5:00 PM – 6:30 PM Leaders in Education Networking Reception

Thursday, September 22

7:30 AM – 8:30 AM Breakfast
8:30 AM – 11:00 AM General Session
Legislative Update
Keynote

Funding Source: General Fund Dollars

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.

Recommendation
That the Board of Education approve the conference request for the MASA Fall Conference at a cost of \$1254.00 a person, as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent

MEMBERSHIP

2022-23 SCHOOL YEAR

DWNLD22



Michigan Association of
Secondary School Principals

Membership Dates: July 1, 2022 - June 30, 2023

Full Name: _____

District: _____

Preferred First Name: _____

School Name: _____

Date of Birth: _____

School Address: _____

Home Address: _____

School City: _____ ZIP: _____

Home City: _____ ZIP: _____

Office Phone: _____

Cell Phone: _____

E-Mail: _____

[Be sure to provide an accurate email address in order to receive member benefits.]

OPTIONAL DEMOGRAPHIC INFORMATION

*Gender: Male Female _____

*Race/Ethnicity (check all that apply): American Indian or Alaskan Native Asian Black or African American Hispanic/Latino
 Middle Eastern/North African Native Hawaiian or Pacific Islander White

*Demographic information will help us as we seek to better understand the needs of our membership and work to best serve all stakeholders.

What is your current title? _____

School Classification (check all that apply): Middle Level High School CTE District/ISD Elementary

School Location: Rural Urban Suburban

Your Total Years in Administration (please combine all years and all levels of your experience): Under 2 3-5 6-14 15-30 31+

MHSAA Class Designation: A B C D MHSAA League/Conference: _____

Select one of the following MASSP membership options. Information about each option can be found on the reverse of this form.

Executive

\$875

Early Bird Rate:
\$825
(before August 1)

NEW THIS YEAR
Includes up to **FOUR** Secretary Subscriptions!
You will be emailed a link to sign up secretaries.

Professional+

\$750

Early Bird Rate:
\$700
(before August 1)

Professional

\$500

Early Bird Rate:
\$450
(before August 1)

Associate*

\$100

(Open only to Aspiring or Elementary Principals and Central Office Personnel)

SECRETARY SUBSCRIPTION (consider adding this to keep your assistant informed)

\$50 (add 1-3 Secretaries) **\$100 (add 4+ Secretaries)**

Members will be emailed a link to sign up secretaries after receipt of registration and payment.
*Secretary subscriptions are per school building, not district; not available with Associate membership.

Membership Cost (BEFORE August 1, note Early Bird Rate) \$ _____ + Secretary Subscription \$ _____ = Total Amount \$ _____
(optional, included with Executive membership)

Payment may be made by check or credit card. All checks should be made out to MASSP and include the member(s) name and/or invoice number(s).

Card #: _____ Total Amount: \$ _____

Expiration: _____ / _____ w/CID: _____ Billing ZIP: _____

Payment: Personal Funds School Funds Email for Credit Card Receipt: _____

[NOTE: Membership dues may be tax deductible as a business expense up to 90%. MASSP estimates that 10% of dues are not deductible because of lobby activities on behalf of the membership.]



Michigan Association of Secondary School Principals

MEMBERSHIP OPTIONS

Now's the time to join Michigan's premier education association. Membership levels and available benefits can be found below. For more information, visit massp.com or contact the office at (517) 327-5315.

EXECUTIVE

\$875

\$225 savings

Includes NASSP Membership & Legal Coverage

Breaking News Communications

Headlines (Weekly E-Newsletter)

The Source (Monthly E-Newsletter)

Pertinent Quarterly E-Newsletters

Weekly Event Communications

FREE Leader2Leader Webinars

Event Discounts

MASSP/NASSP Legal Services & Support

Board of Directors Election Voting Rights

Association & Legislative Advocacy & Input

NASSP Membership Services & Subscriptions

Legal Survival Guide

MASC/MAHS Student Leadership Membership

NEW THIS YEAR

Now Includes Up to FOUR Secretary Memberships

PROFESSIONAL+

\$750

Includes NASSP Membership & Legal Coverage

Breaking News Communications

Headlines (Weekly E-Newsletter)

The Source (Monthly E-Newsletter)

Pertinent Quarterly E-Newsletters

Weekly Event Communications

FREE Leader2Leader Webinars

Event Discounts

MASSP/NASSP Legal Services & Support

Board of Directors Election Voting Rights

Association & Legislative Advocacy & Input

NASSP Membership Services & Subscriptions

Executive & Professional+ Memberships Include Added Legal Coverage from NASSP

Up to \$10,000

PROFESSIONAL

\$500

Only Includes MASSP Membership & Legal Coverage

Breaking News Communications

Headlines (Weekly E-Newsletter)

The Source (Monthly E-Newsletter)

Pertinent Quarterly E-Newsletters

Weekly Event Communications

FREE Leader2Leader Webinars

Event Discounts

MASSP Legal Services & Support

Board of Directors Election Voting Rights

Association & Legislative Advocacy & Input

ASSOCIATE

\$100

No Legal Coverage Included

Breaking News Communications

Headlines (Weekly E-Newsletter)

The Source (Monthly E-Newsletter)

Pertinent Quarterly E-Newsletters

Weekly Event Communications

Associate membership is open only to aspiring principals, elementary principals and central office personnel.

SECRETARY SUBSCRIPTION

\$50-\$100

Breaking News Communications

The Source (Monthly E-Newsletter)

LeadLines (Monthly Student Leadership E-Newsletter)

Quarterly E-Newsletter Just for Secretaries!



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, Superintendent
Subject: MASSP Membership Renewal
Date: June 17, 2022

I am requesting the renewal of MASSP (Michigan Association of Secondary School Principals) Membership for the 2022/2023 School Year, in the amount of \$450. A membership in the MASSP is a valuable tool for more than 100 years. They have worked to be Michigan's premier education association by promoting excellence in school leadership and advocating for education system improvements for the benefit of students, educators and schools throughout Michigan. Their Path To Leadership includes some of the best resources in Michigan! All of their instructors are current or former administrators with a wealth of experience and diverse educational backgrounds. They offer many benefits along with the Professional level membership.

<https://massp.com/news/why-massp>
<https://massp.com/scholarships>

Funding Source: General Fund Dollars

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.

Recommendation
That the Board of Education approve the renewal of the MASSP membership for the 2022-2023 at a cost of \$125, as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent





Today's Learners, Tomorrow's Leaders

Vision Statement

Inspire and Empower All Learners

Mission Statement

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

Beliefs

- The school district supports the social, emotional, physical and academic needs of each child in a caring, healthy and safe environment
- A culture that celebrates diversity and promotes equity
- Student achievement and social emotional learning are the core of every decision
- All students have the ability to learn
- Students are successful when staff, families and community are engaged and support learning
- Research based curriculum, aligned with state standards is the foundation for high quality instruction
- Student driven learning environments foster self-efficacy and individual ownership learning
- Student success is fostered and supported through multiple pathways toward graduation

THIS WILL BE THE TABLE OF CONTENTS PAGE

HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

In effective school systems, the Superintendent and the Board function as a “Board Team.” A structured approach to first developing a vision for the district and setting goals is enhanced by first developing a system of standard operating procedures. The School Board is the corporate policy making body for the district and the Superintendent and staff provide the leadership to cause Board policies to be implemented. Therefore, the Manistee Board of Trustees and superintendent function as a “Board Team” to provide open communication to the staff and patrons of the district.

The Hazel Park Board of Trustees adopts these guidelines as Standard Operating Procedures to effectively communicate among trustees and with staff and members of the district.

Code of Ethics

As members of the Hazel Park Board of Education, we realize that to be the most effective advocates for children, we, as a Board, must function as a team and at all times treat each other and the people we serve with the utmost courtesy, dignity, respect and professionalism. Should we, for whatever reason, fail to follow these guidelines, we ask that our fellow Board members call it to our attention. Should that occur, we pledge to accept the feedback without anger or retribution, and to renew our efforts to follow this Code of Conduct and Board Operating Procedures. We shall promote the best interests of the school district as a whole, and, to that end, we shall adhere to the following educational and ethical standards.

- I will bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, administrative rules and regulations, court orders pertaining to schools and district policies and procedures.
- I will make decisions in terms of the educational welfare of all children in the District, regardless of ability, race, religion, creed, sex, sexual orientation, national origin, disability or social standing.
- I will recognize that the Board must make decisions as a whole, as a body corporate, and make no personal promise or take private action that may compromise the role and integrity of the Board.
- I will focus Board action on policy making, goal setting, planning and evaluation as outlined in Board policy and state law.
- I will vote to appoint the best qualified personnel available after due consideration of the recommendation by the Superintendent. I will insist on regular and impartial evaluation of all staff by the Superintendent.
- I recognize that the role of the Board is to govern and oversee the management of the District. I will delegate authority to the Superintendent for the day to day operations of the district.
- I will not step outside my role to govern and oversee the management of the district by seeking to participate in the administration of the day to day operations of the District.
- I will hold confidential all matters that if disclosed may have a negative impact on the District. I will respect the confidentiality of information that is privileged under applicable law, including closed session discussions.
- To the extent possible, I will attend all regularly scheduled and specially set Board meetings, arrive on time, and I will be informed of the issues to be considered at the meetings.
- I will assist in making policy decisions only after full discussion at publicly held Board meetings, and I will render all decisions based on available facts, and I refuse to surrender judgment to individuals or special groups.
- I will refrain from using my Board position for personal or partisan gain.

HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

- I will disagree in an agreeable manner. I will not hold grudges or question other Board member's ethics or motives as to their vote or views on issues.
- I will be firm, fair, just and impartial in all decisions and actions.
- I will respect the majority decision as the decision of the Board.
- I will encourage the free expression of opinion by all Board members. I will make a good faith effort to understand and accommodate the views of others.
- I recognize the appropriate channels to refer complaints to the Superintendent and will do so.
- I will seek communication between the Board, students, staff, and the community at Board meetings as required, to conduct Board business.
- I will communicate to fellow Board members and the Superintendent at appropriate times, expression of public concerns.
- I will become informed about current educational issues and seek continuing education opportunities such as those sponsored by state and national Board associations.
- I will disseminate pertinent information gathered at training workshops and conventions with the Superintendent and fellow Board members.
- I will share school district information with other Board members.

As Board President...

- I will make sure that persons addressing the Board follow established Board Policy guidelines as outlined in Board Policy 0167.3 "Public Participation at Board Meetings"
- I will make sure that persons addressing the Board do so in a professional manner and not allow inappropriate communication to be directed to the Board of the Superintendent during Board meetings.
- I will ensure that all Board members are given an opportunity to reflect their views. I will work toward building consensus among all Board members.

HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

1.0 MEETINGS

1.1 Developing the Board Meeting Agenda

1.1.1. Who Can Place Items on Agenda and the Guidelines

- A. Agendas are created by the Superintendent and Board President and are presented to the Board trustees for review on the Thursday prior to the Monday Meeting.
- B. Board members must request in writing or verbally to the Superintendent or Board President any item they desire to have placed on the agenda.

1.1.2 Use of Consent Agenda

- A. When the agenda is prepared, the Superintendent and the Board President shall determine items, if any, that qualify to be placed on the consent agenda. A consent agenda shall include items of a routine and/or recurring nature such as, but not limited to field trips, meeting minutes, personnel, recurring reports and bill payments grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion, unless a Board member requests that an item be withdrawn for individual consideration.

1.1.3 Regular Board Meeting Agenda Outline

- A. Shall be aligned with the district strategic plan and include but not be limited to:
 - Call to order
 - Invocation
 - Pledge of Allegiance
 - Approval of Agenda
 - Special Order of Business
 - Public Comment
 - Consent Agenda
 - Unfinished Business
 - New Business
 - Superintendent Report
 - Board request for future agenda items
 - Future Meetings
 - Public Comment
 - Board Opportunity to make a comment/statement
 - Adjournment

1.1.4 Annual Board Meeting Agenda Items

2021-22 YEARLY BOARD AGENDA CALENDAR

Revised 9/16/2021

HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

January	<p>Board of Education Organizational Meeting School Board Appreciation Month New Board Member Training (when applicable) Review Board of Education Code of Ethics (Policy 0144.2) Conduct and Operating Principles Approve Protocols of the Board Summer School proposal Strategic plan update Approve committee dates / special meetings Review Policy 6423 ~ Use of Debit/Credit Cards</p>
February	<p>STEAM Implementation or Update Report Review three year plans (technology, Facilities, financial project, Food, Communication, Curriculum) Review count day enrollment Oakland Schools Outstanding Teacher of the Year 1st Semester Attendance Presentation I-Ready / Data Presentation Leo written presentation</p>
March	<p>Present staffing approval for next school year Renew Food Service Contract Support Person of the Year Budget Amendment/tentative / Review budget for next school year. LEO written report. Superintendent Evaluation Check In: written</p>
April	<p>Act on non-renewal for staff for next school year Renew Administrative Contracts Museum contract Resolution for Teacher Appreciation Strategic Plan update School Year Calendar</p>
May	<p>Staff Appreciation Retiree Celebration Resolution to Approve/Disapprove Oakland ISD Budget Final Leo report to the board. PBIS Update Board Self-Evaluation shared Debt levy to Board for Approval (L-4029) ADK Appreciation Student Handbook/ Athletic Handbook /EL Handbook Course Handbook Update</p>
June	<p>Budget Presentation Approval of Budgets Approval of Tax Rate Requests Approval of Resolution authorizing State Aid Notes MHSAA Resolution Review Board Self assessment</p>

HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

	2nd Semester Attendance Presentation Superintendent Self-Evaluation at special meeting Board Evaluation approval @ regular meeting
July	Annual School Bond Loan Activity Resolution (due 8/1) Strategic Plan update /refresh Superintendent Evaluation Goal Setting Approval of Alternative Ed waiver applications
August	Board Goals Vote on OCSBA Bylaws/Resolutions when applicable Integrated pest management LEO presentation (10 minutes)
September	MStep Summer School Update Teacher Tenure list Course Handbook Update New Staff Introduction AP Testing Students Celebrating District Improvement Plan Superintendent Check in : Letter
October	Audit Presentation and Approval Review Sinking fund Plan National Principals Month Strategic plan update Superintendent Check in
November	Audit Presentation and Approval Review Sinking fund Plan National Principals Month Strategic plan update Superintendent Check in LEO Quarterly Report : written report
December	Superintendent Evaluation Formal Check in Choose Additional Factors for new evaluation period PBIS/discipline data School of Choice Resolution Approve Sinking fund projects for BID

1.2 Board Member Preparation for Meetings

- A. Board members will come to Board Meetings prepared to discuss and take action on all agenda items.
1. Study the material in the Board Packet sent to them prior to the meeting.
 2. Whenever possible, requests for additional information should be addressed through the Superintendent prior to each Board meeting.

1.3 Board Member Participation/Conduct during Meetings

1.3.1. Board Meeting Protocol

- A. Board members will maintain professional and courteous behavior throughout the meeting.
- B. Board members will demonstrate respect to fellow Board members, district staff and public participants through the following behavior:
 - Listen and treat each other respectfully
 - Be cordial when disagreeing
 - Say what needs to be said as briefly and clearly as possible
 - Direct comments solely to the business under deliberation
 - Address each staff, and public by title and last name
 - Only speak after acknowledgement from the Board President, yield to other board members and only speak during appropriate times
 - Support hearing the voice of all Board members on each agenda item that is being discussed and refrain from dominating the conversation
 - Refrain from condescending or critical comments to members of the staff, public or Board
 - Focus on issues, not people or personalities
 - Courteously accept other viewpoints and Board votes, which were not supported by self
 - Seek solutions and reasonable compromises or consensus when there are differences of opinions
 - Make decisions in the context of what is best for all students in the District
 - Avoid immediate decisions and votes and possible shorter-term solutions when the issues calls for more discussion, understanding, and a more in-depth approach or solution to the issue (except in emergency situations)
 - Be willing to publicly apologize to staff, patrons or Board members if behavior is inappropriate or disruptive to the progress of the meeting
 - Promote dialogue from multiple perspectives to increase understanding on agenda items.
 - As a courtesy to others, electronic devices will be set in a non-audible mode during Board meetings. Emergency situations warrant exceptions.

1.3.2 Persons Addressing the Board (Please refer to Bylaw 0167.3 for complete policy)

- A. Audience participation at Board meetings is limited to the portions of the meeting designated as Public Comments. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless recognized by the presiding officer.
- B. A person may address the Board on an agenda or non-agenda item by registering their intention to participate in the public portion of the meeting upon their arrival at the meeting. Each person shall be limited to three (3) minutes at the beginning of the meeting and one (1) minute at the public comment session at the end of the meeting.

HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

- C. Delegations of more than five persons are encouraged to appoint one person to present their views before the board.
- D. The President or presiding officer will
 - 1. Prohibit public comments which are frivolous, repetitive or harassing;
 - 2. Interrupt, warn, or terminate a participant's statement when the statement is to lengthy, personally directed, abusive, obscene or irrelevant;
 - 3. Request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting;
 - 4. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly process of the meeting;
 - 5. Call or a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 - 6. Waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business

1.3.3 Board Response to Persons Addressing The Board

- A. Board members shall listen intently.
- B. Board President may direct administration to investigate item(s) and report back to the Board.
- C. Board members shall refrain from responding to or entering into discussion with the audience during the meeting

1.3.4 Discussion of Employee/Student Issues

- A. The Board will not encourage or actively participate with negative comments on individual employees or students in public sessions.
- B. The presiding officer will request persons addressing the Board refrain from sharing personally identifiable information on individuals or students in public session.

1.3.5 Hearings, Grievances, Student/Employee Discipline

- A. The Board will conduct all hearings in accordance with the applicable Board policies
- B. During hearings, Board members will seek legal counsel as deemed necessary.
- C. The Board shall not use a student's name in any public discussion.
- D. Student / disciplinary hearings will be held in a closed special meeting if requested.

1.3.6 Discussion of Motions

- A. All discussions shall be directed solely to the business currently under deliberation.
- B. The Board President or designated chair has the responsibility to keep the discussion to the motion at hand shall halt discussions that do not apply to the business currently before the Board.

HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

- C. A Board member prior to giving their comments shall ask for and receive recognition by the presiding officer.

1.4 Board Member Participation in Discussion, Debate and Voting

- A. All Board members shall vote on all action items unless a conflict of interest applies.
- B. All Board members may make motions, second motions and enter into discussion on all agenda items.
- C. In case of a tie, the action item fails. The item may be brought back to the Board on a subsequent agenda.
- D. In case of a less than unanimous vote, the Board will support the majority decision and go forward in harmony.
Once a final decision is reached, each member has the responsibility to support the decision and aid in its implementation.
- E. A majority of the entire Board is needed to pass an action item.

1.5 Board Members Responses to Inquiries about Closed Sessions

- A. Board members are to refer any inquiries about closed sessions to the Superintendent or the Board President.
- B. Any confidential information from a closed session shall not be discussed outside of the closed session.

1.6 Participation by People other than Board Members in Closed Session

Participants are limited to:

- A. The person requesting the closed session, their council, a union representative, their parent(s) or guardian(s) where applicable.
- B. Representatives of the administration that have pertinent information.
- C. Additional persons that the Board approves.

1.7 Board Organization

1.7.1 Officers (Bylaw 0152)

- A. The Board shall elect a President and Vice-President as well as a Secretary and Treasurer.
- B. Election of officers shall be by a majority of the full Board. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes.
- C. Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify. An officer may be removed for cause by a majority vote of the full Board. The Board shall fill a vacancy in any Board officer position within thirty (30) days of the occurrence of the vacancy.

1.7.2 Role and Authority of Officers

- A. No Board member or officer has authority outside the Board meeting.
- B. No Board member can direct employees in regard to performance of their duties.

HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

C. Duties of officers

- Please refer to Policy Bylaws 0171.2, 0171.2, 0171.3 and 0171.4

1.8 Selection and Operation Board Committees (Bylaw 0155)

- A. Committees of Board members shall perform the duties as assigned by the Board, which may include deliberating, making decisions/recommendations or taking other actions specifically authorized by the Board.
- B. All committees shall comply with the Open Meetings Act in accordance with the applicable requirements set forth in 0160 Bylaws. A committee may meet in closed session to review the specific contents of an employment application provided when the applicant for employment requests that the information remains confidential. It may not, however, meet in closed session to protect an applicant's identity.
- C. The President is authorized to appoint, as soon after the organizational meeting as practicable, members of the Board to the standing committees where they shall serve a term of one (1) year.
- D. Ad hoc committees may be created and changed at any time by the President or the Superintendent with the approval of the Board. Members of Ad hoc committees shall serve until the committee is discharged.
- E. The Superintendent shall service as an ex-officio member of each committee.
- F. A member may request (or refuse) appointment to a committee. Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.
- G. Each Board committee shall be convened by a chairperson who shall report for the committee and shall be appointed by the President.

2.0 COMMUNICATION

2.1 Board member communication with each other

- A. Board members shall not deliberate issues outside the board meetings.
- B. Electronic communications:
 1. Shall abide by the spirit and letter of the Open Meetings Act
 2. Restrict to 1 on 1 communications, informal inquiries, historical perspectives and the like.

2.2 Board member's responses to community or employee contacts

The Board recognizes that as elected officials there will be requests and contacts from the Public and/or employees; therefore, strict adherence to this procedure is required.

- A. The Board member shall refer the citizen to the appropriate person/chain of command as appropriate
- B. The Board member should not become involved personally or individually in the issue.
- C. The Board member will notify the Superintendent of all concerns and the names of the persons expressing those concerns.

2.3 Board member communication with the media

- A. The Superintendent shall be the official spokesperson for the district.
- B. The Board President shall be the official spokesperson for the entire Board to the media/press.
- C. All Board members who receive calls from the media should direct them to the Board's

HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

President or designee.

2.3.1 Board members Social Media posting expectations:

- A. Social Media, as defined in Bylaw 0100, shall not be used to conduct any form of Board business (Bylaw 0167.6)
- B. A Board member's personal or private use of social media may have unintended, negative consequences to the Board member and/or the District, including possible violations of the Open Meetings Act and issues relating to creation of a public record. Postings to social media should be done in a manner sensitive to the Board member's responsibilities, applicable District policies, and legal obligations (Bylaw 0143.1)
- C. If a Board Trustee develops a website, blog or podcast that will mention the District, employees, students, etc., the Board Trustee would identify who they are and that the views expressed on the blog or website, podcast belong to that Board Trustee.
- D. If a Board Trustee develops a site or a blog that mentions the District, as a courtesy, please inform fellow Board Trustees.
- E. Board Trustees may not share information that is confidential. Board Trustees must be careful not to blog about things learned in closed session or in private conversation with fellow Board Trustees, staff, or administration. Board Trustees could be held personally liable for any such disclosures.
- F. Board Trustees must not use District logos and trademarks. Use of logos, and trademarks imply that a board Trustee is speaking for the District.
- G. Speak respectfully about the District and current and potential employees, students, and parents.
- H. Do not engage in name calling or behavior that will reflect negatively on a board Trustees' reputation.
- I. Note that the use of copyrighted materials, unfounded or derogatory statements, or misrepresentation is not viewed favorably by your community and can result in legal entanglements.
- J. Write knowledgeably, accurately, and using appropriate professionalism. Despite any disclaimers, board Trustee's Web interaction can result in members of the public forming opinions about board Trustees, the District, staff and the community.
- K. Honor the privacy rights of fellow Board Trustees, staff and parents by asking permission before writing about or displaying internal happenings that might be considered a breach of their privacy and confidentiality.
- L. Board Trustees should be very careful about selling any product or service in a blog about the District.
- M. Recognize that Board Trustees may be legally liable for anything written or presented online. Board Trustees can be sued by District employees, parents, student, or any individual who view the commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous, or creating a hostile work environment.

2.4 Board member communication with the community

- A. The Board will communicate with the community through public hearings, regular Board meetings and regular publications.
- B. Individual Board members cannot speak in an official capacity outside the Board room.

2.5 Administration communications with Board members

- A. The Superintendent will exercise his/her best judgment and discretion to determine when information should be shared with board members based on the specific situation.
- B. Three types of communication with board members:
 - 1. Not urgent or not in the media - Board Packet
 - 2. Very important but not crisis - Email to each board member

HAZEL PARK BOARD OF EDUCATION OPERATING PROCEDURES

3. Crisis / Emergency situation - Phone call to each board member
 - a. In the case of an emergency or crisis, the superintendent or designee will provide
The following six pieces of information:
 - What, Where, When, Who. Action taken and a public statement for the Board members.
 - b. Phone calls will be placed in the following order:
 - President, VP, Secretary, Treasurer and Trustees
 - c. The Superintendent or designee will provide updates as practicable.

2.6 Community electronic communications with the Board

- A. The Board will have a contact link ~~or form~~ on the District website to allow community members to email their **questions** to the entire board.
 1. The website and/or form will state in a conspicuous place the following: "The School Board members are trustees primarily charged with the vision, budget, goals and policy for all children in the district. Any operational or staffing issues Should go through the building principal first, then to the administration".
 2. ~~Any community email inquiries may be shared with other board members.~~
 3. **An automated email response will acknowledge the receipt of the citizen's inquiry containing the text:**
"Thank you for your inquiry to the Hazel Park Board of Education. It will be shared with all the Board members. The President or a School Administrator will get back to you shortly."
- ~~B. There should be an email response within 7 days of any website inquiry.~~
- ~~C. A Board member who wishes to respond should contact the Board President to
Indicate their interest in responding.~~
- D. The Board President or designee shall determine the appropriate response and who respond to the inquiry. Any response shall go to all Board members.

2.7 Community communication directly to a Board member

- ~~A. This does not apply to casual conversations with community members.~~
- B. If applicable, the Board member should contact the Board President about the issue:
 1. To determine if other Board members and/or the administration received the communication.
 2. To confirm the relative facts.
 3. To discuss the individual Board member's potential response.
 4. ~~Any response should include the substantial equivalent of 2.4B, and 2.6A (1),(2)~~

2.8 Community member request for privacy in communications

- A. The Board encourages openness in all community communications.
- B. Any community member who requests privacy in communications should not expect a response.
- C. Any response may be subject to public disclosure in the future.

The School District of the City of
Hazel Park
Of Oakland County

Amended Budget
APPROPRIATION ACT
July 1, 2021-June 30, 2022

**For
Public Hearing
For
Board of Education Adoption**

June 20, 2022

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**GENERAL FUND REVENUE
BUDGET
July 1, 2021-June 30, 2022
with prior year actuals**

	2019-2020 Actual	2020-2021 Actual	2021-2022 Proposed Budget 6/21/2021	2021-2022 Amend Budget 11/15/2021	2021-2022 Amend 2 Budget 3/14/2022	2021-2022 Final Budget 6/20/2022
Local	\$4,982,510 ¹	\$5,528,632 ²	\$5,565,278	\$5,301,863	\$5,704,514	\$5,455,831 ³
State	26,950,370	28,112,704	27,440,953	28,260,564	28,907,259	28,951,884
Federal	2,182,951	4,285,393	5,323,130	7,055,186	7,553,087	8,269,252
Other Transactions	<u>1,662,776</u>	<u>2,441,743</u>	<u>2,380,209</u>	<u>2,929,867</u>	<u>2,430,209</u>	<u>2,468,316</u>
	<u>\$35,778,607</u>	<u>\$40,368,472</u>	<u>\$40,709,570</u>	<u>\$43,547,480</u>	<u>\$44,595,069</u>	<u>\$45,145,283</u>

1 Included in local revenue is \$3,237,000 resulting from a levy of 18.0000 mills on non-homestead property in 2019. 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 \$3,356,158 resulting from a levy of 18.0000 mills on non-homestead property in 2020. 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 \$3,384,741 resulting from a levy of 18.0000 mills on non-homestead property in 2021. 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, 2021-June 30, 2022
with prior year actuals

	<u>2019-2020 Actual</u>	<u>2020-2021 Actual</u>	<u>2021-2022 Proposed Budget 6/21/2021</u>	<u>2021-2022 Amend Budget 11/15/2021</u>	<u>2021-2022 Amend 2 Budget 3/14/2022</u>	<u>2021-2022 Final Budget 6/20/2022</u>
INSTRUCTION						
Basic Programs	\$15,772,992	\$17,423,567	\$19,059,580	\$20,268,503	\$19,723,089	\$19,542,101
Added Needs	6,601,987	6,971,562	8,221,581	7,822,408	8,625,893	8,220,777
Adult/Continuing Education	0	0	0	0	0	-
TOTAL INSTRUCTION	\$22,374,979	\$24,395,128	\$27,281,161	\$28,090,911	\$28,348,982	\$27,762,878
SUPPORT SERVICES						
Pupil	\$1,999,506	\$2,243,427	\$2,449,653	\$2,526,515	\$2,945,113	\$2,867,261
Instructional Staff	1,346,369	1,580,080	1,610,429	2,221,870	2,435,416	2,403,543
General Administration	626,185	644,770	646,989	648,807	733,326	772,244
School Administration	1,613,117	1,888,577	2,081,370	2,059,557	2,085,235	2,071,335
Business	811,939	790,879	757,166	688,081	729,720	735,302
Operation & Maintenance	3,944,244	6,078,882	4,471,426	5,286,186	5,340,085	5,208,020
Transportation	415,165	346,225	317,126	201,941	319,683	381,716
Central	1,115,170	1,162,113	1,325,197	1,446,099	1,477,348	2,224,892
Other	509,034	417,830	580,337	479,649	516,730	547,688
TOTAL SUPPORT SERVICES	\$12,380,729	\$15,152,783	\$14,239,693	\$15,558,705	\$16,582,656	\$17,212,001
Community Services	\$101,941	\$72,499	\$73,758	\$261,914	\$240,753	\$273,033
Debt Service	33,000	33,000	33,000	33,000	33,000	33,000
Payments to Subgrantee	140,071	201,641	209,707	266,665	266,665	266,665
TOTAL OTHER	\$275,012	\$307,141	\$316,465	\$561,579	\$540,418	\$572,698
GRAND TOTAL	<u>\$35,030,720</u>	<u>\$39,855,052</u>	<u>\$41,837,319</u>	<u>\$44,211,195</u>	<u>\$45,472,056</u>	<u>\$45,547,577</u>
OTHER FIN. SOURCES (USES)						
Transfers In	\$1,548,365	\$1,653,914	\$1,569,040	\$1,619,040	\$1,629,040	\$2,009,362
Transfers Out	(74,438)	(290,713)	(292,088)	(292,088)	(292,088)	(292,088)
TOTAL OTHER FIN. SOURCES (USES)	\$1,473,927	\$1,363,201	\$1,276,952	\$1,326,952	\$1,336,952	\$1,717,274
Excess	\$2,221,814	\$1,876,621	\$149,203	\$663,237	\$459,965	\$1,314,980
Beginning Fund Balance (Deficit)	(606,375)	1,615,439	3,492,060	3,492,060	3,492,060	3,492,060
Ending Fund Balance (Deficit)	\$1,615,439	\$3,492,060	\$3,641,263	\$4,155,297	\$3,952,025	\$4,807,040
As % of Total Expenses	4.61%	8.76%	8.70%	9.40%	8.69%	10.55%

**RESOLUTION FOR ADOPTION BY
THE BOARD OF EDUCATION OF THE SCHOOL DISTRICT OF THE CITY OF HAZEL PARK
2021-2022 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 2021-2022. 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 2021-2022, be adopted as follows:

REVENUE

Local	5,455,831	
State	28,951,884	
Federal	8,269,252	
Other Transaction	<u>2,468,316</u>	
Total Revenue		\$45,145,283
Beginning Fund Balance (Deficit)	3,492,060	
Estimated Fund Balance Available to Appropriate		<u>3,492,060</u>
TOTAL APPROPRIATED FOR GENERAL FUND		<u>\$48,637,343</u>

BE IT FURTHER RESOLVED, that **\$43,830,303** 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	19,542,101
Added Needs	8,220,777
Adult/Continuing Education	0

Support Services:

Pupil	2,867,261
Instructional Staff	2,403,543
General Administration	772,244
School Administration	2,071,335
Business	735,302
Operation & Maintenance	5,208,020
Transportation	381,716
Central	2,224,892
Other	547,688

Community Services 273,033

Outgoing Transfers & Other Transactions (1,717,274)

Debt Service and Subgrantee Payments 299,665

TOTAL APPROPRIATED - GENERAL FUND \$ 43,830,303

ESTIMATED EDNING FUND BALANCE \$ 4,807,040

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.).

SCHOOL SERVICE FUND
Food Service Budget
July 1, 2021-June 30, 2022

	<u>2018-2019</u> <u>Actual</u>	<u>2019-2020</u> <u>Actual</u>	<u>2020-2021</u> <u>Actual</u>	<u>2021-2022</u> <u>Adopted</u> <u>Budget</u> <u>6/21/2021</u>	<u>2021-2022</u> <u>Final</u> <u>Budget</u> <u>6/20/2022</u>
REVENUE					
Charges	\$58,537	\$38,109	\$1,337	\$67,950	\$56,820
State Aid	57,172	46,033	51,402	52,487	44,408
Federal Aid	1,666,149	1,426,952	954,551	1,879,705	1,807,734
Total Revenue	\$1,781,858	\$1,511,094	\$1,007,290	\$2,000,142	\$1,908,962
EXPENDITURES					
Food Service	\$1,511,764	\$1,314,121	\$1,016,764	\$1,441,108	\$1,612,845
Capitl Outlay	113,475	150,503	38,445	664,067	26,886
Total Expenditures	\$1,625,239	\$1,464,624	\$1,055,209	\$2,105,175	\$1,639,731
Excess (Deficit)	156,619	46,470	(47,919)	(105,033)	269,231
Beginning Fund Balance	200,042	356,661	403,131	355,212	355,212
Ending Fund Balance	\$356,661	\$403,131	\$355,212	\$250,179	\$624,443
As % of Total Expenditures	21.95%	27.52%	33.66%	11.88%	38.08%

RESOLVED, that this resolution shall be the **FOOD SERVICE FUND** Appropriation Act of the School District of the City of Hazel Park for the fiscal year 2021-2022. A resolution to make appropriations; and to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the School District of the City of Hazel Park. Line item adjustments may be made within the total amount appropriated.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the **FOOD SERVICE FUND** of the School District of the City of Hazel Park for fiscal year 2021-2022, be adopted as follows:

REVENUE

Charges	\$56,820	
State Aid	44,408	
Federal Aid	1,807,734	
Total Revenue		\$1,908,962
Estimated Fund Balance June 30, 2021	\$624,443	
Estimated Fund Balance Available to Appropriate		<u>624,443</u>
TOTAL AVAILABLE TO APPROPRIATE		<u><u>\$2,533,405</u></u>

BE IT FURTHER RESOLVED, that **\$1,639,731** of the total available to appropriate in the **FOOD SERVICE FUND** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Food Service	\$1,612,845	
Capital		<u>26,886</u>
TOTAL APPROPRIATED - FOOD SERVICE FUND		<u><u>\$1,639,731</u></u>

RESOLVED, that this resolution shall be the **CHILD CARE FUND** Appropriation Act of the School District of the City of Hazel Park for the fiscal year 2021-2022. A resolution to make appropriations; and to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the School District of the City of Hazel Park. Line item adjustments may be made within the total amount appropriated.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the **CHILD CARE FUND** of the School District of the City of Hazel Park for fiscal year 2021-2022, be adopted as follows:

REVENUE

Charges	\$315,852	
Total Revenue		\$315,852
Estimated Fund Balance June 30, 2021	\$20,206	
Estimated Fund Balance Available to Appropriate		<u>20,206</u>
TOTAL AVAILABLE TO APPROPRIATE		<u><u>\$336,058</u></u>

BE IT FURTHER RESOLVED, that **\$179,541** of the total available to appropriate in the **CHILD CARE FUND** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Child Care		\$179,541
Capital Outlay		<u>0</u>
TOTAL APPROPRIATED - CHILD CARE		<u><u>\$179,541</u></u>

RESOLVED, that this resolution shall be the **ACTIVITY FUND** Appropriation Act of the School District of the City of Hazel Park for the fiscal year 2021-2022. A resolution to make appropriations; and to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the School District of the City of Hazel Park. Line item adjustments may be made within the total amount appropriated.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the **ACTIVITY FUND** of the School District of the City of Hazel Park for fiscal year 2021-2022, be adopted as follows:

REVENUE

Charges	\$82,788	
Total Revenue		\$82,788
Estimated Fund Balance June 30, 2021	\$293,873	
Estimated Fund Balance Available to Appropriate		<u>293,873</u>
TOTAL AVAILABLE TO APPROPRIATE		<u><u>\$376,661</u></u>

BE IT FURTHER RESOLVED, that **\$74,132** of the total available to appropriate in the **FOOD SERVICE FUND** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Other	\$74,132	
Capital Outlay		<u>-</u>
TOTAL APPROPRIATED - ACTIVITY FUND		<u><u>\$74,132</u></u>

RESOLVED, that this resolution shall be the **CENTER PROGRAM FUND** Appropriation Act of the School District of the City of Hazel Park for the fiscal year 2021-2022. A resolution to make appropriations; and to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the School District of the City of Hazel Park. Line item adjustments may be made within the total amount appropriated.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the **CENTER PROGRAM FUND** of the School District of the City of Hazel Park for fiscal year 2021-2022, be adopted as follows:

REVENUE

State Aid	\$3,407,322	
Intergovernmental	\$6,453,658	
Total Revenue		\$9,860,980
Estimated Fund Balance June 30, 2021	\$518,010	
TOTAL AVAILABLE TO APPROPRIATE		<u><u>\$10,378,990</u></u>

BE IT FURTHER RESOLVED, that **\$9,872,443** of the total available to appropriate in the **CENTE PROGRAM FUND** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Instruction:

Added Needs	4,393,791
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Support Services:

Pupil	2,679,960
Instructional Staff	426,392
Transportation	399,000
Other	132,583
Transfer Out	1,840,717

TOTAL APPROPRIATED - CENTER PROGRAM FUND		<u><u>\$9,872,443</u></u>
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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.

The School District of the City of
Hazel Park
Of Oakland County

Proposed Budget
APPROPRIATION ACT
July 1, 2022-June 30, 2023

**For
Public Hearing
For
Board of Education Adoption**

June 20, 2022

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NOTICE OF PUBLIC HEARING

As provided by Act 43, 1963 (2nd Ex. Sess.) Paragraphs 141.412 and 141.413 and in conformity with the Uniform Budget Act (P.A. 621 of 1978) and other Acts, a Public Hearing will be held on Monday, June 20, 2022, relative to the 2021-2022 budget for The School District of the City of Hazel Park of Oakland County.

The property tax millage rate proposed to be levied to support the proposed budgets will be a subject of this hearing.

The Hearing will be conducted prior to the Board of Education Meeting on June 20, 2022. The Hearing will begin at 6:30 p.m.

Copies of the proposed budget will be available for public inspection after 9:00 a.m., Monday, June 13 2022, at the Ford Administration Building, 1620 East Elza, Hazel Park, Michigan, 48030, between the hours of 9:00 a.m. and 3:00 p.m.

Bev Hinton, Secretary
The School District of the City of
Hazel Park Board of Education

**GENERAL FUND REVENUE
BUDGET
July 1, 2022-June 30, 2023**

	2020-2021 Actual	2021-2022 Proposed Budget 6/21/2021	2021-2022 Amend Budget 11/15/2021	2021-2022 Amend 2 Budget 3/14/2022	2021-2022 Proposed Final Amendment 6/20/2022	2022-2023 Proposed Budget 6/20/2022
Local	\$5,528,632 ¹	\$5,565,278	\$5,301,863	\$5,704,514	\$5,455,831 ²	\$5,693,389 ³
State	28,112,704	27,440,953	28,260,564	28,907,259	28,951,884	28,907,259
Federal	4,285,393	5,323,130	7,055,186	7,553,087	8,269,252	7,653,087
Other Transactions	<u>2,441,743</u>	<u>2,380,209</u>	<u>2,929,867</u>	<u>2,430,209</u>	<u>2,468,316</u>	<u>2,430,209</u>
	<u>\$40,368,472</u>	<u>\$40,709,570</u>	<u>\$43,547,480</u>	<u>\$44,595,069</u>	<u>\$45,145,283</u>	<u>\$44,683,944</u>

¹ Included in local revenue is \$3,356,158 resulting from a levy of 18.0000 mills on non-homestead property in 2020. 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 \$3,384,741 resulting from a levy of 18.0000 mills on non-homestead property in 2021. 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 \$3,550,751 resulting from a levy of 18.0000 mills on non-homestead property in 2020. 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, 2022-June 30, 2023

	<u>2020-2021 Actual</u>	<u>2021-2022 Proposed Budget 6/21/2021</u>	<u>2021-2022 Amend Budget 11/15/2021</u>	<u>2021-2022 Amend 2 Budget 3/14/2022</u>	<u>2021-2022 Proposed Final Amendment 6/20/2022</u>	<u>2022-2023 Proposed Budget 6/20/2022</u>
INSTRUCTION						
Basic Programs	\$17,423,567	\$19,059,580	\$20,268,503	\$19,723,089	\$19,542,101	\$20,081,570
Added Needs	6,971,562	8,221,581	7,822,408	8,625,893	8,220,777	9,091,790
Adult/Continuing Education	0	0	0	0	-	-
TOTAL INSTRUCTION	\$24,395,128	\$27,281,161	\$28,090,911	\$28,348,982	\$27,762,878	\$29,173,360
SUPPORT SERVICES						
Pupil	\$2,243,427	\$2,449,653	\$2,526,515	\$2,945,113	\$2,867,261	\$3,373,023
Instructional Staff	1,580,080	1,610,429	2,221,870	2,435,416	2,403,543	2,286,192
General Administration	644,770	646,989	648,807	733,326	772,244	727,389
School Administration	1,888,577	2,081,370	2,059,557	2,085,235	2,071,335	2,093,556
Business	790,879	757,166	688,081	729,720	735,302	720,526
Operation & Maintenance	6,078,882	4,471,426	5,286,186	5,340,085	5,208,020	5,459,796
Transportation	346,225	317,126	201,941	319,683	381,716	305,510
Central	1,162,113	1,325,197	1,446,099	1,477,348	2,224,892	1,463,268
Other	417,830	580,337	479,649	516,730	547,688	446,886
TOTAL SUPPORT SERVICES	\$15,152,783	\$14,239,693	\$15,558,705	\$16,582,656	\$17,212,001	\$16,876,146
Community Services	\$72,499	\$73,758	\$261,914	\$240,753	\$273,033	\$335,758
Debt Service	33,000	33,000	33,000	33,000	33,000	33,000
Payments to Subgrantee	201,641	209,707	266,665	266,665	266,665	266,665
TOTAL OTHER	\$307,141	\$316,465	\$561,579	\$540,418	\$572,698	\$635,423
GRAND TOTAL	\$39,855,052	\$41,837,319	\$44,211,195	\$45,472,056	\$45,547,577	\$46,684,929
OTHER FIN. SOURCES (USES)						
Transfers In	\$1,653,914	\$1,569,040	\$1,619,040	\$1,629,040	\$2,009,362	\$1,819,040
Transfers Out	(290,713)	(292,088)	(292,088)	(292,088)	(292,088)	(293,388)
TOTAL OTHER FIN. SOURCES (USES)	\$1,363,201	\$1,276,952	\$1,326,952	\$1,336,952	\$1,717,274	\$1,525,652
Excess (Deficit)	\$1,876,621	\$149,203	\$663,237	\$459,965	\$1,314,980	(\$475,333)
Beginning Fund Balance	1,615,439	3,492,060	3,492,060	3,492,060	3,492,060	4,807,040
Ending Fund Balance	\$3,492,060	\$3,641,263	\$4,155,297	\$3,952,025	\$4,807,040	\$4,331,708
As % of Total Expenses	8.76%	8.70%	9.40%	8.69%	10.55%	9.28%

**RESOLUTION FOR ADOPTION BY
THE BOARD OF EDUCATION OF THE SCHOOL DISTRICT OF THE CITY OF HAZEL PARK
2022-2023 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 2022-2023. 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 2022-2023, be adopted as follows:

REVENUE

Local	5,693,389	
State	28,907,259	
Federal	7,653,087	
Other Transaction	<u>2,430,209</u>	
Total Revenue		\$44,683,944
Estimated Fund Balance June 30, 2022	4,807,040	
Estimated Fund Balance Available to Appropriate		<u>4,807,040</u>
TOTAL APPROPRIATED FOR GENERAL FUND		<u>\$49,490,984</u>

BE IT FURTHER RESOLVED, that **\$45,159,277** 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	20,081,570
Added Needs	9,091,790
Adult/Continuing Education	-

Support Services:

Pupil	3,373,023
Instructional Staff	2,286,192
General Administration	727,389
School Administration	2,093,556
Business	720,526
Operation & Maintenance	5,459,796
Transportation	305,510
Central	1,463,268
Other	446,886

Community Services 335,758

Outgoing Transfers & Other Transactions (1,525,652)

Debt Service and Subgrantee Payments 299,665

TOTAL APPROPRIATED - GENERAL FUND \$ 45,159,277

Estimated Fund Balance June 30, 2021 \$ 4,331,708

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.).

SCHOOL SERVICE FUND
Food Service Budget
July 1, 2022-June 30, 2023

	<u>2018-2019</u> <u>Actual</u>	<u>2019-2020</u> <u>Actual</u>	<u>2020-2021</u> <u>Actual</u>	<u>2021-2022</u> <u>Adopted</u> <u>Budget</u> <u>6/21/2021</u>	<u>2021-2022</u> <u>Final</u> <u>Budget</u> <u>6/20/2022</u>	<u>2022-2023</u> <u>Proposed</u> <u>Budget</u> <u>6/20/2022</u>
REVENUE						
Charges	\$58,537	\$38,109	\$1,337	\$67,950	\$56,820	\$46,435
State Aid	57,172	46,033	51,402	52,487	44,408	46,000
Federal Aid	1,666,149	1,426,952	954,551	1,879,705	1,807,734	1,703,561
Total Revenue	\$1,781,858	\$1,511,094	\$1,007,290	\$2,000,142	\$1,908,962	\$1,795,996
EXPENDITURES						
Food Service	\$1,511,764	\$1,314,121	\$1,016,764	\$1,441,108	\$1,612,845	\$1,559,930
Capitol Outlay	113,475	150,503	38,445	664,067	26,886	200,000
Total Expenditures	\$1,625,239	\$1,464,624	\$1,055,209	\$2,105,175	\$1,639,731	\$1,759,930
Excess (Deficit)	156,619	46,470	(47,919)	(105,033)	269,231	36,066
Beginning Fund Balance	200,042	356,661	403,131	355,212	355,212	624,443
Ending Fund Balance	\$356,661	\$403,131	\$355,212	\$250,179	\$624,443	\$660,509
As % of Total Expenditures	21.95%	27.52%	33.66%	11.88%	38.08%	37.53%

RESOLVED, that this resolution shall be the **FOOD SERVICE FUND** Appropriation Act of the School District of the City of Hazel Park for the fiscal year 2022-2023. A resolution to make appropriations; and to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the School District of the City of Hazel Park. Line item adjustments may be made within the total amount appropriated.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the **FOOD SERVICE FUND** of the School District of the City of Hazel Park for fiscal year 2022-2023, be adopted as follows:

REVENUE

Charges	\$46,435	
State Aid	46,000	
Federal Aid	1,703,561	
Total Revenue		\$1,795,996
Estimated Fund Balance June 30, 2022	\$624,443	
Estimated Fund Balance Available to Appropriate		<u>624,443</u>
TOTAL AVAILABLE TO APPROPRIATE		<u><u>\$2,420,439</u></u>

BE IT FURTHER RESOLVED, that **\$1,759,930** of the total available to appropriate in the **FOOD SERVICE FUND** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Food Service	\$1,559,930	
Capital		<u>200,000</u>
TOTAL APPROPRIATED - FOOD SERVICE FUND		<u><u>\$1,759,930</u></u>

RESOLVED, that this resolution shall be the **CHILD CARE FUND** Appropriation Act of the School District of the City of Hazel Park for the fiscal year 2022-2023. A resolution to make appropriations; and to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the School District of the City of Hazel Park. Line item adjustments may be made within the total amount appropriated.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the **CHILD CARE FUND** of the School District of the City of Hazel Park for fiscal year 2022-2023, be adopted as follows:

REVENUE

Charges	\$150,000	
Total Revenue		\$150,000
Estimated Fund Balance June 30, 2022	\$156,517	
Estimated Fund Balance Available to Appropriate		<u>156,517</u>
TOTAL AVAILABLE TO APPROPRIATE		<u><u>\$306,517</u></u>

BE IT FURTHER RESOLVED, that **\$155,575** of the total available to appropriate in the **CHILD CARE FUND** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Child Care		\$155,575
Capital Outlay		<u>-</u>
TOTAL APPROPRIATED - CHILD CARE		<u><u>\$155,575</u></u>

RESOLVED, that this resolution shall be the **ACTIVITY FUND** Appropriation Act of the School District of the City of Hazel Park for the fiscal year 2022-2023. A resolution to make appropriations; and to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the School District of the City of Hazel Park. Line item adjustments may be made within the total amount appropriated.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the **ACTIVITY FUND** of the School District of the City of Hazel Park for fiscal year 2022-2023, be adopted as follows:

REVENUE

Charges	\$85,000	
Total Revenue		\$85,000
Estimated Fund Balance June 30, 2022	\$302,529	
Estimated Fund Balance Available to Appropriate		<u>302,529</u>
TOTAL AVAILABLE TO APPROPRIATE		<u><u>\$387,529</u></u>

BE IT FURTHER RESOLVED, that **\$85,000** of the total available to appropriate in the **FOOD SERVICE FUND** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Other	\$85,000	
Capital Outlay		<u>-</u>
TOTAL APPROPRIATED - ACTIVITY FUND		<u><u>\$85,000</u></u>

RESOLVED, that this resolution shall be the **CENTER PROGRAM FUND** Appropriation Act of the School District of the City of Hazel Park for the fiscal year 2022-2023. A resolution to make appropriations; and to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by the School District of the City of Hazel Park. Line item adjustments may be made within the total amount appropriated.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the **CENTER PROGRAM FUND** of the School District of the City of Hazel Park for fiscal year 2022-2023, be adopted as follows:

REVENUE

State Aid	\$3,475,468	
Intergovernmental	\$6,582,731	
Total Revenue		\$10,058,200
Estimated Fund Balance June 30, 2022	\$506,547	
TOTAL AVAILABLE TO APPROPRIATE		<u><u>\$10,564,747</u></u>

BE IT FURTHER RESOLVED, that **\$9,499,319** of the total available to appropriate in the **CENTE PROGRAM FUND** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Instruction:

Added Needs	4,476,729
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Support Services:

Pupil	2,403,464
Instructional Staff	642,562
Transportation	305,000
Other	0
Transfer Out	1,671,564

TOTAL APPROPRIATED - CENTER PROGRAM FUND		<u><u>\$9,499,319</u></u>
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RESOLVED, that this resolution shall be the **2010 BONDS GENERAL FUND DEBT OBLIGATION RETIRMENT FUND** Appropriation Act of The School District of the City of Hazel Park for the fiscal year 2022-2023. A resolution to make appropriations; and to provide the expenditures of the appropriations; and to provide for the disposition of **2010 ENERGY BONDS GENERAL FUND DEBT OBLIGATION RETIREMENT FUND** income received by The School District of the City of Hazel Park.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated balance estimated to be available for appropriations in the **2010 BONDS GENERAL FUND DEBT OBLIGATION RETIREMENT FUND** of The School District of the City of Hazel Park for the fiscal year 2022-2023, be adopted as follows:

REVENUE

Interest Income and Other Revenue	<u>\$293,088</u>	
Total Revenue		\$293,088
Estimated Fund Balance June 30, 2022	\$ -	
Fund Balance Available to Appropriate		<u>-</u>
TOTAL AVAILABLE TO APPROPRIATE		<u><u>\$293,088</u></u>

BE IT FURTHER RESOLVED, that **\$293,088** of the total available to appropriate in the **2010 BONDS GENERAL FUND DEBT OBLIGATION RETIREMENT FUND** is hereby appropriated in the amounts and for purpose set forth below:

EXPENDITURES

Principal Payments - 2010 Bonds	\$250,000
Interest Payments - 2010 Bonds	<u>\$43,088</u>
TOTAL APPROPRIATED	
2010 BONDS GENERAL FUND DEBT OBLIGATION RETIREMENT FUND	<u><u>\$293,088</u></u>

RESOLVED, that this resolution shall be the **2020 (2011) REFUNDING LIMITED TAX SCHOOL BOND LOAN RETIRMENT FUND** Appropriation Act of The School District of the City of Hazel Park for the fiscal year 2022-2023. A resolution to make appropriations: and to provide the expenditures of the appropriations; and to provide for the disposition of **2020 (2011) REFUNDING LIMITED TAX SCHOOL BOND LOAN RETIREMENT FUND** income received by The School District of the City of Hazel Park.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated balance estimated to be available for appropriations in the **2020 (2011) REFUNDING LIMITED TAX SCHOOL BOND LOAN RETIREMENT FUND** of The School District of the City of Hazel Park for the fiscal year 2022-2023, be adopted as follows:

REVENUE

Local Property Taxes	\$1,560,569	
Interest Income and Other Revenue	2,000	
	<hr/>	
Total Revenue		\$1,562,569
Estimated Fund Balance June 30, 2022	\$452,000	
Fund Balance Available to Appropriate		<hr/> 452,000
TOTAL AVAILABLE TO APPROPRIATE		<hr/> \$2,014,569 <hr/>

BE IT FURTHER RESOLVED, that **\$927,000** of the total available to appropriate in the **2020 (2011) REFUNDING LIMITED TAX SCHOOL BOND LOAN RETIREMENT FUND** is hereby appropriated in the amounts and for purpose set forth below:

EXPENDITURES

Principal Payments - 2020 School Building & Site Bonds	\$355,000
Interest Payments - 2020 School Building & Site Bonds	571,000
Additional Principal Payments	-
Misc. Expenses	1,000
	<hr/>
TOTAL APPROPRIATED	
2020 (2011) REFUNDING LIMITED TAX SCHOOL DON LOAN RETIREMENT FUND	<hr/> \$927,000 <hr/>

RESOLVED, that this resolution shall be the **2020 (2012) REFUNDING LIMITED TAX SCHOOL BOND LOAN RETIRMENT FUND** Appropriation Act of The School District of the City of Hazel Park for the fiscal year 2022-2023. A resolution to make appropriations; and to provide the expenditures of the appropriations; and to provide for the disposition of **2020 (2012) REFUNDING LIMITED TAX SCHOOL BOND LOAN RETIREMENT FUND** income received by The School District of the City of Hazel Park.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated balance estimated to be available for appropriations in the **2020 (2012) REFUNDING LIMITED TAX SCHOOL BOND LOAN RETIREMENT FUND** of The School District of the City of Hazel Park for the fiscal year 2022-2023, be adopted as follows:

REVENUE

Local Property Taxes	\$2,411,400	
Interest Income and Other Revenue	-	
	<u> </u>	
Total Revenue		\$2,411,400
Estimated Fund Balance June 30, 2022	\$ -	
Fund Balance Available to Appropriate		<u> </u> -
TOTAL AVAILABLE TO APPROPRIATE		<u><u> </u></u> \$2,411,400

BE IT FURTHER RESOLVED, that **\$2,411,400** of the total available to appropriate in the **2020 (2012) REFUNDING LIMITED TAX SCHOOL BOND LOAN RETIREMENT FUND** is hereby appropriated in the amounts and for purpose set forth below:

EXPENDITURES

Principal Payments - 2020 School Building & Site Bonds	\$ 2,160,000
Interest Payments - 2020 School Building & Site Bonds	<u>251,400</u>
TOTAL APPROPRIATED	
2020 (2012) REFUNDING LIMITED TAX SCHOOL DON LOAN RETIREMENT FUND	<u><u> </u></u> \$2,411,400

RESOLVED, that this resolution shall be the **2012 LIMITED TAX SCHOOL BUILDING & SITE BONDS DEBT RETIREMENT FUND** Appropriation Act of The School District of the City of Hazel Park for the fiscal year 2022-2023. A resolution to make appropriations; and to provide the expenditures of the appropriations; and to provide for the disposition of **2012 LIMITED TAX SCHOOL BUILDING & SITE BONDS DEBT RETIREMENT FUND** income received by The School District of Hazel Park.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated balance estimated to be available for appropriations in the **2012 LIMITED TAX SCHOOL BUILDING & SITE BONDS DEBT RETIREMENT FUND** of The School District of the City of Hazel Park for the fiscal year 2022-2023, be adopted as follows:

REVENUE

Local Property Taxes	\$767,971	
Interest Income and Other Revenue	500	
	<u>500</u>	
Total Revenue		\$768,471
Estimated Fund Balance June 30, 2022	\$38,649	
Fund Balance Available to Appropriate		<u>38,649</u>
TOTAL AVAILABLE TO APPROPRIATE		<u><u>\$807,120</u></u>

BE IT FURTHER RESOLVED, that **\$589,482** of the total available to appropriate in the **2012 LIMITED TAX SCHOOL BUILDING & SITE BONDS DEBT RETIREMENT FUND** is hereby appropriated in the amounts and for purpose set forth below:

EXPENDITURES

Principal Payments - 2012 School Building & Site Bonds	\$395,000
Interest Payments - 2012 School Building & Site Bonds	194,482
Additional Principal Payments	-
Other Expenses	-
	<u>-</u>
TOTAL APPROPRIATED	
2012 SCHOOL BUILDING & SITE BONDS DEBT RETIREMENT FUND	<u><u>\$589,482</u></u>

RESOLVED, that this resolution shall be the **2019 REFUNDING LIMITED TAX SCHOOL SCHOOL BOND LOAN RETIRMENT FUND** Appropriation Act of The School District of the City of Hazel Park for the fiscal year 2022-2023. A resolution to make appropriations; and to provide the expenditures of the appropriations; and to provide for the disposition of **2019 REFUNDING LIMITED TAX SCHOOL BOND LOAN RETIREMENT FUND** income received by The School District of the City of Hazel Park.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated balance estimated to be available for appropriations in the **2019 REFUNDING LIMITED TAX SCHOOL BOND LOAN RETIREMENT FUND** of The School District of the City of Hazel Park for the fiscal year 2022-2023, be adopted as follows:

REVENUE

Local Property Taxes	\$1,576,272	
Interest Income and Other Revenue	-	
	<hr/>	
Total Revenue		\$1,576,272
Estimated Fund Balance June 30, 2022	\$ -	
Fund Balance Available to Appropriate		<hr/>
TOTAL AVAILABLE TO APPROPRIATE		<u><u>\$1,576,272</u></u>

BE IT FURTHER RESOLVED, that **\$1,576,272** of the total available to appropriate in the **2019 REFUNDING LIMITED TAX SCHOOL BOND LOAN RETIREMENT FUND** is hereby appropriated in the amounts and for purpose set forth below:

EXPENDITURES

Principal Payments - 2019 School Building & Site Bonds	\$1,100,000	
Interest Payments - 2019 School Building & Site Bonds	476,272	
Additional Principal Payments	-	
Misc. Expenses	-	
		<hr/>
TOTAL APPROPRIATED		<u><u>\$1,576,272</u></u>
2019 REFUNDING LIMITED TAX SCHOOL DON LOAN RETIREMENT FUND		<u><u>\$1,576,272</u></u>

RESOLVED, that this resolution shall be the **SINKING FUND** Appropriation Act of The School the School District of the City of Hazel Park for the fiscal year 2022-2023. A resolution to make appropriations; and to provide the expenditures of the appropriations; and to provide for the disposition of **SINKING FUND** income received by The School District of the City of Hazel Park.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated balance estimated to be available for appropriations in the **SINKING FUND** of The School District of the City of Hazel Park for the fiscal year 2022-2023, June 20, 2022, be adopted as follows:

REVENUE

Local Property Taxes	\$1,067,803	
Interest Income and Other Revenue	2,000	
	<hr/>	
Total Revenue		\$1,069,803
Estimated Fund Balance June 30, 2022	\$923,564	
Estimated Fund Balance Available to Appropriate		<hr/> 923,564
TOTAL AVAILABLE TO APPROPRIATE		<hr/> \$1,993,367 <hr/>

BE IT FURTHER RESOLVED, that **\$1,993,367** of the total available to appropriate in the **SINKING FUND** is hereby appropriated in the amounts and for the purposes set forth below:

EXPENDITURES

Professional Services	\$80,000	
Capital Outlay	1,912,367	
Misc. Expenses	1,000	
	<hr/>	
TOTAL APPROPRIATED SINKING FUND		<hr/> \$1,993,367 <hr/>

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
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, Superintendent
Subject: Sinking Fund Transfer Approval
Date: June 16, 2022

Funding Source: Sinking Fund - \$9,745

During the insurance claim work in the woodshop, it was identified by the machinery movers that the woodshop equipment was not properly grounded. The work was requested for insurance coverage but deemed to be a preexisting condition and therefore not covered under the claim for water damage. The work was completed to ensure the equipment was safe to use going forward and since the insurance carrier will not cover the costs we are requesting the work be approved for payment out of the sinking fund for which they would be eligible.

As noted above we incurred the costs to ensure that all students are being educated in a facility where safety is the first priority.

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.

Recommendation

That the Board of Education approve the transfer of the electrical costs to the sinking fund.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent





Ford Administration
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www.hazelparkschools.org

To: Hazel Park Board of Education
From: Tamaran Dillard, Director of Student Services
Subject: Categorical Classroom for Students with Autism
Date: June 20, 2022

At this time, we are seeking approval from the Board of Education to add a new elementary categorial program for students with autism and hire one full time special education teacher, as well as one paraprofessional for this specific program.

In an effort to increase support for the students in the Hazel Park School District, and to meet MARSE guidelines of student and teacher ratios, it will be essential to add this program and support staff. MARSE guidelines state 5 students:1 teacher: 1 paraprofessional. The addition of professional staff is not solely to keep in compliance with ratios. It is to best support the varying needs of our students whom we have the obligation to educate as well as to keep safe. The addition of this classroom and the appropriate support staff will allow this program to meet both of these presenting demands.

Hazel Park's program for students with autism continues to grow via students with this eligibility who either enroll in our district or via students who are evaluated by our special education teams and are found eligible. Students in our categorial programs present with unique challenges and varying ability levels such that they will not receive maximum benefit from enrollment in a general education classroom with their same age peers. As it currently stands, we have 12 students we are programming for for our elementary categorial ASD programs. The special education department has restructured our current programs to best meet the needs of our students while programming for additional students who may require this level of support in the 2022-2023 school year.

Funding Source: This will be funded through the General Funds.

Climate and Culture: The Hazel Park School District will provide a unified system of support for all students, embracing diversity, and fostering a positive school climate. MARSE guidance stipulates 5 elementary students in one classroom, with one teacher and a suggested number of 1 paraprofessional. Oakland County ISD plan's guidance stipulates 6 students in a classroom, with one teacher and the suggested number of 2 paraprofessionals.





Citations for ratio guidance:

- Michigan Administrative Rules for Special Education (MARSE) - ratio is 5:1
- Intermediate School District (ISD) plan - 6:1

Recommendation: Based on the above information, I am asking that the Board approves the request to add an additional elementary ASD categorical program and hire one full time special education teacher, and one paraprofessional for Hazel Park’s program servicing students with autism. The IRIS Center’s best practice guide shows us that students with autism present with unique challenges in the educational environment. A highly structured classroom, with less opportunity for adverse stimuli is effective for students with autism. By keeping ratios low, staff can work to ensure safety for all students.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent



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, Superintendent
Subject: Addition of Two Paraprofessionals for Jardon Extended School Year Program
Date: June 20, 2022

At this time, we are seeking approval from the Board of Education to provide additional staffing for our Extended School Year services at Jardon.

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 Jardon, special education personnel adhere to the programs and services indicated on the students' Individualized Education Plans. We are seeking approval for the following staff:

- 2 additional paraprofessionals





Funding Source: Special education funding: Tuition-Based Service (Self-Funded)

Curriculum & Instruction: Hazel Park Schools will develop innovative, independent and persistent learners who think critically, communicate effectively, and positively influence the local and global community. In order to maintain the highest level of academic and transitional instruction, the addition of two paraprofessional staff are necessary to support the number of students enrolled in the Jardon Extended School Year Program 2022 according to MARSE (Michigan Administrative Rules for Special Education) guidelines.

Recommendation

That the Board of Education approve an additional two additional paraprofessional positions for the Jardon Extended School Year Program 2022.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5443
www.hazelparkschools.org

June 7, 2022

Janie Jordan
Data Research partners LLC
506 Sunny Lane #A
Austin, TX 78702

Dear Janie,

This written notice is issued in response to your May 27, 2022 request for records under the Freedom of Information Act, which was received by this office on June 3, 2022. You requested a copy of Hazel Park Schools employees' first and last names, e-mail addresses, title/position, and primary campus/department location. Your request is granted as follows:

- Hazel Park Schools employees first and last names, e-mail addresses, title/position and primary campus/department location.

The records for the above requests are included with the letter.

Please contact me at amy.kruppe@hazelparkschools.org or (248) 658-5220 if you would like to discuss the FOIA request further.

Respectfully,

Amy Y. Kruppe, ED.D.
Superintendent
FOIA Coordinator

Cc: File
Attachments
By: Email

Employee Last Name	Employee First Name	Title/Position	LOCATION	Email
ADAMS	JENNIFER	PARAPROFESSIONAL	WEBB	jennifer.adams@hazelparkschools.org
AGUEROS	MARIO	CUST/MAINT/TRANSP	DISTRICT	mario.agueros@hazelparkschools.org
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Ford Administration
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June 9, 2022

Andrew Reder
Education Policy Intern
Mackinac Center for Public Policy

Dear Mr. Reder,

This written notice is issued in response to your May 26, 2022 e-mail to Dr. Amy Kruppe, Superintendent, requesting records under the Freedom of Information Act, which was received by this office on June 8, 2022.

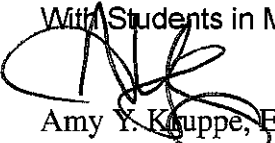
In response to your request for records under the Freedom of Information Act, your request is granted as follows:

- Current Superintendent contract, please review the attached contract

The FOIA provides you the right to appeal my decision. You may make an appeal in writing to the Hazel Park School Board of Education, 1620 E. Elza, Hazel Park, MI 48030. The term "FOIA APPEAL" should be placed in capital letters on the front of the envelope and the written appeal should identify the reason(s) for reversal of the disclosure denial. You may also seek judicial review of my decision by commencing an action in circuit court within 180 days from the date of this letter. If, after judicial review, a circuit court determines that the school district has not complied with the FOIA and orders disclosure of the requested records, you will be rewarded reasonable attorneys fees and actual or compensatory damages.

Please contact me at amy.kruppe@hazelparkschools.org or (248) 658-5220 if you would like this FOIA request further,

With Students in Mind,



Amy Y. Kruppe, Ed.D.
Superintendent
FOIA Coordinator

Cc: File
Attachments
By: Email

SUPERINTENDENT CONTRACT SEVENTH ADDENDUM

THIS ADDENDUM is made and entered into in Hazel Park, Oakland County, Michigan, by and between the School District of the City of Hazel Park, a Michigan general powers school district whose offices are located at 1620 E. Elza, Hazel Park Mi. 48030 (hereinafter the "School District"), and Amy Y. Kruppe (hereinafter "Superintendent").

The circumstances surrounding this Addendum are as follows.

The School District entered into an employment agreement with Dr. Amy Kruppe on May 18, 2015, and Dr. Kruppe was hired to serve as Superintendent for the School District, with an effective beginning contract date of July 1, 2015, and expiring on June 30, 2018.

The parties entered into the first contract addendum with an effective date of July 1, 2016, which extended the term of the original agreement through June 30, 2021, along with making other contract changes.

The parties entered into the second contract addendum with an effective date of July 1, 2017, which maintained the expiration date of June 30, 2021, but made other contract changes.

The parties entered into the third contract addendum with an effective date of February 11, 2019, which extended the term of the contract to June 30, 2022.

The parties entered into the fourth contract addendum with an effective date of April 20, 2020, which extended the term of the contract to June 30, 2023, and made other contract changes.

The parties entered into a fifth contract addendum with an effective date of January 1, 2021, which increased the Superintendent's salary.

The parties entered into a sixth contract addendum with an effective date of July 1, 2021, which increased the Superintendent's salary, and provided merit/performance-based pay and a retention bonus.

The parties hereby agree to this seventh contract addendum as follows:

IT IS AGREED:

1. The parties agree that the following contract provision, which the parties agreed to as part of the second contract addendum to the original Superintendent's Contract of Employment, shall no longer be operative and shall hereafter be considered void and of no effect:

"1. **TERMINATION UPON A FINDING OF JUST CAUSE** – The original agreement shall be modified to include the understanding that should the Superintendent be terminated without just cause she will receive a lump sum payment in the amount of salary she would otherwise have been entitled to during the balance of the contract term. The original agreement has set forth an understanding of the acceptable reasons for termination."



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www.hazelparkschools.org

To: Hazel Park Board of Education
From: Amy Kruppe, Superintendent
Stephanie Dulmage, Director of 21st Century Learning
Subject: i-Ready Assessment and Personalized Instruction Renewal
Date: June 20, 2022

Funding Source:

- General Fund
- Center Funds

Strategic Goal Alignment

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

The i-Ready suite of assessments, along with the personalized instruction lessons, are key components of how we monitor the proficiency and growth of our students, and provide targeted personalized instruction. Feedback from teachers, administrators, students, and parents continues to be positive. The information gained from the diagnostic and progressing monitoring checks is used on a regular basis to inform instructional decisions. Furthermore, there are a number of instructional supports and a variety of reports that provide insight on standards performance and next steps to increase proficiency and growth.

The majority of our students demonstrate high usage of the personalized instruction lessons with an average passage rate of 71% of students passing lessons at 87% or higher in math and an average passage rate of 71% of students passing lessons at 70% or higher. Among students using i-Ready personalized instruction for the recommended minutes/week, the median percent progress toward typical growth was 100% in math and 108% in reading. These results indicate a strong correlation between the use of the personalized instruction lessons and academic growth.

Based on the high usage of the i-Ready assessments and personalized instruction, along with the impact on academic growth and proficiency, it is recommended that the Board of Education approve the renewal costs for the 2022-2023 school year.

Building	Assessment & Instruction	Teacher ToolBox	Professional Learning	Sub-Total
District	NA	NA	\$3,500	\$3,500
Hoover, United Oaks, and Webb	\$37,192.50	\$11,679	NA	\$48,871.50
Hazel Park Junior High	\$20,757.50	NA	NA	\$20,757.50





Advantage	\$2,970	No Charge	NA	\$2,970
Edison	\$1,650	No Charge	NA	\$1,650
*INVEST	\$1,500	NA	NA	\$1,500
			Total Cost	*\$79,249

*Will be paid out of the general fund but charged back to INVEST

Recommendation: that the Board of Education approve the purchase of the i-Ready assessment suite and personalized instruction in an amount not to exceed

Supporting Research:

In Using Assessment to Support Instructional Decision Making (2020) Hanover researchers recommended that, “schools should employ comprehensive, validated, and age-appropriate assessments to assist teachers in identifying, planning, and implementing effective interventions and supports” (p.3).

In the Impact Evaluation of Reading i-Ready Instruction for Elementary Grades final report (2019), researchers found that, “At all grades, impact analyses suggest that elementary school students who use i-Ready Instruction with fidelity have higher achievement in reading when compared to students who did not use i-Ready Instruction. At each grade, students in the i-Ready Instruction group had a statistically significantly higher reading i-Ready Diagnostic score than did students in a matched comparison group” (p.14).

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent



Ford Administration
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www.hazelparkschools.org

To: Hazel Park Board of Education
From: Amy Kruppe, Superintendent
Stephanie Dulmage, Director of 21st Century Learning
Subject: i-Ready Assessment and Personalized Instruction Renewal
Date: June 20, 2022

Funding Source:

- General Fund - \$72,800
- Community School Grant - \$36,400

Strategic Goal Alignment

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

Research indicates that 1:1 tutoring is one of the most beneficial strategies to impact student growth and learning. Expanded learning time, that includes after-school tutoring, has been named as one of the top strategies to mitigate the impact of interrupted schooling as a result of the COVID-19 pandemic. During the 2022-2023 school year, United Oaks Elementary ran a robust extended learning program. These ongoing academic supports had a direct impact on student learning, as evidenced by the results of the i-Ready diagnostic.

Based on these outcomes, we would like to offer after-school tutoring during the 2022-2023 school year. Our goal is to form a group of 10 tutors, including building staff, retired/student teachers, or trained community members to work with students at Hoover, United Oaks, and Webb for a period of 28 weeks. 1:1 or small group tutoring will be driven by student data and guided by research based strategies and Tier 2 or Tier 3 interventions. Tutors will be compensated at the hourly rate of \$35.00.

Staff Compensation: After-School Tutoring

Elementary Building	Number of Tutors	Number of Weeks	Hours Per Week	Hourly Rate/Fringe Benefits	Budget Total
Hoover	10	28	2.5	\$52.00	\$36,400
United Oaks	10	28	2.5	\$52.00	\$36,400
Webb	10	28	2.5	\$52.00	\$36,400
Budget Total					\$109,200





Recommendation: that the Board of Education approve \$109,200 for after-school tutoring at Hoover, United Oaks, and Webb for the 2022-2023 school year.

Supporting Research:

As stated in Supporting Student Success Through Afterschool Programs, “Afterschool programming has been shown to improve social and academic outcomes for students, however, research points to certain key elements for success. To fully realize all the positives of afterschool programming, students must receive a regular dosage, adequately trained staff, and high-quality programming” (2022, para 4, Retrieved from <https://bit.ly/3yDr2VY>).

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent



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August 2022						
S	M	T	W	T	F	S
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September 2022						
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October 2022						
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November 2022						
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December 2022						
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January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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July 2023						
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30	31					

2022-2023 GSRP FAMILY Calendar	
122 Student Days	
09/06/2022-09/07/2022 'Home Visits'	
09/12/2022 GSRP First Day of School for Students	
11/08/2022 - no students. Staff PD day	
11/23/2022-11/25/2022 Thanksgiving Break No School	
12/01/2022-12/02/2022 Parent-Teacher Conferences	
12/23/2022 HALF DAY	
12/24/2022 - 01/08/2023 Holiday Break	
01/09/2023 Monday School Resumes	
01/16/2023 Martin Luther King, Jr. Holiday	
02/17/2023 HALF DAY	
02/20/2023 - 02/24/23 Winter Recess	
02/27/2023 Monday School Resumes	
03/02/2023-03/03/2023 Home Visits	
03/24/2023 HALF DAY	
03/27/2023-03/31/2023 Spring Break No School	
04/03/2023 Monday School Resumes	
05/04/2023 District PD Day - No students	
05/11/2023-05/12/2023 Parent-Teacher Conferences /Home visits	
05/23/2023 GSRP Last Day of School for Students	

Color Chart
Student first and last day of school
District PD Days - no students, teachers report
Parent Teacher Conferences/Home Visits
Weekends/No School
Half Day



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August 2022						
S	M	T	W	T	F	S
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September 2022						
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October 2022						
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November 2022						
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December 2022						
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January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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July 2023						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2022-2023 GSRP STAFF Calendar

Staff hours: 7:30am-4:00pm Staff Meetings: 7:30-8:30
Staff Days: 165 Student Days: 122

08/29/2022 - District Professional Development Day (schedule TBD)
08/30/2022 - District Professional Development Day (schedule TBD)
08/31/2022-09/01/2022 - Classroom Set Up
09/02/2022-09/05/2022 - Labor Day Weekend - NO SCHOOL
09/06/2022-09/07/2022 'Home Visits'
09/09/2022 Staff Meeting
09/12/2022 GSRP First Day of School for Students
09/16/2022 Staff Meeting
09/23/2022 Staff Meeting
09/30/2022 Staff Meeting
10/07/2022 Staff Meeting
10/14/2022 Staff Meeting
10/21/2022 Staff Meeting
10/28/2022 Staff Meeting
11/08/2022 - no students. Staff PD day
11/04/2022 Staff Meeting
11/11/2022 Staff Meeting
11/18/2022 Staff Meeting
11/23/2022 PAID HOLIDAY
11/24/2022-11/25/2022 Thanksgiving Break
12/01/2022-12/02/2022 Parent-Teacher Conferences
12/09/2022 Staff Meeting
12/16/2022 Staff Meeting
12/23/2022 Half Day for Staff
12/24/2022 - 01/08/2023 Holiday Break
01/09/2023 Monday School Resumes
01/13/2023 Staff Meeting
01/16/2023 Paid Holiday
01/20/2023 Staff Meeting
01/27/2023 Staff Meeting
02/03/2023 Staff Meeting
02/10/2023 Staff Meeting
02/17/2023 Half Day for Staff
02/20/2023 - 02/24/23 Winter Recess
02/27/2023 Monday School Resumes
03/02/2023-03/03/2023 Home Visits
03/10/2023 Staff Meeting
03/17/2023 Staff Meeting
03/24/2023 Half Day for Staff
03/27/2023-03/31/2023 Spring Break No School
04/03/2023 Monday School Resumes
04/07/2023 No Work - paid holiday
04/12/2023 Staff Meeting
04/21/2023 Staff Meeting
04/28/2023 Staff Meeting
05/04/2023 District PD Day - No students
05/05/2023 Staff Meeting
05/11/2023-05/12/2023 Parent-Teacher Conferences /Home visits
05/23/2023 GSRP Last Day of School for Students
05/26/2023 GSRP Last Day for Staff - Half Day

Contract Holidays	Color Chart
Friday before Labor Day	Student first and last day of school
Labor Day	District PD Days - no students, teachers report
Wednesday before Thanksgiving	Staff Meetings
Thanksgiving Day	Parent Teacher Conferences/Home Visits
Christmas Eve	Weekends/No School
Christmas Day	Half Days for Staff
Day After Christmas	
New Years Eve	
New Years Day	
MLK Day	
1st day of Spring Break	
Good Friday	



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August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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September 2022						
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October 2022						
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November 2022						
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December 2022						
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January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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July 2023						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2022-2023 Preschool Academy STAFF Calendar

Staff Hours: 7:30am-4:00pm Staff Meetings: 7:30-8:30 Half Days: 11:10

08/29/2022 - District Professional Development Day
08/30/2022 - District Professional Development Day
08/31/2022 First Day of School - Teachers in AM, Students in PM
09/02/2022-09/05/2022 - Labor Day Weekend - NO SCHOOL
09/09/2022 Staff Meeting
09/16/2022 Staff Meeting
09/23/2022 Staff Meeting
09/29/2022 HALF DAY for students - Records in PM*
09/30/2022 Staff Meeting
10/07/2022 Staff Meeting
10/14/2022 Staff Meeting
10/21/2022 Staff Meeting
10/28/2022 Staff Meeting
10/31/2022 HALF DAY for students - Records in PM*
11/04/2022 Staff Meeting
11/08/2022 no students - Staff PD day
11/11/2022 Staff Meeting
11/17/2022 HALF DAY - Students in AM - CONFERENCES in PM
11/18/2022 Staff Meeting
11/23/2022 PAID HOLIDAY
11/24/2022-11/25/2022. Thanksgiving Break
12/02/2022 Staff Meeting
12/09/2022 Staff Meeting
12/16/2022 Staff Meeting
12/23/2022 HALF DAY - Holiday Recess Begins in PM
12/24/2022 - 01/08/2023 Holiday Break
01/09/2023 Monday School Resumes
01/13/2023 Staff Meeting
01/16/2023 Paid Holiday Off
01/20/2023 HALF DAY - Students in AM - Records Day in PM*
01/23/2023 HALF DAY - Students in AM - Records Day in PM*
01/27/2023 Staff Meeting
02/03/2023 Staff Meeting
02/10/2023 Staff Meeting
02/17/2023 HALF DAY - Winter Recess Begins in PM
02/20/2023 - 02/24/23 Winter Recess
02/27/2023 Monday School Resumes
03/03/2023 HALF DAY for students- Records in PM*
03/10/2023 Staff Meeting
03/17/2023 Staff Meeting
03/24/2023 HALF DAY - Spring Recess Begins
03/27/2023-03/31/2023 Spring Break No School
04/03/2023 Monday School Resumes
04/07/2023 Paid Holiday Off
04/11/2023 HALF DAY for students - Records in PM*
04/12/2023 Staff Meeting
04/21/2023 Staff Meeting
04/27/2023 Half Day for students, conferences in PM
04/28/2023 Staff Meeting
05/04/2023 District PD Day - No students
05/05/2023 Staff Meeting
05/12/2023 Staff Meeting
05/19/2023 Staff Meeting
05/26/2023 Half Day - Holiday Recess Begins in PM
05/30/2023 School Resumes
06/08/2023 HALF DAY for students- Records in PM*
06/09/2023. HALF DAY for students- Records in PM*

Contract Holidays (As Listed in Non-Union Contract)	Color Chart
Friday before Labor Day (Sept 2)	Half day for students, full day for staff, dismissal at 11:10
Labor Day (Sept 5)	*Teachers may work from home on all records days
Wednesday before Thanksgiving (Nov 23)	District PD Days - no students, teachers report
Thanksgiving Day (Nov 24)	Staff Meetings
Christmas Eve (Dec 24)	Half Day - Parent Teacher Conferences/Home Visits in PM
Christmas Day (Dec 25)	Weekends/No School
Day After Christmas (Dec 26)	Half day for students and staff, dismissal at 11:10
New Years Eve (Dec 31)	
New Years Day (Jan 1)	
MLK Day (Jan 16)	
1st day of Spring Break (March 27)	
Good Friday (April 7)	
Memorial Day (May 29)	



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August 2022						
S	M	T	W	T	F	S
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September 2022						
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11	12	13	14	15	16	17
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October 2022						
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November 2022						
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December 2022						
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January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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July 2023						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2022-2023 Preschool Academy FAMILY Calendar	
Monday-Friday, 8:00-3:00. Half Day Dismissal is 11:10	
08/31/2022	First Day of School - Teachers in AM, Students in PM
09/02/2022-09/05/2022	Labor Day Weekend - NO SCHOOL
09/29/2022	HALF DAY - Students in AM
10/31/2022	HALF DAY - Students in AM
11/08/2022	NO SCHOOL
11/17/2022	HALF DAY - Students in AM - CONFERENCES in PM
11/23/2022-11/25/2022	Thanksgiving Break - NO SCHOOL
12/23/2022	HALF DAY - Students in AM - Holiday Recess Begins in PM
12/24/2022 - 01/08/2023	Holiday Break
01/09/2023	Monday School Resumes
01/16/2023	Martin Luther King, Jr. Day - NO SCHOOL
01/20/2023	HALF DAY - Students in AM
01/23/2023	- HALF DAY - Students in AM
02/17/2023	HALF DAY - Students in AM - Winter Recess Begins in PM
02/20/2023 - 02/24/23	Winter Recess
02/27/2023	Monday School Resumes
03/03/2023	HALF DAY - Students in AM
03/24/2023	HALF DAY - Students in AM - Spring Recess Begins in PM
03/27/2023-03/31/2023	Spring Break No School
04/03/2023	Monday School Resumes
04/07/2023	NO SCHOOL
04/11/2023	HALF DAY - Students in AM
04/27/2023	Half Day - Students in AM - Conferences in PM
05/04/2023	NO SCHOOL
05/26/2023	Half Day - Students in AM - Holiday Recess Begins in PM
05/30/2023	School Resumes
06/08/2023	HALF DAY - Students in AM
06/09/2023	HALF DAY - Students in AM

Color Chart
Half day for students, dismissal at 11:10
Half Day - Parent Teacher Conferences in PM
Weekends/No School



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To: Hazel Park Board of Education
From: Amy Kruppe, Superintendent
Subject: Fiber Maintenance Survey Proposal
Date: June 15, 2022

Funding Source: Sinking Fund in the amount of \$5,500.00

To my knowledge we haven't had a Fiber maintenance survey on our lines in at least 5 years. Fiber Link, Inc. will go out and survey all our fiber lines that are on the poles throughout the district. They will then send back a detailed report/spreadsheet of where we need repairs on our fiber lines. The Fiber lines are what provides the internet throughout our district.

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.

Recommendation: Having this done will ensure that we are providing state-of-the-art technology to all our staff and students throughout the district.
That the Board of Education approves Fiber Link to perform a maintenance survey and provide us with a report of needed repairs.

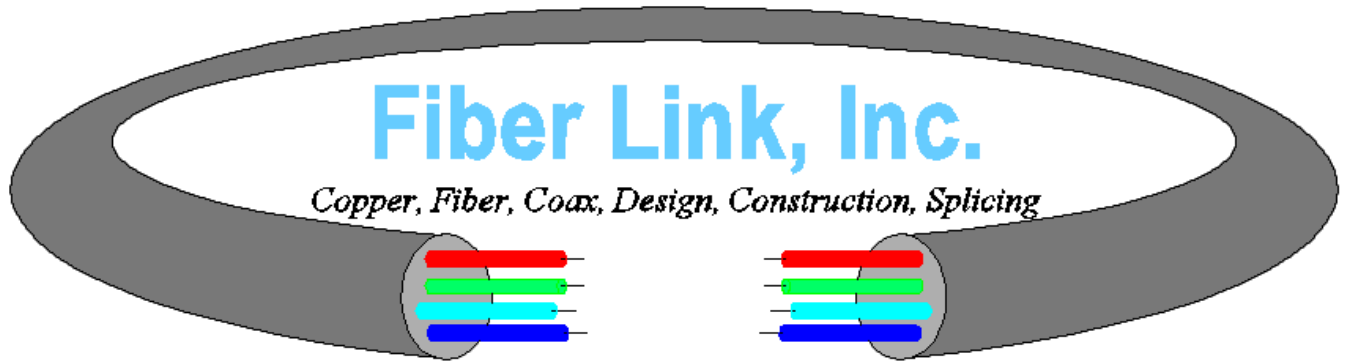
**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent





**HAZEL PARK
SCHOOLS**



May 23rd, 2022

Hazel Park Schools – Fiber WAN Maintenance Ride Out Survey

Cost = \$5,500.00

After the ride out has been completed a spreadsheet documenting the issues with cost to repair will be provided to the school district.

Thank you,
Tina M. Snoblen
President

School (All)

Count of Student		Grade																			Grand Total			
School Code	Track	-2	-1	0	1	2	3	4	5	6	7	8	9	10	11	12	14	AI	EA	HS		PH		
01611	22/23 INVEST															78	70	56					204	
01611 Total																78	70	56					204	
01616	22/23 HIGH SCHOOL															160	135	140	125					560
01616 Total																160	135	140	125					560
01753	22/23 HOOVER				19	50	51	47	45	45													257	
01753 Total					19	50	51	47	45	45													257	
02176	22/23 MICH CYBER ACD															86	69	91					246	
02176 Total																86	69	91					246	
02399	22/23 ALL YR JARDON			1	1	1		2		1	1	2		1	1	2					5	18		
02399	22/23 JARDON																					42	42	
02399 Total				1	1	1		2		1	1	2		1	1	2					47	60		
02954	22/23 VIKING VIRTUAL															13	18	33					64	
02954 Total																13	18	33					64	
04159	22/23 EDISON ELEM					1		1	2	3													7	
04159	22/23 EDISON HS													6	7	3	5						21	
04159	22/23 EDISON JHS									1	3	7	3		1								15	
04159	22/23 EDISON PH																				1	4	5	
04159 Total					1		1	2	4	3	7	3	6	8	3	5					1	4	48	
04259	22/23 UNITED OAKS				48	64	50	51	44	58											1	4	315	
04259 Total					48	64	50	51	44	58													315	
04422	22/23 WEBSTER CHILDHD		9	17	2																1		29	
04422	22/23 WEBSTER ECSE/EA		5	6							1		1		1		1	2	3	22	6		48	
04422 Total			14	23	2						1		1		1		1	2	3	22	7		77	
07829	22/23 ADVANTAGE											5	2	4	5	12	89						117	
07829	22/23 ADVANTAGE ELEM				1	2		1	1			1											6	
07829 Total					1	2		1	1			1											123	
09372	22/23 JUNIOR HIGH										146	137	151										434	
09372 Total											146	137	151										434	
09429	22/23 WEBB				40	41	65	62	45	56													309	
09429 Total					40	41	65	62	45	56													309	
63130	22/23 DISTRICT																				1		1	
63130 Total																					1		1	
Grand Total			14	24	111	159	166	164	137	164	152	151	157	171	327	312	403	2	3	22	8	51	2698	



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

Executive Director of Teaching, Learning and Equity

The position provides leadership and strategic vision in coordinating, developing, implementing and evaluating the District's instructional staff development program focuses on ensuring that direct instruction staff 9-12 have the instructional skills, materials and background knowledge to increase student achievement. These skills include building and supporting an equitable learning environment that honors each learner's identity.

SPECIFIC QUALIFICATIONS:

1. Align department curriculum and work with the District's vision and strategic plan.
2. Successful experience in working with culturally diverse families, communities and/or otherwise demonstrated a commitment to equity and strengthening engagement of a district community and skill in communication with a diverse population.
3. Excellent verbal and written communication skills, including skillful listening, creative problem solving and managing difficult conversations with sensitivity and connection.
4. Strong collaborative skills, always working toward a "win-win" solution when possible addressing issues in a culturally sensitive and equitable way.
5. Ability to use discretion in handling and disseminating sensitive or confidential information.
6. Master's degree in Educational Leadership, or equivalent (as determined by Employer).
7. Michigan Administrator Certificate, or eligibility to obtain.
8. Valid Michigan teaching certificate.
9. Preferred 5 years curriculum leadership or administration experience in prior positions.
10. Demonstrated record of building high functioning teams, developing trusting relationships, and managing multiple priorities while meeting deadlines.
11. Demonstrated record of engaging administrators, parents, and community in building a positive culture for learning.
12. Strong analytical skills and problem solving skills and understanding of "student centered" support centers.
13. Ability to work both independently and cooperatively.
14. Ability to organize work, set priorities and meet deadlines. Ability to establish effective working relationships at all levels of the organization.
15. Plans, directs, coordinates, assists and is the internal consultant to the Superintendent, cabinet and council regarding equity, social justice and diversity matters concerning staff, students and families.
16. Coordinate external resources for equity work with discussion and approval of the superintendent.
17. Provide guidance and support of the implementation of culturally responsive practices.
18. Demonstrated knowledge and experience with successful school improvement planning, including consistent use of data to monitor student growth, inform instruction and develop interventions.
19. Serves as leader and general resource person in matters relating to high school, CTE and early college, curriculum development and evaluation.



20. Superior communication skills in writing and speaking with all levels of management and staff.

RESPONSIBILITIES:

1. Provides leadership in defining and implementing an instructional framework that supports the learning of all K-8 students, leads to equitable student outcomes, measures success and honors the identity of each student.
2. Stays abreast of reach on the changing nature of the profession, the field of public education and changing national, regional and local trends that may impact programming for students.
3. Uses forecasting tools and strategies to predict future needs and programs.
4. Provides leadership to development of a comprehensive professional development program for all instructional staff including administrative professional development and support in enhancing instructional practices.
5. Supports and projects financial outlook for curriculum needs and communicates this with the Superintendent and Assistant Superintendent of Business.
6. Creates communication, collaboration and a coordination process that cures all staff in a timely and efficient manner, informed of district policies, issues and guidance that their programs are expected to support.
7. Establishes an environment in which all staff members are comfortable and forth coming in sharing their ideas, needs and concerns. Provides leadership in defining and implementing an instructional framework that supports the learning of all 9-12 students in the HS, Virtual Program and Advantage, leads to equitable student outcomes, and leads equity processes within the district.
8. Establishes a system of data collection and analysis that provide for continuous assessment of equitable program effectiveness and/or changing needs.
9. Services as a first responder to emergence and after hour situations.
10. Other duties as assigned by the superintendent.
11. Provides leadership and supervision for district administration of curriculum programs and activities for all schools.
12. Plan and coordinate curriculum studies including special programs for new courses, funding, staffing requirements, and curriculum impact..
13. Directs the establishment of an instrumentation for effective student evaluation.
14. Recommends textbooks, instructional supplies, and equipment.
15. Apply for and write grant applications.
16. Observes classroom instruction and provides consultative services to staff.
17. Recommends in-service activities for teachers, principals and paraprofessionals.
18. Oversees the development and implementation of instructional programs.
19. Coordinates textbook/instructional materials review and selection.
20. Works collaboratively with staff to evaluate progress of 9-12, CTE and early college curriculum.
21. Communicates effectively with Superintendent on needs and growth of the programs
22. Demonstrated record of engaging students, staff, parents, and community in building a positive culture for learning.
23. Demonstrated experience in developing and implementing a consistent, fair and caring student behavior management system.
24. Superior communication skills in writing and speaking with all levels of management and staff.
25. Oversees professional development activities for the District. Ensures a staff development program which addresses curriculum needs.
26. Manages instructional departments including Gifted and Talented, GSRP, and Bilingual programs.
27. Plan and organize the district wide school improvement plan, while evaluating individual school improvement plans.



28. Direct all activities with District testing including M-STEP or other state testing, including other research based tests to determine growth and establish goals.
29. Is responsible for all Summer School programs.
30. Evaluates the use of instructional accounts and develops central instructional budgets.
31. Is responsible for the overall direction, coordination, and evaluation of these units.
32. Maintains open and frequent communication with building principals and assistant principals.
33. Supervises curriculum staff in accordance with the organization's policies and applicable laws.
34. Assist with instructional performance evaluations.
35. Rewarding and disciplining employees; addressing complaints and resolving problems.
36. Other Duties as assigned by the Superintendent.

Reports To: Superintendent

Physical and Environmental Requirement of the Position:

The physical emotions and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, lift, carry, move about, hear and speak.

The employee must occasionally lift 25 to 50 pounds.

The employee may sit or stand for longer than two hours at a time and may lift objects repeatedly and may undertake repeated motions.



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Executive Director of Teaching, Learning and Assessment

The position provides leadership and strategic vision in coordinating, developing, implementing and evaluating the Districts' instructional staff development program. The program focuses on ensuring that direct instruction staff K-8 have the instructional skills, materials and background knowledge to increase student achievement. These skills include building and supporting an equitable learning environment that honors each learner's identity.

SPECIFIC QUALIFICATIONS:

1. Successful experience in working with culturally diverse families, communities and / or otherwise demonstrated a commitment to equity and strengthening engagement of a district community and skill in communication g with a diverse population.
2. Master's degree in Educational Leadership, or equivalent (as determined by Employer).
3. Michigan Administrator Certificate, or eligibility to obtain.
4. Valid Michigan teaching certificate.
5. Preferred 5 years curriculum leadership or administration experience in prior positions.
6. Demonstrated record of building high functioning teams, developing trusting relationships, and managing multiple priorities while meeting deadlines.
7. Demonstrated record of engaging administrators, parents, and community in building a positive culture for learning.
8. Strong analytical skills and problem solving skills and understanding of " student centered" support centers.
9. Ability to work both independently and cooperatively.
10. Ability to organize work, set priorities and meet deadlines. Ability to establish effective working relationships at all levels of the organization.
11. Demonstrated knowledge and experience with successful school improvement planning, including consistent use of data to monitor student growth, inform instruction and develop interventions.
12. Demonstrated record of engaging students, staff, parents, and community in building a positive culture for learning.
13. Demonstrated experience in developing and implementing a consistent, fair and caring student behavior management system.
14. Superior communication skills in writing and speaking with all levels of management and staff.

RESPONSIBILITIES:

1. Align department curriculum and work with the District 's vision and strategic plan.
2. Provides leadership in defining and implementing an instructional framework that supports the learning of all K-8 students, leads to equitable student outcomes, measures success and honors the identity of each student.
3. Stays abreast of reach on the changing nature of the profession, the field of public education and changing national , regional and local trends that may impact programming for students.
4. Uses forecasting tools and strategies to predict future needs and programs



5. Provides leadership to development of a comprehensive professional development program for all instruction staff including administrative professional development and support in enhancing instructional practices.
6. Supports and projects financial outlook for curriculum needs and communicates this with the Superintendent and Assistant Superintendent of Business.
7. Creates communication ,collaboration and coordination process that cures all staff in timely and efficiently informed of district policies, issues and guidance that their programs are expected to support.
8. Establishes an environment in which all staff members are comfortable and forth coming in sharing their ideas, needs and concerns.
9. Establishes a system of data collection and analysis that provide for continuous assessment of instructional program effectiveness and / or changing needs.
10. Services as a first responder to emergence and after hour situations.
11. Oversees the District's assessment program which implements the monitoring system for student achievement, perception data and program data and demographic data K-12.
12. Plan and coordinate curriculum review cycles including special programs for new courses, funding, staffing requirements, and curriculum impact..
13. Coordinated K-8 taskforces and steering committee
14. Recommends textbooks, instructional supplies, and equipment.
15. Apply for and write grant applications.
16. Observes classroom instruction and provides consultative services to staff.
17. Recommends in-service activities for teachers, principals and paraprofessionals.
18. Oversees the development and implementation of instructional programs.
19. Coordinates textbook/instructional materials review and selection.
20. Manages instructional departments including EC, After School Programing, El programing
21. Plan and organize the district wide school improvement plan, while evaluating individual school improvement plans.
22. Communicates effectively with Superintendent on needs and growth of the programs
23. Is responsible for all Summer School programs.
24. Evaluates the use of instructional accounts and develops central instructional budgets.
25. Is responsible for the overall direction, coordination, and evaluation of these units.
26. Maintains open and frequent communication with building principals and assistant principals.
27. Supervises curriculum staff in accordance with the organization's policies and applicable laws.
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The employee must occasionally live on 25 to 50 pounds.

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Literacy Essentials Oakland (LEO)

2021-2022 May Update

Dr. Stephanie Dulmage

Erika Resh, LEO Instructional Coach



Professional Learning - Build Coaching Capacity

- Early Literacy Network: Cultivating Genius: Mirrors and Windows with Dr. Gholdy Muhammad
- Courageous Conversations About Race
- LEO Cohort Learning Sessions
- Cognitive Coaching Training

District work with the LEO Project

- Our Literacy Leadership Team (LLT) is participating in a year long series “*Cultivating Lasting Capacity for Literacy Instructional Improvement*” to support our Literacy Roadmap work designed around increasing literacy achievement for all students.
 - Our district Literacy Focus Priority was to demonstrate improved application of foundational skills (phonics, phonemic awareness, high-frequency words, and vocabulary) as evidenced by an increase in iReady scores and growth on F&P BAS scores.
- Working in collaboration with district coaches, building administrators and central office staff to develop professional learning that supports implementation of the Hazel Park Instructional Framework utilizing our new curriculum resources to increase student learning and engagement.
- Building capacity of the instructional coaching team in the areas of literacy, that include culturally responsive practices, and the use of data to inform instruction and make data-based decisions.

Impact on Instruction

- Coaching individual teachers and providing support around literacy instruction through planning, modeling, observing and reflecting, as well as job-embedded professional learning.
- Supporting teachers in using their iReady, curriculum based and classroom data to plan for instruction.
- Provided after school Professional Learning around the Instructional Framework components: Reading Mini Lesson, Shared Reading, Phonics and Word Study and Interactive Writing
- Facilitated Coach Chats to provide cross district collaboration with grade level teams around the topic of Phonics and Word Study Instructional Routines.

Instructional Coach Leadership

In addition to the leadership provided in the area of curriculum, instruction, and assessment, Ms. Resh also participates in a number of building and district level committees.

- Member of the instructional coach and building administrator data team.
- Active member of the instructional coaching team, the curriculum writing team, the building network, and the United Oaks community school team.
- ELA Pilot Team member and the District Literacy Leadership Team.
- Co-Developer of the Hazel Park School District Coaching Brochure.

Coaching Roles

Think Partner/Collaborator

Work collaboratively to plan, implement and assess school change.

Classroom Supporter

Support classroom instruction by observing, planning and modeling

Learning Facilitator

Plan professional learning for staff

Instructional Specialist

Provide teachers with skills to align instruction with standards

Curriculum Specialist

Ensure implementation of adopted curriculum

Learner

Keeps current with best practices

Data Coach

Assist teachers in understanding and analyzing data

Resource Provider

Provide resources to support teaching and learning

Provide Teacher Support in...

Planning and Support

Collaborate with teachers to plan lessons, units, and small groups.

Data Review

Coaches can look at data with teachers and figure out what it means for our students and instruction.

Reviewing Student Work

Coaches can review student work with teachers to find strengths and weaknesses and determine next steps for instruction.

Resource Recommendations

Coaches can recommend resources to teachers based on their needs.

Co-Teach

We can co-teach a lesson together. We can plan before and co-teach a lesson together.

Classroom Visit

Coaches can complete focused observations for teachers

Modeling

Coaches can model instructional strategies or components of lessons.

Professional Learning

Coaches can provide professional learning and growth opportunities. They are able to provide learning to individuals, small groups or large groups.

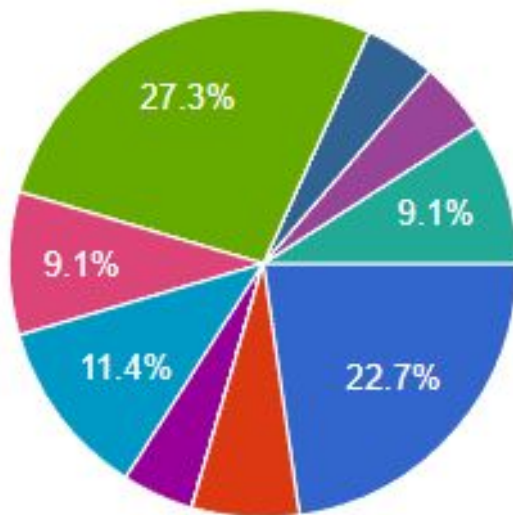
Coaching is Not:

- Evaluating teachers
- Providing information to be used in evaluations
- Taking primary responsibility for instructing a specific group of students
- Fixing teachers, it's being a collaborative partner



Impact on Instruction

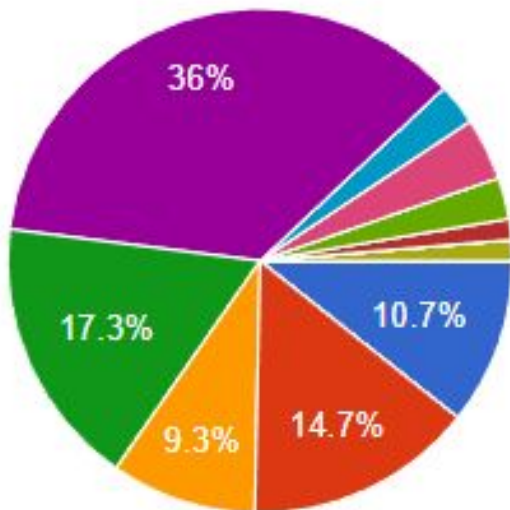
Instructional Framework



- ELA Mini Lesson
- Guided Reading
- Strategy Groups
- Book Clubs
- Independent Work
- Shared Reading
- Read Aloud with Accountable Talk
- Word Study

Impact on Instruction

Literacy Essentials Focus



● E1 Motivation and Engagement

● E2 Read Alouds

● E3 Small Groups

● E4 Phonological Awareness

● E5 Phonics

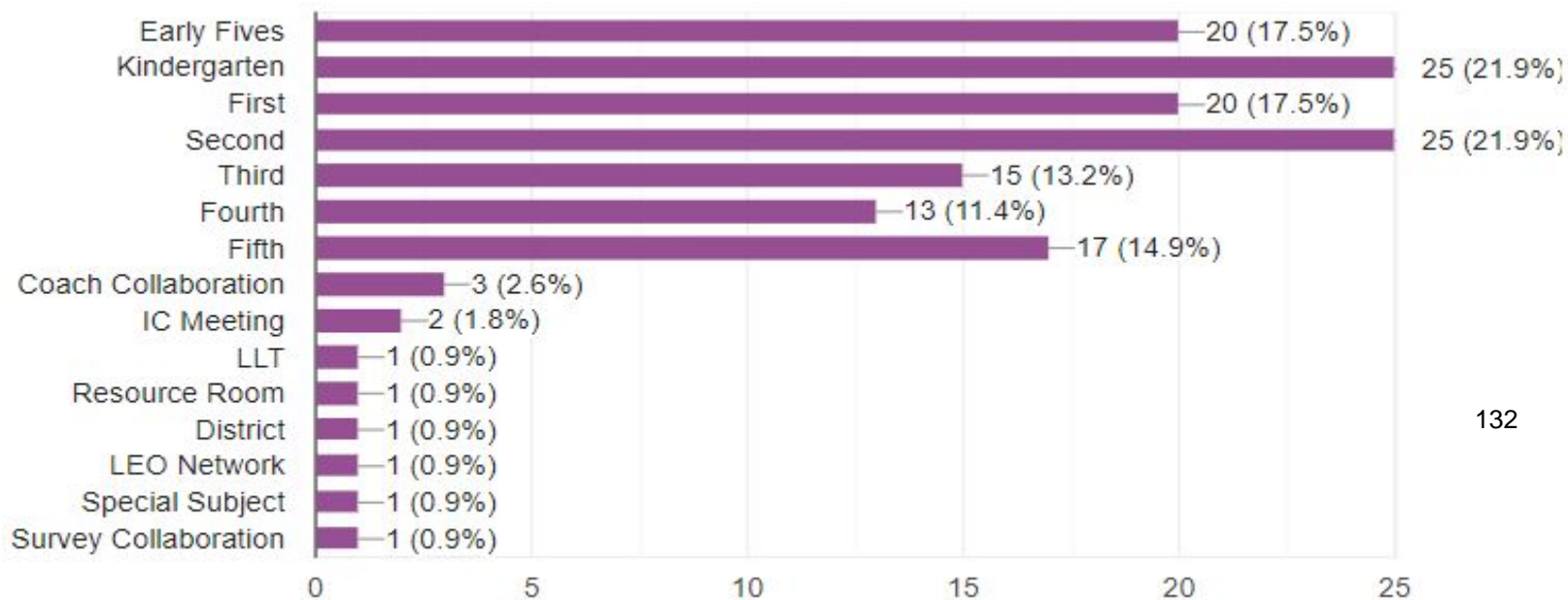
● E6 Writing

● E7 Vocabulary

● E8 Abundant Reading Material & Opp...¹³¹

Impact on Instruction

Grade Level Support



LEO Moving Forward

At this point the OS plans to support us by....

- LEO Networking and Learning Sessions
- Direct support to teachers (with coach)
- Cross district collaborations
- Lab-based models
- Cycles of Inquiry
- Customized support based on district needs