



Pennfield Schools

Monday, June 19, 2023 - 6:30 PM

Regular Board Meeting

High School Media Center

8299 Pennfield Road

Battle Creek, MI 49017

"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda."

1. Call Meeting to Order

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

I call this meeting to order at 6:30 p.m.

2. Pledge of Allegiance

Board President

The Board of Education will lead the Pledge of Allegiance.

3. Roll Call

Board President

The Board Secretary will administer roll call to establish that a quorum of the Board is present and to determine which Board members are present at the start of the meeting.

4. Agenda Changes

5. Public Comments - Participants are asked to keep comments to three (3) minutes.

Please notify the superintendent in writing at least two business days before the scheduled meetings of the Board of Education if you wish to address the Board but do not speak English, or if you have a handicap or disability that may prevent you from speaking to the Board. At this time, the Board will listen to comments from the public and others regarding both agenda action items and items that are not on the agenda. Per Board Policy #0167.3 each statement made by a participant shall be limited to three (3) minutes. This is the only opportunity for public comment. The Board President may add a second comment if there are more than 20 community members seeking to speak.

The Board requests that, if you wish to speak, you provide us with your name, address, and affiliation with the district. Please limit your comment to three minutes. Comments should not be directed at individuals on the board, rather to the board as a whole. This is a meeting of the Board of Education being held in public. Board members will not respond to public comment but you may request a formal response for a later time.

6. Recognitions and Presentations

The Board of Education will recognize the 22-23 retirees from Pennfield Schools

Pam Cosgrove Paraprofessional 5 years of service at Purdy Elementary

Val Engels Paraprofessional 27 years of service at North Elementary

Pam Warsop, 17 years of service as a Bus Driver and Dunlap Noon Supervisor

7. Communications

7.1. Student Representative Report

7.2. Superintendent's Report

Mrs. Lemmer will provide a Bond Update.

8. Consent Agenda (**Action**)

Superintendent Lemmer is recommending the approval of the Consent agenda which includes the Board Meeting Minutes from May 8th and 18th , the check registers, electronic fund transfer and finance expenditure report.

Is there a motion to approve the Consent Agenda?

8.1. Approval of the Agenda

8.2. Approval of Minutes

8.2.1. Minutes of the Monday, May 8, 2023 Regular Meeting

8.2.2. Minutes of the Thursday, May 18, 2023, Special Meeting

8.3. Approve Check Registers

8.4. Approve Electronic Funds Transfer

8.5. Approve Finance Expenditure Report

8.6. Communications to the Board

9. Items Removed from Consent Agenda (**Discussion and/or Action**)

10. Items for Approval or Discussion (**Discussion and/or Action**)

Board President

10.1. Approve Elementary Principal of Dunlap (**Action**)

Superintendent Lemmer is recommending that the Board of Education approve the hire of Katrina Hill as the principal of Dunlap Elementary. Mrs. Hill went through a rigorous interview process with staff, parents, administration, and board members. She has been teaching as the High School Math teacher since January but came to Pennfield with over ten years of administrative experience in West Virginia.

Is there a motion to approve the recommendation?

10.2. Approve April and May 2023 Bond Invoices (**Action**)

11.2. Approve April Bond Invoices (**Action**)

Description: It is the recommendation of the Director of Finance and Operations and the Superintendent that the Board approve the bond bills for the month of April and May for Kingscott Associates in the amount of \$53,192.21 and May for Triangle in the amount of \$566,526.79, and \$43,683.00 to Digital Sign Solutions. A summary of services rendered is as follows:

\$1,808.20 to Kingscott Associates for work associated with elementary boilers

\$10,710 to Kingscott Associates for work associated with MS roof

\$1,260.01 to Kingscott Associates for work associated with HS secure vestibule

\$5,100 to Kingscott Associates for work associated with HS parking lot

\$6,578.81 to Kingscott Associates for work associated with stadium remodeling

\$12,299.99 to Kingscott Associates for work associated with Dunlap Elementary Remodel

\$15,435.20 to Kingscott Associates for work associated with MS remodeling

\$32,800 to Triangle and Associates for preconstruction and construction services

\$131,046.30 to Triangle and Associates for Construction services in association with the Boilers at North Penn and Purdy

\$386,545.94 to Triangle and Associates for work associated with the High School Stadium

\$14,139.55 to Triangle and Associates for work associated with the Middle School renovations

\$1,995 to Triangle and Associates for work associated with Dunlap renovations

\$43,683.00 to Digital Sign Solutions for the purchase of a new score board and play clocks at the athletic complex.

Is there a motion to approve the Bond Bills as presented?

10.3. Approve Food Service Bids for the 2023-2024 School Year (Action)

It is the recommendation of Superintendent Lemmer and Ms. Angena Schwartz, Director of Finance and Operations to, and Laura Reynolds, Food Service Director to award the food service bids to the following vendors for the 2023-2024 school year:

- ***Milk: Cedar Crest***
- ***Linen: Continental Linen Service***
- ***Pizza: Pizza Hut***
- ***Bread: Eds Breads***

Is there a motion?

10.4. Approve 2023-2024 Letters of Agreement for the PEA Teacher Contract and Schedule B-1 Additions (Action)

Superintendent Lemmer is recommending the BOE approve the proposed compensation increase for the PEA for the 23-24 school year. This includes a 2.5% increase to the base, and one step for all teachers. Additionally, the LOA awards a \$200 increase in the longevity payment to teachers with 25+ years experience.

10.5. Approve Creation of Job Descriptions for Dean of Students, Ombudsperson, E Sports, Varsity Women's Golf Coach and Building Technology Coach (Action)

It is the recommendation of the superintendent to approve the creation of the following job descriptions

- ***Dean of Students***
- ***Ombudsperson***
- ***E Sports Coach (Schedule B)***
- ***Women's Varsity Golf Coach (Schedule B)***
- ***Building Technology Coach (Schedule B)***

Is there a motion?

10.6. Approve Resolution for Layoff Due to Declining Enrollment (Action)

It is the recommendation of the superintendent that the Board approve an layoff resolution of one administrator due to the declining enrollment in the Pennfield School District.

Is there a motion?

11. Closed Session for the Purpose of Conducting the Superintendent's Evaluation (Action)

A closed session has been requested by Superintendent Lemmer for the purpose of conducting her annual performance evaluation.

Is there a motion to enter into closed session?

12. Approve the 2022-2023 Superintendent Evaluation (Action)
Pursuant to the Michigan School Code, the Board must evaluate its Superintendent annually and award an effectiveness rating prior to July 1 of each year.

Is there a motion to approve Mrs. Lemmer's 22-23 Evaluation with a _____ Effectiveness Rating?

13. Board Comments
Board President
14. Adjournment
Board President



Regular Board Meeting
Thursday, May 8, 2023 - 6:30 p.m.

High School Media Center
8299 Pennfield Road
Battle Creek, MI 49017

MINUTES

1. Call Meeting to Order
 - 1.1. Called to Order at 6:30 p.m.
2. Pledge of Allegiance
3. Roll Call - Board President
 - 3.1. Present: Brad Crandall , Dawn Forton, Sarah Jones, Dana Wells-Jenney,
and Tim Wood
Absent: Krystal Newman and Jennifer Sheldon
4. Agenda Changes

None
5. Public Comment
 - 5.1 Stephen Gunn, father of a student athlete, spoke about concerns over students being required to miss school to attend athletic events.
6. Recognitions and Presentation

6.1. Mr. Loy, high school principal and Mrs. Eldridge, high school assistant principal, provided an update on what is happening in the high school beginning with a presentation by the high school choir in the auditorium and ending with a slideshow presentation of data and happenings at the high school.

7. Communications

7.1 Student Representative Report- Nadalie Pratt gave updates about recent band concerts and an upcoming choir concert. She also thanked the board for the opportunity to be the student representative.

7.2 Superintendent's Report- Superintendent Lemmer gave several updates including:

- Thanked Nadalie Pratt for serving as student representative to the Board.
- Thanked Dave Nettleton for his work to record and stream meetings
- Senator Albert's visit to the district
- Highlights of Prom this past weekend
- Clarification on Turf- The Board approved the use of capital funds for turf on November, 7th. It will allow for district and regional competitions for soccer, lacrosse and football. It will allow for the band to practice on the field. There is a commitment to pay back funds through fundraising. The brink campaign is currently underway, but there will be other efforts as well.
- Bond update- Bids for air came in 3x over budget, so funds were not there. Mechanical systems go back out to bid in July.
- Recent meeting with Spaulding & Decker to design safe pick up and drop off for students. A grant application will be submitted by June 29th.

Mr. Hatton, head of facilities, added updates on the current work being done Including:

- Parking lot work will be starting soon. It will be done in phases so that parking is still available for things going on throughout the summer.
- Phase 1 of the middle school work will begin soon.
- Stadium work is happening: construction on bathrooms and concession stands have started, electrical work is underway, the track and the bleacher footings will be happening soon.

8. Consent Agenda

8.1 Approval of the Agenda

8.2 Approval of Minutes

- 8.2.1 Minutes of the April 3, 2023 special meeting
- 8.2.2 Minutes of the April 17, 2023 regular meeting

- 8.3 Approve Check Registers
- 8.4 Approve Electronic Funds Transfer
- 8.5 Approve Finance Expenditure Report
- 8.6 Communications to the Board

- 8.6.1 Thrun Law Notes - December 2022
- 8.6.2 Thrun Law Notes - January 2023
- 8.6.3 Thrun Law Notes - February 2023

A motion was made by Wood and was seconded by Crandall. (5, 0) - Motion passes.

- 9. Items Removed from the Consent Agenda (None)

- 10. Approval New Staff

Adrienne Linto - Middle School Science
Brianna Cavinder - 5th Grade at Dunlap

A motion was made by Jones and was seconded by Forton. (5, 0) - Motion passes.

- 11. Items for Approval or Discussion

- 11.1 Approve MS Mechanical Equipment Bid Package

\$298,180 to Trane for RTUs and AHUs
\$487,200 to Trane for Unite Ventilators
\$245,727 to RL Deppman for Boilers

A motion was made by Crandall and was seconded by Wood (5, 0) - Motion passes.

- 11.2 Approve April Bond Invoice

\$32,800 to Triangle and Associates for pre construction construction services
\$6,883.86 to Triangle and Associates for construction services in association with the boilers at North Penn and Purdy.
\$191,770.97 to Triangle and Associates for work associated with the high school stadium.

\$588.40 to Triangle and Associates for work associated with the middle school renovations.

\$188.65 to Triangle and Associates for work associated with Dunlap renovations.

A motion was made by Wood and was seconded by Forton (5, 0) - Motion passes.

11.3 2023-2024 School Calendar

A motion was made by Wood and was seconded by Jones (5, 0) Motion passes.

12. Board Comments

- Dawn Forton- expressed gratitude for the staff and the teacher collaboration that has seen through the work of the curriculum council
- Brad Crandall - expressed condolences for the loss of Don Myers and thanked him for the work he did in Pennfield and in the community.
- Sarah Jones- thanked Nadalie Pratt for her service as student representative to the Board.

13. Closed session for the purpose of discussing the negotiations with the Pennfield Education Association.

A motion was made by Wood to move into closed session and was seconded by Crandall. (5, 0).

At 7:19 pm the Board went into closed session.

The Board moved back into open session at 8:20 pm.

14. President Wells-Jenney adjourned the meeting at 8:22 pm.

Respectfully submitted,

Sarah Jones, Board Secretary

Approved by the Board on June 19,



Special Board Meeting
Thursday, May 18, 2023 - 6:00 p.m.

High School Media Center
8299 Pennfield Road
Battle Creek, MI 49017

MINUTES

1. Call Meeting to Order
 - 1.1. Called to Order at 6:00 p.m.
2. Pledge of Allegiance
3. Roll Call - Board President
 - 3.1. Present: Brad Crandall , Sarah Jones, Jennifer Sheldon , Dana Wells-Jenney, and Tim Wood
Absent: Dawn Forton and Krystal Newman
4. Agenda Changes

None
5. Public Comment
 - 5.1 Erin Andrews- spoke in support of the support staff at Pennfield
 - 5.2 Erin Mosher - spoke in support of the paras and support staff
 - 5.3 Becky Curtis - spoke in support of Pennfield staff
 - 5.4 Keri Jinks - spoke in support of Pennfield support staff
6. Recognitions and Presentation

6.1. Superintendent Lemmer delivered a presentation regarding the reason for staff layoffs.

7. Items for Approval or Discussion

7.1 Approve the resolution for the layoffs as a result of declining enrollment in Pennfield Schools.

A motion was made by Tim Wood and was seconded by Brad Crandall . (5, 0) - Motion passes.

8. Board Comments

8.1 Sarah Jones expressed condolences for having to vote to reduce staff

9. Adjournment - Adjourned at 6:35 p.m.

Respectfully submitted,

Recorded and submitted by
Sarah Jones

Approved by the Board on
June 19, 2023

Sarah Jones, Board Secretary

Dawn Forton, Board Vice-President

Memorandum

To: Stephanie Lemmer and the Board of Education
From: Angena Swartz, Director of Finance and Laura Reynolds, Food Service Director
Date: June 8th 2023
RE: 2023-2024 Food Service Bid Awards

Attached is the bid tabulation for bids solicited for the Food Service Department for the 2023-2024 school year. It is our recommendation that the bids be awarded as follows:

- Milk: Cedar Crest
- Linen: Continental Linen Service
- Pizza: Pizza Hut
- Bread: Eds Breads

Linen products are proposed at mostly flat pricing. Milk prices are up slightly again compared to last year. Bread prices almost doubled over last year. Pizza prices are up 6% over last year, with both bidders at the same price we are proposing a change to Pizza Hut due to better nutritional values.

If you have questions regarding the bids, please do not hesitate to contact me.

Attachment

**PENNFIELD SCHOOL DISTRICT
FOOD SERVICE DEPARTMENT
BID COMPARISONS 2023-2024**

Bids were due on May 31 at 2:00 p.m.

MILK: We received two responses:

Cedar Crest (plastic is scheduled to return January 2024)

White 2%,8 oz. cartons(DKDC only)	0.3166
White 1%, 8 oz. plastic bottles Paper was bid	0.269
Skim, 8 oz. plastic bottles Paper was bid	0.264
Chocolate Skim, 8 oz. plastic bottles Paper was bid	0.286
100% 4 oz juice	.346
Plastic Bottle Milk 16 oz. (assorted flavors)	1.169

Prairie Farms (will only deliver twice a week, three times a week was requested nor did they bid plastic as requested)

White 2%,8 oz. cartons(DKDC only)	0.2962
White 1%, 8 oz. plastic bottles Paper was bid	0.2805
Skim, 8 oz. plastic bottles Paper was bid	0.2814
Choc. Skim, 8 oz. plastic bottles Paper was bid	0.2935
100% 4 oz juice	0 .2068
Plastic Bottle Milk 16 oz. (assorted flavors)	0 .88

LINEN: We received two responses:

Continental Linen Service

Bib Aprons	0.195
Towels	0.090
Steamer Rags	0.090
<i>3 X 10 Supermat</i>	3.53
Mop Head	n/a

Sohn Linen Service

Bib Aprons	0.30
Towels	0.19
Steamer Rags	1.15
<i>3 X 10 Supermat</i>	N/A
3 X 10 Water hog	8.50
Mop Head	1.75

PIZZA: We received two responses:

Domino's Pizza

14" School Lunch Pizza – Cheese	7.75
14" School Lunch Pizza – Pepperoni/One Topping	7.75

Trigo Pizza Company Inc. DBA Pizza Hut

14" WG low sodium Pizza – Cheese	7.75
14" WG low sodium Pizza – Pepperoni	7.75

BREAD: We received two response:

Eds Breads

Whole Grain Hamburger Buns – 30 ct.	6.62	22 cents
Whole Grain Hot Dog Buns –30 ct.	7.97	26 cents
Whole Grain Bread – 28 Slice	2.84	10 cents
Super Sub Bun – 8”~6ct	N/A	
Whole Grain Sub Bun – 6 ” ~24ct	6.63	27 cents
Whole Grain Rich Dinner Roll-24 ct	6.21	25 cents

Great Lakes Baking Company

Whole Grain Hamburger Buns –12 ct.	2.65	22 cents
Whole Grain Hot Dog Buns –8 ct.	2.75	34 cents
Whole Grain Bread – 18 Slice	2.99	16 cents
Super Sub Bun – 8”~6ct	2.99	49 cents
Whole Grain Sub Bun – 6 ” ~6ct	2.75	45 cents
Whole Grain Rich Dinner Roll-12 ct	2.85	23 cents

Note: Bids were sent out via 1 area newspapers and district websites this year instead of soliciting bids directly. This was due to MDE guidelines on procurement. We will follow new guidelines for the future bidding processes. For food items under \$100,000.00 and services under \$150,000.00 in accordance to the guidelines we can contact 3 local vendors to ensure best bid price. This allowed us to send notices to all but milk vendors on our list. We did this in addition to the ads in the papers. The area papers used were: Battle Creek Shopper.

LETTER OF AGREEMENT
2023-2024 CONTRACT RE-OPENER

This Letter of Agreement is entered into between PENNFIELD SCHOOLS (the “District”) and PENNFIELD EDUCATION ASSOCIATION/MEA/NEA (the “Association”).

This Letter of Agreement is entered into by and between the Pennfield Schools (“District”) and the Pennfield Education Association/MEA/NEA (“Association”). This Agreement constitutes the complete and final agreed upon terms for the 2023-2024 collective bargaining agreement re-opener.

The District and Association agree to the following.

1. For the 2023-2024 School Year the District will provide steps, longevity, lane changes, and any other bonuses provided in the collective bargaining agreement. Furthermore, the District will provide a permanent on step wage increase of two and one-half (2.5%) percent starting with the first pay of the 2023-2024 school year.
2. For the 2023-2024 School Year the District will make a permanent increase to the 25+ Longevity from \$1,300 to \$1,500.

STEP	BA	MA
1	\$ 41,284	\$ 44,967
2	\$ 42,565	\$ 46,504
3	\$ 44,612	\$ 47,945
4	\$ 46,098	\$ 50,509
5	\$ 48,017	\$ 53,056
6	\$ 51,305	\$ 56,667
7	\$ 53,701	\$ 59,270
8	\$ 56,088	\$ 61,871
9	\$ 58,472	\$ 64,479
10	\$ 60,857	\$ 67,076
11	\$ 63,826	\$ 70,338
12	\$ 67,410	\$ 72,950
13	\$ 69,273	\$ 76,278
14	\$ 71,015	\$ 78,197

This agreement will be effective upon ratification by both the Association and the District. By entering into this Agreement, neither the District nor Association waive any other rights or protections respectively afforded them by the terms of the Collective Bargaining Agreement.

FOR THE DISTRICT

FOR PENNFIELD EDUCATION ASSOCIATION/MEA/NEA

By: _____

By: _____

Its: _____

Its: _____

LETTER OF AGREEMENT
2023-2024 CONTRACT RE-OPENER

Dated: _____

Dated: _____

LETTER OF AGREEMENT
2023-2024 SCHEDULE B-1 ADDITIONS

This Letter of Agreement is entered into between PENNFIELD SCHOOLS (the “District”) and PENNFIELD EDUCATION ASSOCIATION/MEA/NEA (the “Association”).

The District and Association agree to the addition of the following Schedule B-1 positions for the 2023-2024 School Year.

- | | | |
|----|----------------------------|-----------------------|
| 1. | WOMEN’S VARISTY GOLF COACH | 12.75% of BA-1 Step 1 |
| 2. | E-SPORTS VARSITY COACH | 12.75% of BA-1 Step 1 |

This agreement will be effective upon ratification by both the Association and the District. By entering into this Agreement, neither the District nor Association waive any other rights or protections respectively afforded them by the terms of the Collective Bargaining Agreement.

FOR THE DISTRICT

FOR PENNFIELD EDUCATION ASSOCIATION/MEA/NEA

By: _____

By: _____

Its: _____

Its: _____

Dated: _____

Dated: _____



INSTRUCTIONAL TECHNOLOGY BUILDING COACH

Job Description - Updated June 8, 2023

Department/School: Technology

Reports To: Principal

Supervises: Responsible for providing support to teachers and other staff in their respective school building around integrating technology into instruction.

Position Goal:

Provide ongoing, differentiated professional development in instructional technology for administrators, teachers, and staff as outlined below in order to impact student achievement and as well as to support Family and Community engagement initiatives.

To model, train, and coach teachers and other staff in the use of district instructional technology tools.

Essential Functions:

- Attend Instructional Technology Building Coach orientation.
- Attend quarterly Instructional Technology Building Coach meetings.
- Attend additional Instructional Technology Building Coach meetings as needed.
- Communicate Instructional Technology information to staff.
- Model and promote diversity, cultural understanding, and global awareness by using digital age communication and collaboration tools to interact locally and globally with students, peers, parents, and the larger community.
- Assist teachers in building on effective use of Google Apps for Education and Moodle resources.
- Conduct needs assessments to inform the content and delivery of technology-related professional development opportunities that result in a positive impact on student learning.
- Design, develop, and implement technology-rich professional development opportunities that model principles of adult learning and promote digital age best practices in teaching, learning, and assessment.
- Attend and support district-wide professional development opportunities.
- Participate in virtual discussions around integrating technology into instruction.
- Coach teachers in and model design and implementation of technology-enhanced learning experiences addressing content standards and student technology standards.
- Train new teachers in the use of PowerSchool and PowerTeacherPro including, but not limited to, attendance taking, grade reporting, teacher messenger.
- Provide coaching and support to teachers in the ongoing use of PowerTeacherPro throughout the school year - including assistance posting grades to report cards.
- Train new teachers in the use of Illuminate including, but not limited to, assessments and reporting functions.
- Provide coaching and support to teachers in the ongoing use of Illuminate - including the use of the assessment calendar.
- Attend additional PowerSchool and PowerTeacher trainings as required or needed.
- Assist, train, and support on a variety of programming based on need including, but not limited to: SWIS, HMH Ed Platform, Lightspeed, Moodle, Google Classroom, PowerTeacher Pro, Acadience, etc.
- Answer and support staff in solving HelpDesk tickets for the building and as assigned..



(269) 961-9781



www.pennfield.net



8587 Pennfield Road
Battle Creek, MI 49017



INSTRUCTIONAL TECHNOLOGY BUILDING COACH

Job Description - Updated June 8, 2023

Knowledge and Critical Skills:

- Ability and willingness to learn PowerSchool, PowerTeacherPro, Google Applications, Illuminate, etc.
- Ability to lead professional development and coach teachers and other building staff.
- Ability to have focused conversations around how technology can support curricular goals.
- Understanding of the SAMR model.
- Understanding of the ISTE Standards for Students, Teachers, Administrators, and Coaches.
- Time available throughout the year to coach a support a maximum of 40 teachers.
- Ability to simplify and present ideas to an audience of varying comfort and skill levels.
- Ability to differentiate professional development to accommodate different comfort and skill levels with technology.

Experience and Education:

- Certified Teacher
- Previous experience teaching, training, and coaching adult educators
- Strong computer skills and interest in new technologies.
- Previous experience working with instructional applications and hardware preferred.

Environmental Conditions:

- District sponsored meetings will occur in a meeting space equipped with wireless access and Coach is expected to bring laptop provided by district.
- Professional development and coaching will occur at each Coach's respective building.

Physical Demands:

- Must be able to meet the demands of additional teaching and coaching.
- Must be able to work in front of a computer monitor for multiple hours at a time.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description will be review periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Terms of Employment:

One year position; estimated time commitment, including training (30 hours for Elementary and 40 hours for Secondary).
Stipend:

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of support service personnel.





Pennfield Schools Dean of Students

Mission: Pennfield students are empowered and prepared to learn, grow, and lead for life-long success

Vision: Pennfield Schools' community will create and support a safe learning environment where all belong and are engaged in best practices that promote intellectual, social and emotional growth.

Reports to: Principal

Shift Type: Full Time

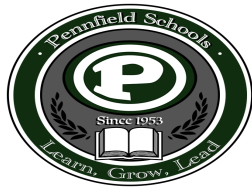
Days: 200 day Contract

Necessary Qualifications:

- Bachelor's Degree or higher, with course work/background in education, leadership, social work, or counseling.
- Minimum of four years related experience, preferably in grades K-12.
- Strong personal integrity and professional ethics.
- Ability to develop/sustain positive working relationships with students, staff, and the school community.
- Demonstrates collaborative leadership in current position, preferably with related experience.
- Ability to build partnerships with parents and make referrals to various community organizations.
- Supportive team player.
- Solid and consistent disciplinarian.
- Knowledge and understanding of MiTSS and PBIS.
- Computer literate with a proficiency for communication and organization.
- Expertise in de-escalating behaviors and implementing interventions to prevent chronic behaviors.

Dean of Students Responsibilities:

- Assist the building principal with the overall administration of the building.
- Administer student discipline as per the Student Handbook and Michigan Revised School Code.
- Oversee student attendance as per the Student Handbook and Michigan Revised School Code.
- Provide student guidance and support as needed in cooperation with the principal.
- Provide lunchroom, classroom, and hallway support.
- Provide management of PBIS plan/team.
- Maintain records according to district policy regarding discipline





Pennfield Schools ESports Coach

Mission: Pennfield students are empowered and prepared to learn, grow, and lead for life-long success

Vision: Pennfield Schools' community will create and support a safe learning environment where all belong and are engaged in best practices that promote intellectual, social and emotional growth.

Reports to: Principal

Shift Type: Temporary

Days: based on competitions

PREFERRED QUALIFICATIONS:

- Knowledge of esports gaming equipment and the ability to troubleshoot gaming equipment
- Knowledge of games played in tournaments
- Knowledge of esports league rules, rules of play, and required regulations.
- Excellent organization, communication and leadership skills, with a strong attention to detail.

JOB DESCRIPTION:

- Oversee all aspects of an esports program, including sponsored games, special events, leagues, camps, and tournaments.
- Establish and maintain a schedule and ensure appropriate supervision levels for all practices and events.
- Manage game day preparation.
- Hire, supervise, and mentor any volunteer coaches to create a positive environment.
- Recruit and maintain a diversified team that incorporates many different games
- Work with other athletic coaches to ensure all team members can play multiple sports
- Coach participants on game strategies and performance principles in order to achieve program success.
- The practice schedule will have scheduled physical activity that promotes team building



Pennfield Schools
Ombudsperson

Mission: Pennfield students are empowered and prepared to learn, grow, and lead for life-long success

Vision: Pennfield Schools' community will create and support a safe learning environment where all belong and are engaged in best practices that promote intellectual, social and emotional growth.

Reports to: The Superintendent of Schools

Shift Type: 12 Month, Full Time

Classification: Central Office Coordinator

Job Summary:

Pennfield schools is focussed on ensuring an optimal experience for every person that enters our District or Superintendent's office. This team member offers a neutral place for students, staff, parents, and community members to bring their ideas and concerns. As part of their daily work, this leader will help those engaging with the district clarify their interests and goals, understand and weigh their options, develop strategies for handling difficult situations, and identify and explain relevant district policies and procedures all while fostering a fair and respectful environment. The Ombudsperson aids in answering questions and assists in the informal resolution of community concerns by assisting families and staff in connecting with the appropriate team members and ensuring issues and concerns are resolved.

The Ombudsperson will collaborate to create systems to enhance the welcoming culture of the school district with an aim to increase the satisfaction of district stakeholders, improve student recruitment and retention, and better connect the district with the community we serve. This person should have experience with understanding customer service metrics as well as Board Policies and the roles and responsibilities of administrators and staff throughout the district. The Ombudsperson reports directly to the Superintendent.

Essential Job Functions:

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.



Job Functions:

- Provide professional support to students, staff, parents, stakeholders, and other district community members by timely addressing questions, conflicts, issues, and concerns.
- Regularly hold informational sessions/meetings with community members in order to detect emerging school-specific or district-wide issues.
- Facilitate informal resolution of education-related conflicts.
- Collaborate to prevent recurring problems and improve existing processes
- Provide recommendations to the Superintendent to improve stakeholder relations.
- Create systems for improving, enhancing and monitoring customer service within the district.
- Serve as Title IX Coordinator/Investigator
- Be actively involved in the community and participate in community events.
- Contribute creative solutions to community member concerns
- Maintain secure records of dispute resolutions and informal resolutions of various community members.
- Provide training and community outreach focused on, among other things, conflict resolution and effective engagement.
- Engage in ongoing training with the Ombudsman Association and other entities that support the mission and vision of the district.
- Assist with evaluating contracts and make recommendations to Superintendent
- Serve as hearing officer in critical incident hearings
- Implement effective feedback loops to ensure all parties are communicated with regarding resolution.
- Serve as District FOIA Coordinator
- Assist Superintendent with Maintaining appropriate postings and records in compliance with the open Meetings Act.
- Consult with district leaders to establish coordinated efforts to minimize community conflict among other things:
 - Seeking information and records from the district, when necessary to carry out duties;
 - Participate in meetings to support effective follow-through and problem solving and
 - Make recommendations for community members to take particular action and/or develop strategies and processes to address systematic concerns to resolve issues.

Required Qualifications:



- Bachelor's degree
- A minimum of three (3) years of job-related experience

Preferred Qualifications:

- Strong writing, interpersonal, and presentation skills
- Ability to investigate and analyze information, draw conclusions, and summarize report findings.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Strong independent judgment.
- Ability to self-start quickly and correctly prioritize assignments to meet the needs of multiple priorities and stay on top of details.
- Professional presence over the phone and in person.
- Ability to work flexible hours, at times on short notice.
- Experience working in public education.
- Demonstrated evidence of leadership and positive relationships with community members.
- Demonstrate desire to communicate effectively with diverse populations and understand the community.
- Ability to build constructive and effective relationships.
- Use diplomacy and tact to diffuse tense situations.
- Ability to assign responsibility for tasks and decisions, set clear objectives and measures, monitor progress, and results.



Pennfield Schools Varsity Girls Golf Coach

Mission: Pennfield students are empowered and prepared to learn, grow, and lead for life-long success

Vision: Pennfield Schools' community will create and support a safe learning environment where all belong and are engaged in best practices that promote intellectual, social and emotional growth.

Reports to: Athletic Director

Shift Type: Temporary

Days: August-November

Necessary Qualifications:

- Preference may be given to Pennfield school district employees
- Experience in coaching the sport of golf at the high school level or beyond is desired
- Experience in playing the sport of golf at the high school level or beyond is desired
- Ability to effectively teach fundamental skills, strategies, concepts, and conditioning for high school level student-athletes
- Ability to direct and develop the overall girls' golf program within the structure of the MHSAA and Pennfield High School guidelines
- Development and implementation of high school golf program expectations are required
- Background check and fingerprinting must be completed prior to start date
- Must follow all MHSAA and Pennfield High School guidelines in regards to all coaching activities
- Additional responsibilities may be requested by athletic director