

**HOUGHTON LAKE COMMUNITY SCHOOLS
BOARD OF EDUCATION
Regular Meeting - December 12, 2016**

Agenda

1. **Call to Order** ~ *POL 0164.1*

2. **Roll Call**

Christian ____ Brown ____ Souder ____ Dean ____ Thompson ____

Nagel ____ Baker ____

3. **Pledge of Allegiance**

4. **Approve the Agenda** ~ *POL 0166*

Motion by _____

Supported by _____

to adopt Agenda as presented.

VOTE: _____ **MOTION:** _____

5. **Citizen's Request to Address the Board of Education** ~ *POL 0167.3, BOP 1.3.2*

6. **Superintendent Report**

A. Introductions -

Darren Barnes, Assistant Principal for Middle School

Eric Sawicki, Technology Director, Next IT

B. Houghton Lake The Original Arts & Craft Association - Donation

C. Dr. Quinn - President, Kirtland Community College - New growth opportunities

7. **Approve the Consent Agenda** ~ *POL 0166.1, BOP 1.1.3*

Motion by _____

Supported by _____

to approve the following items listed below on the Consent Agenda:

ROLL CALL VOTE TO APPROVE ITEMS ON THE CONSENT AGENDA:

Thompson ____ Christian ____ Nagel ____ Brown ____ Baker ____

Souder ____ Dean ____

A single member's request shall cause an item on the Consent Agenda to be relocated as an Action Item, eligible for discussion and vote that evening.

A. Approval of Minutes from 11/28/2016 Work Session meeting. 4

B. Letter of Resignation/Retirement 6

C. Recommendation to Hire 10

8. **Discussion** ~ *BOP 1.3.6*

- A. Melissa Hayes - COOR, presentation on Rapid Turnaround for Student Growth
- B. NEOLA updates - Steve Thompson 19
- C. Short term loan 59
- D. MASB Legislative Update

9. **Citizen's Second Request to Address the Board of Education** ~ *POL 0167.3, BOP 1.3.2*

10. **Action Items** ~ *POL 0167.1, BOP 1.4*

- A. Motion to approve NEOLA updates

Motion by _____

Supported by _____

ROLL CALL VOTE:

Souder____ Brown____ Nagel____ Thompson____ Baker____

Dean____ Christian____

- B. Motion to approve Short Term loan

Motion by _____

Supported by _____

ROLL CALL VOTE:

Souder____ Thompson____ Nagel____ Christian____ Baker____

Brown____ Dean____

- C. Motion to approve the request to release a letter from the Board Attorney regarding open meetings act

Motion by _____

Supported by _____

ROLL CALL VOTE:

Nagel____ Dean____ Baker____ Christian____ Brown____

Souder____ Thompson____

11. **Board Opportunity to Make a Comment/Statement** ~ *POL 0143.1*

12. **Correspondence**

13. **Adjourn**

Individuals addressing the Board should take into consideration the rules of common courtesy. The public participation portion of the meeting cannot be used to make personal attacks against a School Board member or School District employee that disrupts the order of the meeting and are totally unrelated to the manner in which the member or employee performs his/her duties.

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 agenda item "Citizen's Request to Address the Board of Education".

Work Session Meeting Minutes

November 28, 2016

Houghton Lake Community Schools

Board of Education

A Work Session Meeting of the Board of Education of Houghton Lake Community Schools was held on Monday, November 28, 2016, beginning at 6:30 PM in the Board of Education Meeting Center.

1. **Call Work Session Meeting to Order ~ POL 0164.1**
Meeting called to order at 6:30 PM
2. **Roll Call –**
Board Members Present: Kelly Christian, Mark Souder, Steve Thompson, Julie Brown, Char Baker
Board Member Absent: Thomas Dean, Kevin Nagel
3. **Pledge of Allegiance**
4. **Approve the Agenda ~ POL 0166**
Christian requested to have Discussion and Action Item B – Organizational meeting date, removed from the agenda and to add Discussion and Action Item C - Updated Next IT contract to the agenda. Motion by Souder and supported by Thompson to approve the amended agenda. All in favor, motion carried. Yes – 5, No – 0, Absent - 2.
5. **Superintendent Report –**
Administrators reported:
 - A. Amy Peterson – Talked of their “ABC” Report used at Collins Elementary (Attendance, Behavior, Curriculum). 142 students had perfect attendance in September.
 - B. John Winkler – Talked of the “Points of Pride” wall at the High School, an outstanding High School musical, and re-establishing the honor roll.
 - C. Heidi Palatka – Talked of events at Alternative Ed. Yoga being offered to students, Army/Air Force coming in, Christmas dinner, and Boots being installed.
 - D. Leif Williams not able to be there. Interviewing for Asst Principal for the Middle School. Williams wanting Tyer to mention the 7th grade teacher created a system for the students to track their own success.
6. **Citizen's Request to Address the Board of Education ~ POL 0167.3, BOP 1.3.2**
None.
7. **Approve the Consent Agenda ~ POL 0166.1, BOP 1.3.2**
Motion by Thompson and supported by Brown to approve the Consent Agenda as presented. All in favor, motion carried. Yes – 5, No – 0, Absent - 2. Roll Call vote: Brown – yes, Christian – yes, Thompson – yes, Baker – yes, Souder – yes, Dean – absent, Nagel – absent.
8. **Discussion Items ~ POL 1.3.6**
 - A. **Nominees for Board Vice President replacing Kurt Gilbert** – Baker nominated Brown as Vice President. There were no other nominees.
 - ~~B. **Changing date of Organizational meeting.**~~
 - C. **Updated Next IT contract** – Tyer presented updated Next IT contract. Was recommended by Next IT and Illuminate that we need a tier 3 technician, which would be an additional cost of around \$1,700 from previous contract. They have located a technician for us who is a Professor from Baker College in Cadillac. Paperwork is ready for Todd Hile to sign with Next IT and the contract was revised with wording to be able to re-hire our staff at the end of this contract.
9. **Citizen's Second Request to Address the Board of Education ~ POL 0167.3, BOP 1.3.2**
None.
10. **Action Items ~ POL 0167.1, BOP 1.4**
 - A. **Motion to nominate Julie Brown as Board Vice President.**
Motion by Baker and supported by Thompson to approve Julie Brown as Board Vice President. All in favor, motion carried. Yes – 5, No – 0, Absent - 2. Roll Call vote: Christian – yes, Thompson – yes, Baker – yes, Brown – yes, Souder – yes, Dean – absent, Nagel – absent.
 - ~~B. **Motion to approve changing the date of the Organizational meeting.**~~
 - C. **Motion to approve the updated Next IT contract.**
Motion by Thompson and supported by Souder to approve the updated Next IT contract. All in favor, motion carried. Yes – 5, No – 0, Absent - 2. Roll Call vote: Souder – yes, Brown – yes, Baker – yes, Thompson – yes, Christian – yes, Dean – absent, Nagel – absent.
11. **Board Opportunity to Make a Comment/Statement ~ POL 143.1**
None.

12. Correspondence

Tyer read a thank you letter from the class of 2021. They wanted to thank St. Vincent Outreach, Bobcat Lair, Mr. Watson and Mr. Winkler for supporting one of their peers in a time of need.

13. Adjourn

Meeting adjourned at 6:52 P.M.

Helen Wiggins
P.O. Box 808
Houghton Lake, MI. 48629

December 6, 2016

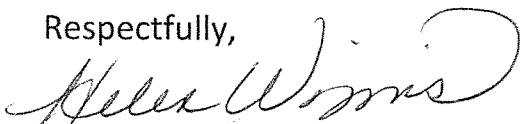
Dear Mrs. Tyer

I am writing this letter to announce that I am retiring from my position as Sixth Grade Math Teacher from Houghton Lake Community Schools. My final date of employment will be January 31, 2017.

After 20 years of teaching, including 18 at Houghton Lake, I am ready to move on to the next phase in my life.

Thank you for your guidance and support over the years. I would also like to take this opportunity to extend my appreciation to the teachers and staff at Houghton Lake for their support and friendship over the years.

Respectfully,

A handwritten signature in cursive script that reads "Helen Wiggins". The signature is written in black ink and is positioned to the right of the word "Respectfully,".

Helen Wiggins
Cc: Leif Williams

To: Susan Tyer, Shad Fish, Camie Hanson
Subject: Resignation Letter

Hello,

Thank you for the opportunity you have granted me as the MTSS Coordinator. With board approval on December 12, 2016, I will be accepting the Houghton Lake Middle School Assistant Principal position. Upon board approval December 12, 2016 of the assistant principals position, I will be resigning my current position as the MTSS Coordinator beginning December 13th. Again, I want to thank you for the opportunity and look forward to my next assignment with Houghton Lake Community Schools.

Darren Barnes
December 2, 2016

12-6-16

To whom it may concern,

I have enjoyed my position at Houghton Lake Middle school as well as all of my co-workers and students. I am writing this letter to resign from my current position as the RTC Coordinator pending board approval for my new position as secretary at Collins Elementary. Thank you for the opportunity to work for this district.

Sincerely ,

A handwritten signature in black ink, appearing to read "Kaycee Elsholz", with a long horizontal line extending to the right.

Kaycee Elsholz



Lorra Ordiway <ordwayl@hlcsk12.net>

Fwd: Transfer

1 message

Amy Peterson <petersona@hlcsk12.net>
To: Lorra Ordiway <ordwayl@hlcsk12.net>

Wed, Dec 7, 2016 at 2:11 PM

Attached...

----- Forwarded message -----

From: **Stacey Barnes** <barness@hlcsk12.net>
Date: Wed, Dec 7, 2016 at 2:05 PM
Subject: Transfer
To: Amy Peterson <petersona@hlcsk12.net>

In accordance with the Building Secretaries Handbook, I have accepted a transfer to the position of District Secretary, as authorized by Interim Superintendent, Susan Tyer. I will assume the duties of my new position on Tuesday, January 3rd.

--

Stacey Barnes
Secretary-Collins Elementary School

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*Amy Peterson, Principal
Collins Elementary
4451 W. Houghton Lake Drive
Houghton Lake, MI 48629*

989 366-2023

Houghton Lake Community Schools

6001 West Houghton Lake Drive • Houghton Lake, Michigan 48629

Recommendation to Hire Form

This form must be submitted to the Administrative Center "before" employment may begin.

Last Name: BARNES		First Name: DARREN	M. Initial
Classification: ADMINISTRATOR	Step (lane if applicable): 1	*Salary/Hourly Wage: If applicable, does salary represent pro-rated amount Y or No ? (circle one):	
Start Date: DEC. 13, 2016		Hire Date (Board Approved Date): DEC 12, 2016	
Number of Hours Per Day:		Start and End Time:	
Funding Source, i.e., General, At-Risk, Title, Special Education, Athletic - Indicate Below:			
Account Number:			Percentage:
Account Number:			Percentage:
Account Number:			Percentage:
Account Number:			Percentage:
Background check done Yes or No (circle one):		Fingerprints Done Yes or No (circle one). If not, please indicate date of appointment:	

Administrator or Director's Signature: *Seip Williams* Date: 12/14/16

Administrative Use Only:

Date Received:	Placed on the Board Agenda - List Date: 12-12-16	Verified that background check was done - List Date:	Received results of fingerprints - Yes or No (circle one):
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----- Forwarded message -----

From: **Leif Williams** <williamsl@hlcsk12.net>
Date: Sun, Dec 4, 2016 at 10:05 AM
Subject: Re: Act: Recommendation to Hire and Resignation
To: Susan Tyer <tyers@hlcsk12.net>

Good morning Susan,

Please accept this recommendation to hire Darren Barnes as the Houghton Lake Middle School Assistant Principal. I feel strongly that Darren is the best possible fit for this position.

72 candidates applied for the position. Application materials were evaluated on the basis of experience and dispositions towards working directly with Middle School students, and overall whether they seemed to be a good fit for a position. Eight candidates were interviewed with a small committee of three staff members. From that round of interviews, we narrowed the candidates down four candidates.

The second round of interviews were conducted with a team of seven staff members, including representatives from each of the four grades, a school secretary and our school social worker. I developed the questions based on three major themes: 1) communication skills and values, 2) past experience, 3) situational questions (i.e. what would you do if...)

Despite several very strong candidates, the committee was able to reach consensus in recommending Mr. Barnes for the Middle School Assistant Principal position. Through both rounds of interviews, Mr. Barnes impressed with his sincerely caring attitude towards at-risk youth - a characteristic that can easily be observed by anyone who sees Mr. Barnes interact with our students at the Middle School. Darren emphasized a commitment to the Houghton Lake community, and to our schools. While Darren is still early in his administrative career, I am sure that he will continue to be an asset to our schools and our students for years to come.

Please let me know if I can be of any further assistance. I hope that Darren will be able to start in his new position on December 13th.

Thanks,

Leif Williams, Principal
Houghton Lake Middle School

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Recommendation to Hire Form

This form must be submitted to the Administrative Center "before" employment may begin.

Last Name: Nihls		First Name: Chavon		M. Initial S
Classification: Pupil/Database Specialist		Step (lane if applicable): 1	*Salary/Hourly Wage: If applicable, does salary represent pro-rated amount Y or No ? (circle one): \$18.00	
Start Date: 12/13/2016			Hire Date (Board Approved Date): 12/12/2016	
Number of Hours Per Day: 8			Start and End Time: 8:00 to 4:00	
Funding Source, i.e., General, At-Risk, Title, Special Education, Athletic - Indicate Below: General				
Account Number: 11-1-252-1160				Percentage:
Account Number:				Percentage:
Account Number:				Percentage:
Account Number:				Percentage:
Background check done <u>Yes</u> or No (circle one):			Fingerprints Done Yes or No (circle one). If not, please indicate date of appointment:	

Administrator or Director's Signature: Sam K. Ty Date: December 7, 2016

Administrative Use Only:

Date Received:	Placed on the Board Agenda - List Date: 12-12-16	Verified that background check was done - List Date:	Received results of fingerprints - Yes or No (circle one):
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My recommendation to hire for the Pupil/Database Specialist is Chavon Nihls. The interview committee consisted of Dana Reilly from COOR ISD, who does Pupil Auditing, Lisa Earley our Payroll Specialist, and myself. It was a unanimous decision and the committee feels Chavon will be a great addition to our Administrative team.

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Recommendation to Hire Form

This form must be submitted to the Administrative Center "before" employment may begin.

Last Name: Ames		First Name: Sarah		M. Initial
Classification: Substitute Teacher Assistant		Step (lane if applicable):	*Salary/Hourly Wage: If applicable, does salary represent pro-rated amount Y or No ? (circle one): \$8.50	
Start Date: December 13, 2016			Hire Date (Board Approved Date): December 12, 2016	
Number of Hours Per Day: varies		Start and End Time:		
Funding Source, i.e., General, At-Risk, Title, Special Education, Athletic - Indicate Below:				
Account Number: General Fund				Percentage :100
Account Number:				Percentage :
Account Number:				Percentage :
Account Number:				Percentage :
Background check done Yes or No (circle one):			Fingerprints Done Yes or No (circle one). If not, please indicate date of appointment:	

Administrator or Director's Signature: Amy Peterson Date: 12-1-16

Administrative Use Only:

Date Received:	Placed on the Board Agenda - List Date: 12-12-16	Verified that background check was done - List Date:	Received results of fingerprints - Yes or No (circle one): <u>Yes</u>
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Recommendation to Hire Form

This form must be submitted to the Administrative Center "before" employment may begin.

Last Name: <i>Barnes</i>		First Name: <i>Stacey</i>		M. Initial
Classification: <i>District Secretary</i>		Step (lane if applicable): <i>4</i> (<i>Gen 28th step 5 anniversary date</i>)	*Salary/Hourly Wage: If applicable, does salary represent pro-rated amount Y or No ? (circle one): <i>\$ 15.86</i> (<i>\$ 16.11 on gen 28th</i>)	
Start Date: <i>Tuesday, January 3, 2017</i>		Hire Date (Board Approved Date): <i>Monday, December 12, 2016</i>		
Number of Hours Per Day:		Start and End Time: <i>7:30 - 4:00</i>		
Funding Source, i.e., General, At-Risk, Title, Special Education, Athletic - Indicate Below:				
Account Number:				Percentage:
Account Number:				Percentage:
Account Number:				Percentage:
Account Number:				Percentage:
Background check done Yes or No (circle one):		Fingerprints Done Yes or No (circle one). If not, please indicate date of appointment:		

Administrator or Director's Signature: *Sara K. Flynn* Date: *December 7, 2016*

Administrative Use Only:

Date Received:	Placed on the Board Agenda - List Date: <i>12-12-16</i>	Verified that background check was done - List Date:	Received results of fingerprints - Yes or No (circle one):
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Recommendation to Hire Form

This form must be submitted to the Administrative Center "before" employment may begin.

Last Name: Elzholz		First Name: Kaycee		M. Initial	
Classification: Collins Elementary Secretary		Step (lane if applicable): #1		*Salary/Hourly Wage: If applicable, does salary represent pro-rated amount Y or No ? (circle one):	
Start Date: December 14, 2016			Hire Date (Board Approved Date): December 12, 2016		
Number of Hours Per Day: 8 hours/day		Start and End Time: 7:30-4:00			
Funding Source, i.e., General, At-Risk, Title, Special Education, Athletic - Indicate Below:					
Account Number: General Fund				Percentage: :100	
Account Number:				Percentage: :	
Account Number:				Percentage: :	
Account Number:				Percentage: :	
Background check done Yes or No (circle one):			Fingerprints Done Yes or No (circle one). If not, please indicate date of appointment:		

Administrator or Director's Signature: Amy Peterson Date: 12-1-16

Administrative Use Only:

Date Received:	Placed on the Board Agenda - List Date: <u>12-12-16</u>	Verified that background check was done - List Date:	Received results of fingerprints - Yes or No (circle one):
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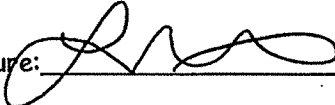
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Recommendation to Hire Form

This form must be submitted to the Administrative Center "before" employment may begin.

Last Name: THOMPSON		First Name: ALICIA		M. Initial
Classification: BOOK STUDY FACILITATOR		Step (lane if applicable):	*Salary/Hourly Wage: If applicable, does salary represent pro-rated amount Y or No ? (circle one): \$ 500 stipend	
Start Date: 12/13/2016		Hire Date (Board Approved Date): 12/13/2016		
Number of Hours Per Day:		Start and End Time:		
Funding Source, i.e., General, At-Risk, Title, Special Education, Athletic - Indicate Below: TITLE				
Account Number:			Percentage:	
Account Number:			Percentage:	
Account Number:			Percentage:	
Account Number:			Percentage:	
Background check done Yes or No (circle one):		Fingerprints Done Yes or No (circle one). If not, please indicate date of appointment:		

Administrator or Director's Signature:  Date: **12/7/2016**

Administrative Use Only:

Date Received:	Placed on the Board Agenda - List Date: 12-12-16	Verified that background check was done - List Date:	Received results of fingerprints - Yes or No (circle one):
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Recommendation to Hire Form

This form must be submitted to the Administrative Center "before" employment may begin.

Last Name: VAIRE		First Name: ANN		M. Initial
Classification: BOOK STUDY FACILITATOR		Step (lane if applicable):	*Salary/Hourly Wage: If applicable, does salary represent pro-rated amount Y or No ? (circle one): \$500 Stipend	
Start Date: 12/13/2016		Hire Date (Board Approved Date): 12/12/2016		
Number of Hours Per Day:		Start and End Time:		
Funding Source, i.e., General, At-Risk, Title, Special Education, Athletic - Indicate Below: TITLE				
Account Number:				Percentage:
Account Number:				Percentage:
Account Number:				Percentage:
Account Number:				Percentage:
Background check done Yes or No (circle one):		Fingerprints Done Yes or No (circle one). If not, please indicate date of appointment:		

Administrator or Director's Signature:  Date: **12/7/2016**

Administrative Use Only:

Date Received:	Placed on the Board Agenda - List Date: 12-12-16	Verified that background check was done - List Date:	Received results of fingerprints - Yes or No (circle one):
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From: Steve Thompson <thompsons@hlcsk12.net>
Date: December 3, 2016 at 4:35:25 PM EST
To: Tom Dean <deant@hlcsk12.net>, Kelly Christian <christiank@hlcsk12.net>, Kevin Nagel <nagelk@hlcsk12.net>, Julie Newman <newmanj@hlcsk12.net>, Mark Souder <souderm@hlcsk12.net>, Charlene Baker <bakerc@hlcsk12.net>, Steve Thompson <thompsons@hlcsk12.net>
Subject: Policy Updates

Good Afternoon,

Approximately one month ago I sent the following email to all members of the board indicating that I'd be asking the board to approve the policy changes recommended by the Policy Committee at our first meeting in November.

Hello All,

Over the last few months the Policy Committee has been making our way through the current policies that the BOE operates within. We've made it through the first three sections of the policy manual (Bylaws, Administration and Program), I've decided to present recommended changes in small batches, rather than over load you with one huge batch.

I've included an attachment that contains some of the policies the PC feels are outdated, incorrect or just no longer apply. Please take a few minutes to look through these recommendations and consider how, or if, they will affect the district. I'll be asking the entire board to approve these changes at our next meeting, Nov 14th.

In addition, there are a number of areas the PC has identified as "Items to Consider/ Need Attention". These items should be addressed by the PC/BOE after the new year, as time permits. If you have any questions, concerns or comments, please contact me prior to the meeting for clarification.

Thanks!

I will again be asking the board to approve not only these policy changes, but the Fall NEOLA updates as well. For our new members, NEOLA is the company we work with that helps us develop and update our policies, bylaws and guidelines, as they change due to requirements at the state or federal level.

Please take some time to look over the proposed changes in the attached document. If you are interested in viewing the NEOLA updates, they can be reviewed by contacting the Central Office and making an appointment with Susan (they are rather extensive), or they may be able to send them via email.

If you have any questions about the proposed changes or updates please let me know.

Thank You!
Steve

RECOMMENDED CHANGES

0000 - BYLAWS

0142.1 - Electoral Process (2nd Paragraph) ~ change **May** to **November**.

0142.3 - Term (1st Paragraph) ~ change **4** to **6** years.

0154 - Motions ~ omit D. and E.

1000 ADMINISTRATION

1217 - Weapons ~ add E. Merrit Property (w/ legal description)

1662 - Anti Harassment ~ "Anti Harassment Compliance Officers" shall be the Superintendent and the Super's designee.

2000 PROGRAM

2105 - Vision and Mission of the District ~ change "Vision Statement" and "Our Mission" to match current language. (VISION - HLCS will be a destination district recognized for it's quality programming and performance. MISSION - All students in the HLCS district will show annual academic progress leading to readiness for career, college and community.)

2210 - Curriculum Development ~ Remove "E." and change "**periodically**" to "**annually**".

2221 - Mandatory Courses ~ "**Michigan School Code**" is outdated, use "**Michigan Merit Curriculum**"

2225 - Student with Limited English Proficiency ~ "**LEP**" is outdated term, should be English Language Learners "**ELL**".

2231 - Core Curriculum ~ 1st Para. "**Model Core Curriculum**" is outdated, now "**Michigan Merit Curriculum**" and "**Common Core State Standards**"

2280 - Physical Education ~ 1st Para., under "Opportunity to Learn", letter A. change "150" to "80" minutes per week. 2nd Para., near the end "School staff should not ...for missed instructional time." add "**or remove for discipline**".

2623 - Student Assessment ~ Replace all "**Michigan Education Assessment Program**" or "**MEAP**" with "**NWEA**", and replace all "**ACT**" with "**SAT**"

ITEMS TO CONSIDER / NEED ATTENTION

1240 - Evaluation of Superintendent ~ A. "year-end evaluation" need to ask NEOLA to clarify - end of school year or end of calendar year?

1400 - Job Descriptions ~ check to insure Job Descriptions (J.D.) exist and are readily available for every district employee. *check to insure "The employee shall remain free...employment in the District" is in every J.D.

1460 - Physical Examination ~ should drug testing be a part of this, or is it already?

2112 - Parent Involvement in the School Program ~ 3rd Para. * "Parental Involvement Plan"...does this exist?

2220 - Adoption of Courses of Study ~ 8th Para. * "...development of Individual Learning Plans..." - Do these exist for every child? Do they follow that child from grade to grade?

2221 - Mandatory Courses ~ Has our handbook been updated recently?

2230 - Course Guides ~ Do we have them for every course? Are they being updated?

2340 - Field and Other Sponsored Trips ~ Check with NEOLA or Thrun for advice on LGBTQ issues related to lodging/overnight trips.

2414 - Reproductive Health and Family Planning ~ 3rd Para., A copy of the guide titled "Sex Education Guidelines..." shall be available for inspection in the board office. 5th Para., "A sex education advisory board shall be established..."

2416 - Student Privacy and Parental Access to Information ~ Last Para., "The Superintendent is directed..." Are parents being informed annually at the beginning of school year? Is this in our handbooks?

2417 - Comprehensive School Health Education ~ Letter A. "...50 hours of health education..." this may need to be adjusted as we may be falling short.

2431 - Interscholastic Athletics ~ Insure eligibility requirements in policy guide matches those in student handbook.

2605 - Program Accountability and Evaluation ~ Annual/Semi-Annual reports to board on programs that are/are not working.

0142.1

Electoral Process

The number of members of the Board of Education shall remain the same as before July 1, 1996 unless changed by the school electors at a regular or special school election. A ballot question for changing the number of Board members may be placed on the ballot by action of the Board or by petition submitted by School electors as provided under Michigan election law (M.C.L. 168.301 to 168.315).

Members of the Board shall be elected annually on the first Tuesday after the first Monday in May.

After December 31, 2004, the District may revert to the November general election date by passing a resolution in accordance with Michigan election law.

A special election may be called by the Board as provided under Michigan election law (M.C.L. 168.301 to 168.315).

M.C.L. 168.301 et seq.

0142.3

Term

Members of the Board of Education shall be elected by the school electors for terms of four (4) years.

At each regular school election, members of the Board shall be elected to fill the positions of those whose terms will expire. A term of office begins as provided by law (M.C.L. 168.302) and continues until a successor is elected and qualified.

At least one (1) Board member for a School District shall be elected at each of the School District's regular elections. A Board member's term of office begins July 1st, immediately following the May election.

M.C.L. 168.301 et seq.

0154

Motions

The Board shall, at the organizational meeting:

- A. designate depositories for school funds; M.C.L.A. 380.1221
- B. designate those persons authorized to sign checks, contracts, agreements, and purchase orders;
- C. designate a day, place, and time for regular meetings which shall be held at least once every month;
- D. designate those persons authorized to use the safe deposit box;
- E. determine fee charged to individuals who request notice of Board meetings; (M.C.L.A. 15.266)
- F. designate a day for regular study sessions of the Board;
- G. designate an administrator to assume specified responsibilities of the Treasurer and of the Secretary;
- H. designate the Electronic Transfer Officer (ETO) in accordance with Policy 6144.

Revised 4/8/13

1217 - WEAPONS

The Board of Education prohibits members of the administration from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, including athletic events, or in a District vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapon, ammunition, and explosives or any other weapons described in 18 U.S.C. 921.

The Superintendent shall refer a staff member who violates this policy to law enforcement officials. The staff member will also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and the terms of existing collective bargaining agreements.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel;
- B. items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (Working firearms and ammunition shall never be approved.)
- C. theatrical props that do not meet the definition of "weapons" above, used in appropriate settings;
- D. starter pistols used in appropriate sporting events.

Staff members shall immediately report knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to the Superintendent. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

Adopted 11/9/15

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Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Scott Dunsmore
(Name)

Camille Hansen
(Name)

Superintendent
(School District Title)

Director of Finance
(School District Title)

989-366-2031
(Telephone Number)

989-366-2033
(Telephone Number)

6001 W. Houghton Lake Drive
Houghton Lake, MI 48629
(Office Address)

6001 W. Houghton Lake Drive
Houghton Lake, MI 48629
(Office Address)

dunsmores@hlcsk12.net
(E-mail Address)

hansenc@hlcsk12.net
(E-mail Address)

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

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School District community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

2105 - VISION AND MISSION OF THE DISTRICT

Vision Statement

Houghton Lake Community Schools aspire to be an exemplary district by preparing all learners for a successful tomorrow.

Our Mission

Houghton Lake Community Schools is committed to excellence in education. Our mission is to encourage "all" students to acquire academic skills while fostering responsible attitudes, habits, and citizenship. Our students will develop the ability to research and apply information in order to make effective decisions as life-long learners.

2210 - CURRICULUM DEVELOPMENT

The Board of Education recognizes its responsibility for the quality of the educational program of the schools. To this end, the curriculum shall be developed, evaluated, and adopted on a continuing basis and in accordance with a plan for curriculum growth established by the Superintendent.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined as all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group, necessary to accomplish the educational goals of the District.

The Board directs that the curriculum of this District:

- A. provides instruction in courses required by statute and State Department of Education regulations;
- B. ensures, to the extent feasible, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- C. be consistent with the District's philosophy and goals and ensure the possibility of their achievement;
- D. incorporate State-recommended performance standards for students as the basis for determining how well each student is achieving the academic outcomes for each area of the District's core curriculum;
- E. at the high school level, consider alternatives to the "Carnegie Unit" as a method for determining student progress toward receiving course credit;
- F. allows for the development of individual talents and interests as well as recognizes that learning styles of students may differ;
- G. provides a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;
- H. utilizes a variety of learning resources to accomplish the educational goals;
- I. encourages students to utilize guidance and counseling services in their academic and career planning;
- J. provides for multi-cultural education by including, at each level, courses or units which help students understand the culture and contributions of various ethnic groups comprising American society, including, but not limited to Euro-Americans, African-Americans, Asian-Americans, Hispanic-Americans, and Native-Americans.

As educational leader of the District, the Superintendent shall be responsible to the Board for the development and evaluation of curriculum and the preparation of courses of study.

The Superintendent shall make progress reports to the Board periodically.

The Superintendent may conduct such innovative programs as are deemed to be necessary to the continuing growth of the instructional program and to better ensure accomplishment of the District's educational goals.

The Superintendent shall report each such innovative program to the Board along with its objectives, evaluative criteria, and costs before it is initiated.

Unless the Board disapproves, the Superintendent may proceed to conduct the program.

M.C.L.A. 380.1282

2221 - MANDATORY COURSES

In compliance with the Michigan School Code, the Board of Education directs the Superintendent to prepare, implement, and supervise courses of instruction in the following areas:

- A. the Constitution of the United States and Michigan, and in the history and present form of government of the United States, and Michigan and its political subdivisions
- B. the principle modes by which communicable disease is spread and the best methods for the restriction and prevention of these diseases
- C. instruction in physiology and hygiene with special emphasis on drug abuse prevention

The Superintendent shall prepare appropriate guidelines relative to the planning, teaching, and evaluation of these courses.

M.C.L.A. 380.1166, 1169, 117

2225 - STUDENT WITH LIMITED ENGLISH PROFICIENCY (LEP)

It is the policy of the Board of Education that all students be provided a meaningful education and access to the programs provided by the District. Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

Further, the District will endeavor to assist the student and his/her parents in their access to District programs by sending notices to the parents in a language or format that they are likely to understand (also see Policy 2260).

20 U.S.C. 1701 et seq.

42 U.S.C. 2000d

2231 - CORE CURRICULUM

In order to comply with State law, the Board of Education shall adopt a core curriculum which is to be based on the Model Core Curriculum developed by the State Board of Education. The Superintendent shall prepare administrative guidelines which will provide for a description of the courses that will comprise the core curriculum as well as the sequence, in grade clusters, in which such courses will be taught.

Should the core curriculum vary from the State model, the description of the core curriculum is to be accompanied by an explanation of the District's variations from the model and shall verify that no attitudes, beliefs, or value systems are included in the curriculum that are not essential in the legal, economic, and social structure of our society and to the personal and social responsibility of citizens of our society.

The Superintendent's guidelines shall provide for an explanation of the means by which the core curriculum will be implemented and evaluated based on the K - 12 Program Standards of Quality established by the State Board of Education.

The administrative guidelines shall also assure each student a fair opportunity to achieve the academic outcomes established for the core curriculum. Such guidelines should ensure that instruction in each area of the core curriculum focuses on the learning processes students need to use to achieve the academic outcomes and should provide procedures for special assistance to students who are not achieving the outcomes.

The Superintendent is authorized to explore the feasibility of establishing a nongraded, continuous-progress program for grades 1-4 which will best assure that students in these grades are being provided an adequate opportunity to achieve the academic outcomes called for in the core curriculum for these grade levels.

M.C.L.A. 380.1204(a), 380.1278

2280 - PHYSICAL EDUCATION

The Board recognizes the value of physical education to the maintenance of the health and vitality of all students, as well as to the development of life-long habits that will enhance personal fitness and wellness. Quality physical education programs positively impact students' physical, social, and mental health. It is the unique role of quality physical education programs to provide opportunities for children to understand the importance of physical activity and to acquire skills to combat a sedentary lifestyle.

Curriculum

The District's physical education program shall:

- A. have a curriculum aligned with the Michigan K-12 Physical Education Content Standards and Benchmarks;
- B. equip students with the knowledge, skills, and attitudes necessary for lifelong physical activity;
- C. influence personal and social skill development.

Instruction and Assessment

The District's physical education program shall:

- A. be taught by a certified physical education teacher trained in best practice physical education methods;
- B. align curriculum, instruction, and assessment;
- C. engage students in curriculum choices that prepare them for a wide variety of lifetime activities;
- D. involve all students in purposeful activity for a majority of the class period;
- E. build students' confidence and competence in physical abilities;
- F. include students of all abilities.

Opportunity to Learn

The District's physical education program shall:

- A. offer instructional periods totaling 150 minutes per week (elementary) and 225 minutes per week (middle and high school);
- B. maintain a teacher to student ratio consistent with those of other subject areas and/or classrooms;
- C. provide facilities to implement the curriculum for the number of students served;
- D. provide sufficient functional equipment for each student to actively participate;

- E. build students' confidence and competence in physical abilities;
- F. include students of all abilities.

The District shall provide daily opportunities for unstructured physical activity, commonly referred to as recess, for all students in Pre-K through grade six. Recess should be in addition to physical education class time and not be a substitute for physical education. Each school shall provide proper equipment and a safe area designated for supervised recess in the elementary setting. School staff should not withhold participation in recess from students or cancel recess to make up for missed instructional time. Schools should provide opportunities for some type of physical activity for students in grades seven through twelve apart from physical education class and organized sports.

Provision shall be made at all levels to excuse individual students from specific activities if direction to do so is received, in writing, from the student's physician.

Students may be excused from specific activities if those activities are contrary to their religious beliefs. A request to excuse a student from such activities must be received in writing from the student's parent or from the eligible student.

Michigan State Board of Education Policy on Quality Physical Education

Adopted 4/8/13

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2623 - STUDENT ASSESSMENT

The Board of Education shall, in compliance with law and rules of the State Board of Education, assess student achievement and needs in designated subject areas in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the District and annually thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, student portfolios, and physical examinations.

The Superintendent shall develop and present to the Board annually a program of testing and assessment that includes:

- A. the Michigan Student Test of Educational Progress (M-STEP) Education Assessment Program (for grades 3 - 9) and ,the Michigan Merit Examination ("MME") (or other readiness assessment program approved by the State Superintendent) the PSAT and MI-Access Alternate Assessments administered each year in accordance with the schedule established by statute and the State Department of Education;

M-STEP includes summative assessments designed to measure student growth effectively for today's students. English language arts and mathematics will be assessed in grades 3–8, science in grades 4 and 7, and social studies in grades 5 and 8. It also includes the Michigan Merit Examination in 11th grade, which consists of the SAT with essay, ACT WorkKeys, and M-STEP summative in science, and social studies.

- B. criteria-based written and oral examinations which include use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, portfolios, and samples of best work;
- C. selection of assessment instrument, data, and other District criteria that will be used to assess educational achievement of each student in grades 1-5;
- D. assessment tests;
- E. aptitude tests;
- F. achievement tests;
- G. vocational inventories;
- H. tests of mental ability.

The Board requires that:

- A. any assessment tests used shall not be a psychiatric examination, testing, or treatment; or a psychological examination, testing, or treatment in which the primary purpose is to reveal information concerning:
 1. political affiliations;
 2. mental and psychological problems potentially embarrassing to the student or his/her family;
 3. sexual behavior and attitude;
 4. illegal, anti-social, self-incriminating, and demeaning behavior;
 5. critical appraisals of other individuals with whom respondents have close family relationships;
 6. legally-recognized, privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
 7. income without the prior consent of the adult student or without the prior written consent of the parent;

- B. any personality testing complies with Department of Education guidelines.

The Board also requires that:

- A. tests be administered by persons who are qualified under State law and regulation;
- B. parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;
- C. students who have not attained satisfactory scores on the fourth grade or seventh grade test should be provided special assistance that will enable them to bring reading skills up to grade level within a twelve (12) month period;
- D. data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records;
- E. the results of each school-wide, program-wide, and District-wide test be made part of the public record.

All eleventh grade students shall participate in the Michigan Merit Examination, unless excluded under the guidelines established by the State Department of Education.

A student who wants to repeat a State approved readiness assessment (other than the Michigan Merit Examination and any component) may repeat the assessment in the next school year or after graduation on a date when the District is administering the assessment. Only this type of repeat assessment testing will be without charge to the student.

The District shall administer the complete Michigan Merit Examination to a student only once and shall not administer the complete Michigan Merit Examination to the same student more than once if the student has valid scores in some or all MME components. If a student does not take the complete Michigan Merit Examination in grade 11, the District shall administer the complete Michigan Merit Examination to the student in grade 12. If a student chooses to retake the college entrance examination component of the Michigan Merit Examination, the student may do so through the provider of the college entrance examination component and the cost of the retake is the responsibility of the student unless all of the following are met:

- A. the student has taken the complete Michigan Merit Examination
- B. the student did not qualify for a Michigan promise grant based on the student's performance on the complete Michigan Merit Examination
- C. the student meets the Federal income eligibility criteria for free breakfast, lunch, or milk
- D. the student has applied to the provider of the college entrance examination component for a scholarship or fee waiver to cover the cost of the retake and that application has been denied
- E. after taking the complete Michigan Merit Examination, the student has not already received a free retake of the college entrance examination component paid for either by the State of Michigan, or through a scholarship or fee waiver by the provider

M.C.L. 380.1278a, 380.1279, 380.1279g, 390.1451 et seq., 380.1280b
A.C. Rule 340.1101 et seq.

Revised 4/8/13
Revised 7/25/16

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1240 - EVALUATION OF THE SUPERINTENDENT

The Board of Education believes it is essential that it evaluate the Superintendent's performance periodically in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership. To carry out this responsibility, the Board will evaluate the Superintendent utilizing a rigorous, transparent, and fair performance evaluation system that does all of the following:

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

A Superintendent rated highly effective on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion.
- B. Establishes clear approaches to measuring student growth and provides the Superintendent with relevant data on student growth.
- C. Evaluates the Superintendent's job performance as highly effective, effective, minimally effective or ineffective, using multiple rating categories that take into account student growth and assessment data. For the 2015 - 2016, 2016 - 2017 and 2017 - 2018 school years twenty-five (25) percent of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the 2018 - 2019 school year, forty (40) percent of the annual year-end evaluation shall be based on student growth and assessment data.

For the Superintendent, the pertinent data is that of the entire School District.

- D. Uses the evaluations, at a minimum, to inform decisions regarding all of the following:
 - 1. The effectiveness of the Superintendent, so that s/he is given ample opportunities for improvement.
 - 2. Retention and development of the Superintendent, including providing relevant coaching, instruction support, or professional development.
 - 3. Removing an ineffective Superintendent after s/he has had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures.
- E. The portion of the annual year-end evaluation that is not based on student growth and assessment data shall be based on at least the following for the entire District:
 - 1. The Superintendent's training and proficiency in conducting teacher performance evaluations if s/he does so or his/her designee's proficiency and training if the Superintendent designates such duties.
 - 2.

The progress made by the school or District in meeting the goals established in the school/District improvement plan.

3. Student attendance.
 4. Student, parent and teacher feedback and other information considered pertinent by the Board.
- F. For the purposes of conducting annual year-end evaluations under the performance evaluation system, by the beginning of the 2016-2017 school year, the District shall adopt and implement one (1) or more of the evaluation tools for teachers, or administrators, if available, that are included on the list established and maintained by the Michigan Department of Education ("MDE"). However, if the District has one (1) or more local evaluation tools for administrators or modifications of an evaluation tool on the list, and the District complies with G., below, the District may conduct annual year-end evaluations for administrators using one (1) or more local evaluation tools or modifications.
- G. Beginning with the 2016-2017 school year, the District shall post on its public website all of the following information about the measures it uses for its performance evaluation system for school administrators:
1. The research base for the evaluation framework, instrument, and process or, if the District adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.
 2. The identity and qualifications of the author or authors or, if the District adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.
 3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the District adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.
 4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
 5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.
 6. A description of the plan for providing evaluators and observers with training.
- H. Beginning with the 2016-2017 school year:

1. The District shall provide training to the Superintendent on the measures used by the District in its performance evaluation system and on how each of the measures is used. This training may be provided by a district or by a consortium consisting of two (2) or more districts, the intermediate school district or a public school academy.
2. The District shall ensure that training is provided to all evaluators and observers. The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide the training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

The Board's evaluation shall also include an assessment of the:

- A. progress toward the educational goals of the District;
- B. working relationship between the Board and the Superintendent;
- C. Board's own effectiveness in providing direction to the Superintendent.

Such assessments will be based on defined quality expectations developed by the Board for each criteria being assessed.

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

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

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

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

As an outcome of the evaluation of the Superintendent's performance, the Board should be prepared to judge the advisability of retention of the Superintendent and be prepared better to:

- A. determine the Superintendent's salary;
- B. identify strengths and weaknesses in the operation of the District and determine means by which weaknesses can be reduced and strengths are maintained;
- C. establish specific objectives, the achievement of which will advance the District toward its goals;
- D. improve its own performance as the public body ultimately charged with

- D. improve its own performance as the public body ultimately charged with the educational responsibility of this District.

Revised 12/14/15
Revised 7/25/16

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1400 - JOB DESCRIPTIONS

The Board of Education authorizes the Superintendent to maintain job descriptions which shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

The job description for the Superintendent shall be defined as a policy of the Board.

All other job descriptions shall be defined as administrative guidelines of the Superintendent and each shall contain the following provision:

"The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District."

Revisions to job descriptions shall be reviewed with the employees affected prior to their use.

Each employee will be provided with a copy of his/her job description at the time of employment and any revisions thereto.

Employees will be evaluated, at least in part, against their job descriptions.

Employees shall properly implement Board Policy 3122, Policy 4122, and Policy 2260 on non-discrimination and shall comply with Federal and State laws and regulations, particularly Part 1 104 of Section 504 Rehabilitation Act of 1973 (34 CFR) and the Americans with Disabilities Act (ADA).

Revised 1/10/14

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1460 - PHYSICAL EXAMINATION

The Board of Education or Superintendent reserves the right to require any employee or candidate, after a conditional offer of employment, to submit to an examination in order to determine the physical and/or mental capacity to perform assigned duties. Such examinations shall be done in accordance with the Superintendent's guidelines and/or the terms of the negotiated, collectively-bargained agreements.

All such requests for examination shall include the following notice to the examiner:

"The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, do not provide any genetic information when responding to this request for medical information. 'Genetic information' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services."

Reports of all such examinations or evaluations shall be delivered to the Superintendent, who shall protect their confidentiality. Reports will be discussed with the employee or candidate. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act, as amended ("ADA") and the Genetic Information Nondiscrimination Act (GINA).

In the event of a report of a condition that could influence job performance, the Superintendent shall base a nonemployment recommendation to the Board upon a conference with a physician and substantiation that the condition is directly correlated to defined job responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities.

The Board shall assume any uninsured fees for required examinations.

29 C.F.R. Part 1630

29 C.F.R. Part 1635

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

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Adopted 6/11/12

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2112 - PARENT INVOLVEMENT IN THE SCHOOL PROGRAM

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

A. Relationships with Families

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools; ^{1,2}
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers; ^{1,2}
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities. ²

B. Effective Communication

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities; ^{1,2}
3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable; ^{1,2}
5. providing information and involving families in monitoring student progress; ²
6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions; ^{1,2}
7. preparing families to be involved in meaningful discussions and meetings with school staff. ^{1,2}

C. Volunteer Opportunities

1. providing volunteer opportunities for families to support their children's school activities; ²
2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events. ²

D. Learning at Home

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school; ^{1,2}
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home. ¹

E. Involving Families in Decision Making and Advocacy

1. involving families as partners in the process of school review and continuous improvement planning; ²
2. involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families. ^{1,2}

F. Collaborating with the Community

1. building constructive partnerships and connecting families with community-based programs and other community resources; ^{1,2}
2. coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development. ^{1,2}

Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The plan will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the District plan.

¹Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

²Indicates Title I Section 1118 parent involvement requirements

Sec. 1112, 1118 ESEA
M.C.L.A. 380.1294

Revised 8/8/11

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2220 - ADOPTION OF COURSES OF STUDY

The Board of Education shall provide a comprehensive instructional program to serve the educational needs of the students of this District. In furtherance of this goal and pursuant to law, the Board shall periodically adopt courses of study.

No course of study shall be taught in the schools of this District unless it has been adopted by the Board. The Board shall determine which units of the instructional program constitute courses of study and are thereby subject to the adoption procedures of the Board.

The Superintendent shall recommend to the Board such courses of study as are deemed to be in the best interests of the students. The Superintendent's recommendation shall include the following information about each course of study:

- A. its applicability to students and an enumeration of those groups of students to be affected by it
- B. the intended learning objective(s), defined in terms of how the learning is applied
- C. its scope and sequence and a statement of the rationale used to determine the amount and type of instructional time needed to accomplish the objectives at each level
- D. its justification in terms of the goals of this District, especially when it is proposed to take the place of an existing course of study
- E. its instructional methods and learning strategies including the manner in which the learning of democratic principles and ethics is provided for, if appropriate to the content of the course
- F. the resources that its implementation will require, including instructional materials, equipment, specially-trained personnel, etc.
- G. the plan for its continuous assessment which includes criteria and standards
- H. its developmental and operational history as well as data on results, where available

The learning that results from each course of study should be durable, significant, and transferable and require a high level of student achievement of clearly-defined, cumulative performance objectives.

The plan for student assessment for each course of study should include the criteria and standards that will be used to determine when students may need to participate in remedial, supplemental, or accelerated activities in order to ensure that each student has been provided the opportunity to achieve at his/her optimum level.

Each course of study is intended to provide a basic framework for instruction and learning. Within this framework, each teacher shall use the course of study in a manner best designed to meet the needs of the students for whom s/he is responsible. Deviation from its content must be approved in accordance with the Superintendent's administrative guidelines.

Since one of the District's goals is to prepare students to enter the world of work, the Board directs that each course of study include as part of its learning accomplishments that students can demonstrate their willingness and ability to be punctual, to be present at the learning site each day unless absent for a legitimate reason, and to complete assignments on time and as directed. The Superintendent's guidelines should include recommendations to staff on how to instruct students in these important work ethics and how to include these learnings in the grades that students receive.

The Superintendent shall develop administrative guidelines which provide for the development of individual learning plans that contain pre and post assessment activities as well as instructional activities for implementing each course of study. Such plans should also provide for proper record-keeping and periodic reporting of student performance. As required for State certification, the Superintendent shall ensure that the appropriate amount of instruction time is allocated to each course of study that comprises the program of each school. The allocation of time is to be determined by the Superintendent and appropriate members of the staff and shall be justified in terms of the amount of time needed for students to accomplish the curriculum objectives of the core curriculum as well as the District's educational outcomes.

In keeping with the Board's commitment to the school improvement process, such guidelines shall also provide for the appropriate participation of staff, parents, students, and relevant community organizations in the review of the District's courses of study.

The Superintendent shall maintain a current list of all courses of study offered by this District and shall provide each member of the Board with a current list of all courses of study.

The list shall include the data on each furnished with the recommendation for its adoption.

M.C.L.A. 380.1164b, 380.1277, 380.1278, 380.1282, 388.1621

2221 - MANDATORY COURSES

In compliance with the Michigan School Code, the Board of Education directs the Superintendent to prepare, implement, and supervise courses of instruction in the following areas:

- A. the Constitution of the United States and Michigan, and in the history and present form of government of the United States, and Michigan and its political subdivisions
- B. the principle modes by which communicable disease is spread and the best methods for the restriction and prevention of these diseases
- C. instruction in physiology and hygiene with special emphasis on drug abuse prevention

The Superintendent shall prepare appropriate guidelines relative to the planning, teaching, and evaluation of these courses.

M.C.L.A. 380.1166, 1169, 1170

2230 - COURSE GUIDES

The Board of Education recognizes that there may be a need from time to time to augment one or more segments of a course of study with a guide in order to better accomplish learning results with students.

As appropriate to the course of study, each guide shall contain:

- A. the intended learning outcome(s), defined in terms of how the learning is applied;
- B. knowledge, skills, attitudes, and values needed to achieve those outcomes;
- C. learning activities needed to achieve the outcome;
- D. appropriate materials and resources;
- E. suggested methods of instruction;
- F. evaluation criteria, standards, and methods which will confirm the extent to which learning outcomes have been achieved;
- G. a list of supplemental materials for the guidance of teachers.

The Superintendent shall be responsible for the preparation of course guides and shall establish administrative guidelines related to their preparation.

All new course guides and revisions of existing guides shall be submitted to the Board for approval before they are implemented.

Copies of all current course guides shall be kept on file in the office of the Superintendent.

M.C.L.A. 380.1282

2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. arouse new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises, which is under the supervision of a professional staff member and an integral part of a course of study.

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program.

The Board shall approve those field trips and other District-sponsored trips which are planned to keep students out of the District overnight or longer or out of the State.

The Superintendent shall approve all other such trips.

Students may be charged fees for District-sponsored trips but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.

The Superintendent shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips, which shall ensure:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the District on a trip;
- C. each trip is properly planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;
- D. each trip is properly monitored;
- E. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;
- F. a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

M.C.L.A. 380.1282

2414 - REPRODUCTIVE HEALTH AND FAMILY PLANNING

The Board of Education directs that students receive instruction in reproductive health and family planning. "Reproductive Health" shall be defined as that state of an individual's well-being which involves the reproductive system and its physiological, psychological, and endocrinological functions.

In addition, students are to be provided instruction in the recognition, prevention, and treatment of noncasual-contact communicable diseases such as venereal diseases, HBV, and HIV; and the use of abstinence from sex as a responsible method for restriction and prevention of noncasual-contact communicable disease and as a positive life-style for unmarried young people.

The Board accepts as policy the guidelines entitled "Sex Education Guidelines including Reproductive Health and Family Planning" established by the Michigan Department of Education. A copy shall be available for inspection in the Board office.

Each person who teaches K to 12 students about human immunodeficiency virus infection and acquired immunodeficiency syndrome shall have training in human immunodeficiency virus infection and acquired immunodeficiency syndrome education for young people. Licensed health care professionals who have received training on human immunodeficiency virus infection and acquired immunodeficiency syndrome are exempt from this requirement.

A Sex Education Advisory Board (AG 2414) shall be established, in order to ensure the effective participation of parents and community groups in the design and implementation of this program area.

Teacher consultants to the District will meet preparatory criteria established by the State guidelines before participating in sex education instructional activities.

The District shall notify the parents, in advance of the instruction and about the content of the instruction, give the parents an opportunity, prior to instruction, to review the materials to be used (other than tests), as well as the opportunity to observe the instruction, and advise the parents of their right to have their child excused from the instruction.

The Superintendent shall prepare regulations to implement these recommended guidelines which are to include at least two (2) public hearings on any revisions to any of the curricula described above. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given and conducted in accordance with the Open Meetings Act.

M.C.L.A. 380.1169

A.C. Rule 388.273 et seq.

2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

To insure the right of parents, the Board directs building and program administrators to:

- A. Notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students.
- B. Allow the parent the option of excluding their student from the activity.
- C. Report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students.
- D. Treat information as identified in A-H above as any other confidential information in accordance with Policy **8350**.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any

substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

20 U.S.C. 1232g, 20 U.S.C. 1232h

2417 - COMPREHENSIVE SCHOOL HEALTH EDUCATION

The Board shall provide a comprehensive health education program that addresses the essential knowledge and skills that helps students to become "health literate," making the healthiest choices available, and avoiding those behaviors that can cause damage to their health and well-being.

The Board shall comply with current state law in implementing comprehensive health education programs. In doing so, the Board shall adopt, implement, and evaluate a research-based, theory-driven comprehensive education program.

The District's comprehensive health education program shall strive to:

- A. provide at least fifty (50) hours of health education instruction at every grade, Pre-kindergarten through Grade 12, to give all students sufficient time to learn health skills and habits for a lifetime;
- B. help students master the Michigan Health Education Content Standards and Benchmarks;
- C. focus on helping young people develop and practice personal and social skills, such as communication and decision making, in order to deal effectively with health-risk situations;
- D. use active, participatory instructional strategies to engage all students;
- E. address social and media influences on student behaviors and help students identify healthy alternatives to specific high-risk behaviors;
- F. emphasize critical knowledge and skills that students need in order to obtain, understand, and use basic health information and services in ways that enhance healthy living;
- G. focus on behaviors that have the greatest effect on health, especially those related to nutrition; physical activity; violence and injury; alcohol and other drug use; tobacco use; and sexual behaviors that lead to HIV, sexually transmitted disease, or unintended pregnancy, emphasizing their short-term and long-term consequences;
- H. build functional knowledge and skills, from year to year, that are developmentally appropriate; and
- I. include accurate and up-to-date information, and be appropriate to students' developmental levels, personal behaviors, and cultural backgrounds.

Assessment

Student work in health education courses shall be regularly assessed and graded using performance-based items that are aligned with the health education content standards. Course grades shall be determined in the same manner as other subject areas, and shall be included in calculations of grade point average, class rank, and academic recognition programs.

Collaborative Approach

Collaborative and integrative approaches shall be used in the teaching of health education. The health education program is one component of a coordinated school health program and shall be coordinated with other school health initiatives.

Health topics shall be integrated into the instruction of other subjects with the assistance of school health education professionals, in order to complement the health education program.

The District will collaborate with community organizations to provide student learning opportunities in both the classroom and the community. Participation in community opportunities for service learning related to health and utilization of community resources as a part of classroom instruction shall be in accordance with policies of the Board and relevant to course objectives.

The District shall partner with parents/guardians and families, who are recognized as the first and primary health educators of their children, in order to provide consistent messages regarding health behavior. Health education programs shall be consistent with school and community standards that support positive parent/child communications and guidance.

Implementation

The Board shall employ highly qualified teachers of health education. Such teachers shall possess the necessary qualifications, skills, and training essential to perform their duties well, and shall serve as positive role models by demonstrating healthy behaviors.

Teachers shall have received quality professional development in health education through their pre-service preparation or through in-service training.

In order to teach health in secondary health courses, a teacher must have an endorsement in health or family and consumer sciences on their secondary level teaching certificate.

The Board supports ongoing professional development activities specifically related to health education, including practice using strategies designed to positively influence students' health behaviors and attitudes.

The Board shall evaluate its policies and implementation of District efforts that promote health literacy and healthy behaviors among all students. The District shall utilize available funds effectively in providing health education services and shall work with local partners in pursuit of additional resources to provide comprehensive school health education programming, professional development, and classroom materials.

Michigan State Board of Education Policy on Comprehensive School Health Education

Adopted 4/8/13

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2431 - INTERSCHOLASTIC ATHLETICS

The Board of Education recognizes the value to the District and to the community of a program of interscholastic athletics for as many students as feasible.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone.

The program should foster the growth of school loyalty with the student body as a whole and stimulate community interest in athletics.

Game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

The Board believes that it is the purpose of an interscholastic program to provide the benefits of an athletic experience to as large a number of students as feasible within the District.

The Board further adopts those eligibility standards set by the Constitution of the Michigan High School Athletics Association (MHSAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship, team play, and fair competition, rather than on winning, particularly at sub-varsity levels. The Superintendent is to develop guidelines for coaches to follow which will ensure that as many team members as possible get the chance to play, so they have the opportunity to benefit from the learning experience.

Use of a performance-enhancing substance by a student is a violation that will affect a student's athletic eligibility and extra-curricular participation, as determined by the Board.

A list of performance-enhancing substances developed by the Department of Community Health can be found in AG 2431D. This list will be distributed to parents.

The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for the following safeguards:

- A. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination by a District-approved physician and parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.
- B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate.
- C. Any student who incurs an injury requiring a physician's care is to have written approval by a physician prior to the student's return to participation.

A female student shall be permitted to compete for a position in all interscholastic athletic activities. If the District has a girls' team in an interscholastic athletic activity, a female shall be permitted to compete for a position on any other team for that activity.

Drug-Testing of Athletes

The Board requires that each student enrolling in one (1) of the District's interscholastic athletic programs agree to sign an enrollment application by which they agree to participate in a reasonable suspicion drug-testing program conducted and paid for by the District, during the term of the athletic program in which the student will be participating.

The Superintendent shall develop administrative guidelines which provide for a drug-testing procedure that will produce consistently-reliable test results and protects the student's rights to privacy. A list of performance-enhancing substances developed by the State Department of Community Health shall be included in AG 2431D.

Any athlete who tests positive for any drug other than a prescribed medication shall be disciplined in accordance with due process and the Discipline Code adopted by the Board.

In support of the Michigan High School Athletic Association's program to strengthen sportsmanship, ethics, and integrity, the Board commits itself to:

- A. adopt policies (upon recommendation of the administration) which reflect the District's educational objectives and promote, the ideals of good sportsmanship, ethics, and integrity;
- B. establish standards for athletic participation which reinforce the concept that athletic activities are a privilege, not a right;
- C. attend and enjoy school athletic activities, serving as a positive role model and expecting the same from parents, fans, participants, coaches, and other school personnel;
- D. support and reward participants, coaches, school administrators, and fans who display good sportsmanship;
- E. recognize the value of school athletic activities as a vital part of education.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

The Superintendent is also to develop guidelines for ensuring that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is conducted and the actions of students who participate. Such guidelines should include the MHSAA's set of expectations for each type of participant as well as the Sportsmanship Code of Conduct which each type of participant is to follow. The Superintendent is authorized to implement suitable disciplinary procedures against those who violate this Code of Conduct.

M.C.L.A. 380.1289, 380.1318

Good Sportsmanship Campaign, Michigan High School Athletic Association

2605 - PROGRAM ACCOUNTABILITY AND EVALUATION

The Board of Education believes that effective education includes proper evaluation of the results produced from the educational resources provided by the community and the government. As the governing body of the District, the Board has the responsibility for assessing how well goals are being accomplished.

The Board shall fulfill this responsibility by establishing a means for the continued evaluation of results which shall be systematic and specific.

The following elements will be included in its accountability program:

- A. clear statements of expectations and purposes for each program coupled with specifications of how their successful achievement will be determined
- B. provisions for staff, resources, and support necessary to achieve each program's purposes
- C. evaluation of each program to assess the extent to which each program's purposes and objectives are being achieved
- D. recommendations for revisions and modifications needed to better fulfill expectations and purposes

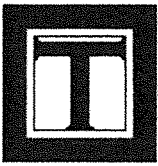
The Superintendent shall maintain a calendar of assessment activities and shall make periodic evaluation reports to the Board. Findings of the assessment program may be used to evaluate the progress of students and the effectiveness of the curriculum, the effectiveness of staff members, and the effectiveness of the school/delivery system.

The Superintendent shall recommend improvements in the educational program annually, based on the evaluation of the District's program. Such improvements shall reflect the plans for improvement of the educational program submitted by each school principal. Each school's improvement plan shall be based on staff's findings from program evaluations at each level as well as on the evaluations provided by the school improvement team (see Policy 2120).

The Board reserves the right to employ experts from outside the District to serve in the evaluation process.

The Board will annually make available to the public the progress of the student body toward the goals of the District.

Assessment results obtained under this policy shall not be used for comparison purposes except as required by statute and State Department of Education regulations or internally, as authorized by the Superintendent or Board.



THRUN LAW FIRM, P.C.

39555 ORCHARD HILL PLACE, SUITE 430
NOVI, MI 48375-5523
PHONE: (248) 533-0741
FAX: (248) 349-3237

MICHAEL B. FARRELL
GORDON W. VAN WIEREN, JR.
BEVERLY J. BONNING
MARTHA J. MARCERO
LISA L. SWEM
JEFFREY J. SOLES
ROY H. HENLEY

ROBERT G. HUBER
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DANIEL R. MARTIN
KATHERINE WOLF BROADDUS
TIMOTHY T. GARDNER, JR.
PHILIP G. CLARK
PIOTR M. MATUSIAK

KEVIN S. HARTY (OF COUNSEL)
TRAVERSE CITY
ROBERT J. ROBINSON (OF COUNSEL)

MATTHEW F. HISER
(248) 533-0737
mhiser@thrunlaw.com

December 8, 2016

Via UPS Overnight Delivery and
Email To: hansenc@hlcsk12.net

Ms. Camie Hansen
Director of Finance
Houghton Lake Community Schools
6001 Houghton Lake Drive
Houghton Lake, Michigan 48629-9704

Re: Houghton Lake Community Schools \$500,000 State Aid Note, Dated December 13, 2016

Dear Ms. Hansen:

Enclosed are the following:

1. Three copies of an authorizing and awarding resolution (including note form and copy of bank bid) with reference to the above State Aid Notes. Retain one copy of the resolution with the board's minutes, and return two completed and fully executed copies to this office. **Exhibits A and B should be left blank.**

Make certain that the enclosed resolution is adopted at a legal meeting of your board; preferably, a meeting at which all members are present. In addition, public notice of a special board meeting or a rescheduled regular board meeting must be posted more than 18 hours prior to that meeting **and** posted on the home page of the district's website. If the resolution is adopted at a special or rescheduled regular meeting, please furnish me with: a) a signed copy of the written call for the special or rescheduled regular meeting; b) an affidavit as to method of service used; c) a copy of the public notice as posted; d) an affidavit relative to the physical posting of the public notice; and e) an affidavit relative to posting of the public notice on the district's website. The website posting requirement became effective on December 28, 2012.

2. A form of Limited Tax Pledge Notice, to be completed and posted at least 18 hours in advance of your board's upcoming meeting. Also enclosed is an Affidavit of Posting Notice related to the posting that must be completed and returned along with a copy of the posting when you return the adopted authorizing resolution. **THIS NOTICE MUST BE POSTED PRIOR TO THE BOARD MEETING, REGARDLESS OF WHETHER THE MEETING IS A REGULAR OR SPECIAL MEETING.**

3. The original Note, to be signed by the president and secretary of the board, just as the names are typed on the Certificates of Execution. The original Note must be forwarded to Chemical Bank, Attention: L. Kyle Fahrner, 235 E. Main, Midland, Michigan 48640, by **OVERNIGHT DELIVERY SERVICE OR HAND DELIVERY for receipt ON OR BEFORE DECEMBER 13, 2016.**



Ms. Camie Hansen
December 8, 2016
Page 2

4. Three copies of a Certificates of Execution and Identification of Signatures, to be signed by the president and secretary of the board of education, just as the names are typed. **The signatures on this form also must be notarized by a notary public.**

5. Three copies of a Treasurer's Receipt and Certificate of No Litigation, to be signed by the treasurer of the board of education and attested to by the secretary of the board of education.

6. Three copies of an Arbitrage Certificate to be signed by you.

7. A copy of Form 8038-G Information Return for Tax-Exempt Governmental Obligations. Please verify Item 2, the Employer Identification Number, and sign the form.

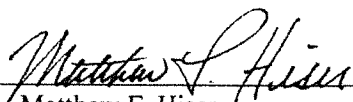
THE ENCLOSED, COMPLETELY EXECUTED DOCUMENTS, INCLUDING A PHOTOCOPY OF THE NOTE, MUST BE RETURNED TO MY ASSISTANT, SUSAN WOEBSE, IN OUR EAST LANSING OFFICE BY FACSIMILE FOR EXAMINATION AND PREPARATION OF THE LEGAL OPINION ON OR BEFORE Tuesday, December 13, 2016. THE ORIGINAL EXECUTED DOCUMENTS SHOULD BE RETURNED BY OVERNIGHT MAIL DELIVERY FOR ARRIVAL IN OUR OFFICE ON Wednesday, December 14, 2016. The closing is scheduled for Tuesday, December 13, 2016.

When returning the above documents to our East Lansing office, please also include a check in the amount of \$100.00, payable to the State of Michigan, for the post-issuance filing fee required by Act 34, Public Acts of Michigan, 2001.

The closing cannot take place without these documents and will result in a loss of accrued interest to the days for which the closing is delayed.

Very truly yours,

THRUN LAW FIRM, P.C.

By  _____
Matthew F. Hiser

MFH/ssw
Enclosures

UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTIES OF ROSCOMMON AND MISSAUKEE
HOUGHTON LAKE COMMUNITY SCHOOLS
STATE AID NOTE

Rate
0.99%

Maturity Date
January 23, 2017

Date of Original Issue
December 13, 2016

REGISTERED OWNER: Chemical Bank, Midland, Michigan
PRINCIPAL AMOUNT: Five Hundred Thousand Dollars (\$500,000)

Houghton Lake Community Schools, Counties of Roscommon and Missaukee, State of Michigan (the "Issuer"), for value received, hereby promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above on the Maturity Date specified above, with interest thereon from the date hereof until paid at the Rate specified above based on a 360-day year, 30-day month, on presentation and surrender of this note (the "Note").

This Note is not subject to redemption prior to maturity.

This Note is issued under the provisions of Section 1225 of Act 451, Public Acts of Michigan, 1976, as amended, and Act 34, Public Acts of Michigan, 2001, as amended, for the purpose of providing money for school operations for the 2016-2017 fiscal year. The Issuer has pledged for the payment of this Note monies to be received by it from state school aid. As additional security the Issuer has pledged the full faith, credit and resources of the Issuer and, in the event of the unavailability or insufficiency of state school aid for any reason, this Note is payable from tax levies within the Issuer's constitutional and statutory limitations or from unencumbered funds of the Issuer. The pledge of the full faith, credit and resources is subordinate to any encumbrances of tax levies pledged for the payment of tax anticipation notes issued or to be issued by the Issuer pursuant to Act 34, Public Acts of Michigan, 2001, as amended.

The Issuer has designated this Note as a "Qualified Tax-Exempt Obligation" for the purpose of deduction of interest expense by financial institutions under the provisions of the Internal Revenue Code of 1986, as amended.

It is hereby certified and recited that all acts, conditions and things required by law, precedent to and in the issuance of this Note, have been done, exist and have happened in regular and due time and form as required by law, and that the total indebtedness of the Issuer, including this Note, does not exceed any constitutional or statutory limitation.

IN WITNESS WHEREOF, Houghton Lake Community Schools, Counties of Roscommon and Missaukee, State of Michigan, by its Board of Education, has caused this Note to be signed in the name of the Issuer by its President and Secretary, as of December 13, 2016.

Houghton Lake Community Schools
Counties of Roscommon and Missaukee
State of Michigan

By _____
President

And _____
Secretary

ARBITRAGE CERTIFICATE

Re: Houghton Lake Community Schools, Roscommon and Missaukee Counties, Michigan (the "Issuer"), State Aid Note in the principal amount of \$500,000, dated December 13, 2016, and maturing on January 23, 2017 (the "Note").

I, Camie Hansen, on behalf of the Issuer, being the officer of the Issuer charged with the responsibility for issuing the Note, certify and reasonably expect the following will occur with respect to the Note:

1. The Note will be issued and delivered to the purchaser and paid for on December 13, 2016, with \$500,000 principal amount of such Note bearing interest at the rate of ninety-nine hundredths percent (0.99%) per annum based on a 360-day year, 30-day month, the Note being sold at the par value thereof.

2. The Note is issued in anticipation of the collection of state aid available to the Issuer for the purpose of paying operating expenses of the Issuer under the provisions of Act 451, Public Acts of Michigan, 1976, as amended, and pursuant to Act 34, Public Acts of Michigan, 2001, as amended, for the 2016-2017 fiscal year.

3. That attached hereto and made a part hereof is a cash flow statement showing the estimated expenditures, estimated receipts (not including the proceeds of the Note) and the cumulative surplus or deficit for each period shown. The estimated receipts in the attached cash flow statement show the amount of general ad valorem property taxes the Issuer reasonably expects to levy and collect for the 2016-2017 fiscal year, and the amount that the Issuer reasonably expects to receive from state school aid for the period July 1, 2016 through August 30, 2017 (the "Cash Flow Period"). Further, the beginning balance shown in the attached cash flow statement includes all available funds of the Issuer.

4. That the aggregate face amount of all tax-exempt bonds issued by the Issuer during the 2016 calendar year for other than construction of school facilities is not reasonably expected to exceed \$5,000,000 and for all purposes is not reasonably expected to exceed \$15,000,000.

In making the foregoing analysis, I have analyzed or caused to be analyzed the budget of the Issuer for the 2016-2017 fiscal year, have made inquiry of Issuer officials having knowledge of and responsibility for receipts and expenditures of the Issuer and have examined the laws of the State of Michigan and of the United States of America and other proceedings of the Issuer, including the proceedings authorizing the Note, to the extent that all of the foregoing relates to amounts available to the Issuer for the purposes for which the Note is issued and the expenditures that will be required to be paid by the Issuer, all during the Cash Flow Period.

The Issuer hereby elects to apply Treas. Reg. §1.148-1(c)(4). In accordance with Treas. Regs. §1.148-1(c)(4) and §1.148-6(d)(3)(iii)(B), to the extent the Issuer is treating a reasonable working capital reserve as unavailable, the size of the working capital reserve is limited solely by an amount equal to 5% of the Issuer's working capital expenditures in the preceding fiscal year.

Based on the foregoing, I reasonably expect that the cumulative cash flow deficit as defined and described in Section 148(f)(4)(B)(iii) of the Internal Revenue Code of 1986, as amended, and the Regulations promulgated thereunder (the "Code") (including but not limited to Sections 1.148-1(c)(4) and 1.148-6(d)(3)(iii)) relating to "arbitrage bonds" will be approximately (\$902,240) which occurs on the computation date of December 25, 2016, as described above, being composed of a balance of (\$189,497) less approximately \$712,743 as a reasonable working capital reserve treated as unavailable, being an amount not more than 5% of the estimated 2015-2016 operating fund expenditures.

On the basis of the foregoing, it is not expected that the proceeds of the Note will be used in a manner that would cause the Note to be "arbitrage bonds" under Section 103(b)(2) of the Code and the regulations promulgated under that Section. To the best of my knowledge and belief there are no other facts, estimates or circumstances that would materially change the foregoing conclusion.

Dated: December 13, 2016

Camie Hansen
Director of Finance

MFH/ssw

Michigan Finance Authority

State Aid Note Loan Program Projected Cash Flow Workbook— August Series 2016
Cash Flow Worksheet (Page 2 of 2)

School Code	72020	Legal Name of Borrower (Applicant)	Houghton Lake Community Schools	
Amount of August 2016 Note	2,499,629	FY 2016 State Aid*	4,626,078	Lesser of FY 2016 and Projected FY 2017 State Aid
		Projected FY 2017 State Aid	4,346,674	4,346,674

Cash Flow Instructions

1. Identify the month with the greatest weekly deficit by choosing it from the orange highlighted drop-down menu in the Weekly Cash Flow (realizing this may not be the month in which the largest monthly deficit occurs).
2. Enter Beginning Balance into the blue highlighted cell for both Weekly and Monthly Cash Flow.
3. Each month with a note payment should show a positive ending balance.
4. If the August 2017 ending balance is negative, please state the source of the additional funds required to repay the note and REFLECT THE AMOUNT IN THE CASH FLOW.
5. Please submit Cash Flow Workbook in Excel.

Weekly Cash Flow Without Note Proceeds	Month with Greatest Weekly Deficit					
	Week Ending	04 Dec	11 Dec	18 Dec	25 Dec	01 Jan
Beginning Balances	78,131	78,131	4,843	4,843	(163,850)	(189,497)
Receipts						
Taxes			136,000			200,181
Total State Aid					395,926	
Other Grants		155,050				
Other Revenue		6,162	6,162			
Total Available Funds	78,131	239,343	147,005	238,253		10,684
Expenditures						
Payrolls		234,500	117,605	234,500		117,605
Other Expenditures			193,250			
Other Liens/Loans						
Total Expenditures		234,500	310,855	427,750		117,605
Ending Balance	78,131	4,843	(163,850)	(189,497)		(106,921)

Monthly Cash Flow	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017
Receipts														
Beginning Balances (Include Investments)	2,499,629	2,018,292	2,075,052	680,153	157,024	78,131	(106,921)	2,290,284	5,188,680	6,286,108	5,966,532	5,941,454	5,503,726	5,112,202
Expenditures														
2016 Note Proceeds														
Set-Asides														
No Set-Aside														
Total State Aid	428,747	420,791		302,057	481,280	395,926	395,926	395,926	395,926	395,926	395,926	395,926	395,926	395,926
Taxes					336,181	2,856,256								
Other Grants		413,671	156,151		246,585	155,050								
Other Revenue	4,000		18,486	34,151	14,163	18,500	34,180	55,500	55,500	55,500	55,500	55,500	55,550	412,650
Total Available Funds	2,932,376	2,852,753	2,249,699	1,016,361	899,051	983,788	3,179,441	6,077,937	7,542,277	6,825,866	6,830,608	6,392,880	5,955,202	5,920,778
Expenditures														
2016 Note Repayment														
Set-Aside														
No Set-Aside														
Payrolls	647,851	612,788	1,101,044	704,209	704,209	704,209	734,029	734,029	1,101,044	704,209	734,029	734,029	677,900	677,900
Other Expenditures	266,233	164,914	468,502	155,128	116,711	386,500	155,128	155,128	155,125	155,125	155,125	155,125	165,100	266,233
Other Liens/Loans (incl. SANs)														
Total Expenditures	914,084	777,702	1,569,546	859,337	820,920	1,090,709	889,157	889,157	1,256,169	859,334	889,154	889,154	843,000	944,133
Estimated Ending Balance	2,018,292	2,075,052	680,153	157,024	78,131	(106,921)	2,290,284	5,188,680	6,286,108	5,966,532	5,941,454	5,503,726	5,112,202	4,976,645
Balance Without 2016 Note Proceeds	2,018,292	2,075,052	680,153	157,024	78,131	(106,921)	2,290,284	5,188,680	6,286,108	5,966,532	5,941,454	5,503,726	5,112,202	4,976,645

STATE AID OPERATING NOTES AUTHORIZING AND AWARD RESOLUTION

Houghton Lake Community Schools, Roscommon and Missaukee Counties, Michigan
(the "Issuer")

A regular meeting of the board of education of the Issuer (the "Board") was held in the _____, within the boundaries of the Issuer, on the 12th day of December, 2016, at ____ o'clock in the __.m.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. Under the terms of Section 1225 of Act 451, Public Acts of Michigan, 1976, as amended ("Act 451"), a school district is authorized, either by achieving qualified status as described in Section 303(2) of Act 34, Public Acts of Michigan, 2001, as amended, or upon receiving prior approval of the authorized representative of the Department of Treasury, to borrow money for school operations and issue its notes therefor, pledging for the payment thereof monies to be received by it from the state school aid fund, which notes shall be the full faith and credit obligation of the Issuer; and

2. The estimated amount of such state aid appropriations allocated, or to be allocated, to this Issuer is \$4,346,671 for the 2016-2017 fiscal year, of which amount the sum of \$783,337 has been heretofore distributed and received, leaving a balance of \$3,563,334 as the estimated amount remaining to be distributed to the Issuer pursuant to Act 451; and

3. This Issuer has immediate need to borrow the sum of not to exceed Five Hundred Thousand Dollars (\$500,000) to pay current operating expenses for the 2016-2017 fiscal year; and

4. The principal amount of the notes payable from the undistributed balance of the appropriations allocated to this Issuer for said fiscal year which have heretofore been issued and are now outstanding is \$-0-; and

5. Five percent (5%) of estimated fiscal year 2015-2016 operating expense is \$902,240; and

6. The process of soliciting bids by publishing a notice of sale in a publication as specified in Section 309(2) of Act 34, Public Acts of Michigan, 2001, as amended, is prohibitively more expensive than obtaining bids through the distribution of a solicitation for bids; and

7. A solicitation for bids was submitted to Chemical Bank, Midland, Michigan (the "Bank"), and the Bank has submitted a bid the Board desires to accept, a copy of which bid is attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Issuer shall borrow the sum of not to exceed Five Hundred Thousand Dollars (\$500,000) or such lesser amount as the Department of Treasury may approve or as reduced by a member of either the administrative staff or the Board of the Issuer, and shall issue its note or notes (the "Notes") therefor. The Issuer hereby appropriates a sufficient amount of state aid to repay the principal of and interest on the Notes. In addition, the full faith and credit of the Issuer is hereby irrevocably pledged for payment of the principal and interest on the Notes, and in case of insufficiency of state aid, the Issuer shall pay the Notes from any funds legally available therefor, and, if necessary, levy taxes on all taxable property in the Issuer for the payment thereof, subject to applicable constitutional and statutory tax rate limitations, all pursuant to Act 451. The pledge of full faith and credit is subordinate to any encumbrances or tax levies pledged or to be pledged for the payment of tax anticipation notes issued or to be issued by the Issuer pursuant to Act 34, Public Acts of Michigan, 2001, as amended.

It is hereby declared that said borrowing is necessary for the purpose of securing funds for school operations and it is agreed with the purchaser of said Notes that the proceeds thereof will be used exclusively for that purpose.

2. Based upon expense considerations associated with publishing a notice of sale, as specified in Section 309(2) of Act 34, Public Acts of Michigan, 2001, as amended, the Board ratifies and approves the prior distribution of a solicitation for bids, without publication, to obtain the bid of the Bank, and such bid is hereby accepted.

3. Said Notes shall be dated as of December 13, 2016, or the date of delivery, shall bear interest from the date thereof until paid at a rate of ninety-nine hundredths percent (0.99%) per annum on the balance from time to time remaining unpaid, shall be in such denominations as the purchaser shall specify, shall be payable to the Registered Owner, in lawful money of the United States of America, at such bank or trust company in the State of Michigan as shall be designated by the original purchaser of the Notes, which paying agent qualifies as such under the statutes of the State of Michigan or of the Federal Government, and shall be due and payable on January 23, 2017. If more than one note is issued, the Notes shall be numbered serially from 1 upwards. Such Notes may be designated, at the option of the purchaser thereof, as a "State Aid Note" or "State Aid Notes".

4. The form of the Notes shall be in substantially the form set forth and attached hereto as Exhibit B.

5. The Issuer has achieved qualified status under Act 34, Public Acts of Michigan, 2001, as amended.

6. The Notes shall be executed by the President and Secretary of the Board. In the absence of the President, the Superintendent may sign in the place of the President, and in the absence of the Secretary, the Treasurer of the Board may sign in place of the Secretary.

7. The Issuer hereby designates the Notes of this issue as "qualified tax-exempt obligations" for purposes of deduction of interest expense by financial institutions under the provisions of the Internal Revenue Code of 1986, as amended. In making said designation, the Board determines that the reasonably anticipated amount of tax-exempt obligations which will be issued by the Issuer or entities which issue obligations on behalf of the Issuer during calendar year 2016 will not exceed \$10,000,000.

8. The Board covenants to comply with existing provisions of the Internal Revenue Code of 1986, as amended, necessary to maintain the exemption of interest on the Notes from federal income taxation.

9. Within fifteen (15) business days after issuance of the Notes, the Board hereby authorizes and directs the Superintendent to cause to be filed with the Department of Treasury any and all documentation required subsequent to the issuance of the Notes, along with any statutorily required fee.

10. The President, Vice President, Secretary, Treasurer, Superintendent and the individual acting in the capacity of the school business official are each further authorized to execute any documents or certificates necessary to complete the transaction. Any of those officers may designate, in writing, an individual to act in their place with respect to the powers conveyed in this paragraph.

11. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of Houghton Lake Community Schools, Roscommon and Missaukee Counties, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a regular meeting held on December 12, 2016, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education

MFH/ssw

EXHIBIT A

Copy of Bid from Chemical Bank, Attached



December 7, 2016

Houghton Lake Community Schools
Office of the Director of Finance
6001 West Houghton Lake Drive
Houghton Lake, Michigan 48629

Dear Ms. Hansen:

Thank you for the invitation to bid on the Houghton Lake Community Schools Tax Anticipation Note in the amount not to exceed \$500,000. The principal and interest of the note shall be due at maturity, January 23, 2017.

Chemical Bank will make the loan as outlined in the request for proposal, except as noted below, at a **fixed rate of 0.99% per annum**.

This bid is subject to the following conditions:

- That the note be exempt from federal and state income tax and further be declared to be a "Qualified Tax-Exempt Obligation" for the purpose of deduction of interest expense by financial institutions;
- That the note be a general obligation of Houghton Lake Community Schools;
- That the note be structured in accordance with Michigan statutes pertaining to the authority of School Districts to borrow;
- That the School District provides note documents and a legal opinion acceptable to bank counsel, and;
- That the School District files the required IRS report and provides a copy of the completed form to the bank.

This rate commitment will expire 30 days from the date of this letter unless extended by the bank in writing. The note will not be subject to redemption prior to maturity.

Sincerely yours,

Pavel Konecny
Senior Vice President
Senior Investment Officer

IN WITNESS WHEREOF, Houghton Lake Community Schools, Counties of Roscommon and Missaukee, State of Michigan, by its Board of Education, has caused this Note to be signed in the name of the Issuer by its President and Secretary, as of December 13, 2016.

Houghton Lake Community Schools
Counties of Roscommon and Missaukee
State of Michigan

By Form Only - Not for Execution
President

And Form Only - Not for Execution
Secretary

**CERTIFICATES OF EXECUTION AND
IDENTIFICATION OF SIGNATURES**

The undersigned hereby certify that, pursuant to law and authorization vested in us, we have executed the following State Aid Note (the "Note") of Houghton Lake Community Schools, Roscommon and Missaukee Counties, Michigan (the "Issuer"), to wit:

Five Hundred Thousand Dollars (\$500,000) State Aid Note; dated December 13, 2016; numbered 1; maturing on January 23, 2017; bearing interest at the rate of ninety-nine hundredths percent (0.99%) per annum based on a 360-day year, 30-day month;

by manually signing the Note with our official signatures as President and Secretary of the Board of Education, respectively.

We further certify that we are now, and were at the time of the execution of the Note, the duly chosen, qualified and acting officers of the Issuer as indicated by our signatures and titles subscribed hereto.

Dated: December 13, 2016

Kelly Christian, President

Thomas Dean, Secretary

Acknowledged before me in _____
County, Michigan, this _____ day of December, 2016,
by Kelly Christian, President, Houghton Lake
Community Schools.

Acknowledged before me in _____
County, Michigan, this _____ day of December, 2016,
by Thomas Dean, Secretary, Houghton Lake Community
Schools.

_____ (signature)

_____ (signature)

_____ (printed)

_____ (printed)

Notary Public, State of Michigan, _____ County
My Commission expires: _____
Acting in the County of _____

Notary Public, State of Michigan, _____ County
My Commission expires: _____
Acting in the County of _____

MFH/ssw



LIMITED TAX PLEDGE NOTICE

PLEASE TAKE NOTICE that there will be a meeting of the Board of Education of Houghton Lake Community Schools, Roscommon and Missaukee Counties, Michigan.

At said meeting, the Board of Education will consider for approval its proposed State Aid Note (Limited Tax - General Obligation). The proposed State Aid Note (Limited Tax - General Obligation), if issued, will contain the limited tax full faith and credit pledge of Houghton Lake Community Schools, Roscommon and Missaukee Counties, Michigan.

DATE OF MEETING: December 12, 2016

PLACE OF MEETING: 4433 W. Houghton Lake Dr, H.L. MI 48629
(place and address)

HOUR OF MEETING: 6:30 o'clock, P.m.

TELEPHONE NUMBER OF
PRINCIPAL OFFICE OF THE
BOARD OF EDUCATION:

989-366-2035

BOARD MINUTES ARE
LOCATED AT THE PRINCIPAL
OFFICE OF THE BOARD OF
EDUCATION:

6001 W Houghton Lake Dr
Houghton Lake, MI 48629
(address)

Thomas Dean, Secretary, Board of Education
(typed name or signature)

**TREASURER'S RECEIPT
AND CERTIFICATE OF NO LITIGATION**

I, the undersigned, do hereby certify that I am the duly qualified and acting Treasurer of Houghton Lake Community Schools, Roscommon and Missaukee Counties, Michigan (the "Issuer"), and as such officer I further certify that the following State Aid Note (the "Note") of the Issuer, to wit:

Five Hundred Thousand Dollars (\$500,000) State Aid Note; dated December 13, 2016; numbered 1; maturing on January 23, 2017; bearing interest at the rate of ninety-nine hundredths percent (0.99%) per annum based on a 360-day year, 30-day month;

has this day been delivered to the purchaser thereof, Chemical Bank, Midland, Michigan, and that the Note has been on this date paid for in full by the purchaser in accordance with the terms of the contract of sale and at the price of par.

I further certify that the officers whose signatures appear on the Note were in occupancy and possession of their respective offices at the time of the delivery of the Note as aforesaid.

WITNESS my official signature on December 13, 2016.

Mark Souder, Treasurer

I, Thomas Dean, the duly qualified and acting Secretary of the Issuer, do hereby certify that Mark Souder is the duly qualified and acting Treasurer of the Issuer and that the signature subscribed to the foregoing receipt is the true and genuine signature of the Treasurer.

I do hereby further certify that no litigation, administrative action or proceeding of any nature has been served on the Issuer or, to my knowledge, is threatened, seeking to restrain or enjoin the issuance, sale, execution or delivery of the Note described above or the levy and collection of taxes to pay the same, or in any manner questioning the proceedings or authority pursuant to which the Note is issued and taxes levied, or in any manner questioning or relating to the validity of the Note; that neither the corporate existence nor the boundaries of the Issuer nor the titles of its present officers to their respective offices is being contested; that no authority or proceedings for the issuance of the Note have been repealed, revoked or rescinded; and that the resolution adopted on December 12, 2016, authorizing the Note has not been amended.

WITNESS my official signature as of the date subscribed to the foregoing receipt.

Thomas Dean, Secretary

MFH/ssw