

Kaleva Norman Dickson School District
Monday, June 21, 2021 7:30 PM Eastern

Brethren Media Center
4400 North Highbridge Road
Brethren, Michigan 49619

1. **Call To Order - President, Karen McIntire**
2. **Routine Business**
 - 2.A. Pledge of Allegiance
 - 2.B. Adoption of Agenda
 - 2.C. Consent Calendar Items - B, C, D, E, F, G & H
3. **Items from the Audience**
4. **Correspondence/Communication**
 - 4.A. Chelsea Hicok

6/3/21

Dear Mr. Veith, Mr. Cordes, & Kaleva Norman Dickson School Board,

Please accept this letter as formal notification that I am resigning from my position as elementary resource room teacher. My last day will be June 30, 2021.

Thank you so much for the opportunity to work at KND for the past three years. I have greatly enjoyed working with students, parents, and staff at KND. I have greatly appreciated the opportunities to grow as an educator and to help students grow and achieve academically and emotionally. I will always take fond memories with me of KND as I move throughout my career.

I will do everything possible to wrap up my duties and answer any concerns from parents, teachers, service providers, and administration before I leave. I know finding special education teachers is especially difficult. If you find that you have needs later on in the summer for a smoother transition I would be willing to help with that transition, especially for the students with more complex needs.

Sincerely,



Chelsea Hicok

4.B. Helen Fairbanks

Helen Fairbanks
17089 2nd St.
Wellston, MI 49689
(303) 501-3348
hfairbanks712@gmail.com

06/08/2021

Kaleva Norman Dickson Schools
4400 North High Bridge Rd.
Brethren MI 49619

Attention: Marlen Cordes, Jakob Veith, and Tina Chapman

Dear Kaleva Norman Dickson School Board,

I would like to inform you that I am resigning from my position as Title I Aide for Kaleva Norman Dickson Schools. I have accepted a position with Wexford/Missaukee Child Protective Services. My last day of work will be June 11, 2021.

I would like to thank you for the support and the opportunities that have been provided to me during my ten months here, I have truly enjoyed my time here.

Sincerely,

A handwritten signature in black ink that reads "Helen E. Fairbanks". The signature is written in a cursive style with a large initial 'H' and 'F'.

Helen Fairbanks

5. **Board Reports**

5.A. Principal's Report

6. **Superintendent's Report**

6.A. Extended COVID-19 Plan Update/Reconfirmation

6.B. Personnel

***KALEVA NORMAN DICKSON SCHOOL DISTRICT
BOARD OF EDUCATION***

We will have the following personnel items for tonight's meeting:

Resignation

Chelsea Hicok - Special Education Teacher

Helen Fairbanks - Title I Aide

Hire

Cheryl Smith - K-12 Principal

Amanda Brown - Science Teacher

Amber DeGayner - French/ELA Teacher

Pam Papenfuss - Special Education Teacher

Jennifer Schmidt - Dean of Students

6.C. MHSAA Resolution



2021-22

1661 Ramblewood Drive
East Lansing, MI 48823
(517) 332-5046

The Michigan High School Athletic Association is a voluntary, nonprofit corporation comprised of public, private and parochial junior high/ middle and senior high schools whose Boards of Education/Governing Bodies have voluntarily applied for and received membership for and on behalf of their secondary schools. The association sponsors statewide tournaments and makes eligibility rules with respect to participation in such Michigan High School Athletic Association sponsored tournaments in the various sports. Each Board of Education/Governing Body that wishes to host or participate in such meets and tournaments must join the MHSAA and agree to abide by and enforce the MHSAA rules, regulations and qualifications concerning eligibility, game rules and tournament policies, procedures and schedules. It is a condition for participation in any MHSAA postseason tournaments that high schools adhere to at least the minimum standards of Regulation I and the maximum limitations of Regulation II in ALL MHSAA Tournament sports.

Michigan High School Athletic Association tournaments are the collective property of the MHSAA and not of any individual member school. The MHSAA reserves the right to promote and advance the membership's interests with publication information; exclusive arrangements to create recognition and exposure for school-sponsored activities; restrictive policies prohibiting exploitation and commercialization of MHSAA-sponsored tournaments; appropriate proprietary interests, and the use of images or transmissions identifying contest officials, spectators and member schools' students, personnel and marks.

To obtain membership, it is necessary for the Board of Education/Governing Body to adopt the following resolution for its junior high/middle and senior high schools. This resolution must be formally ratified by your Board of Education/Governing Body and properly signed. Please return one signed copy for our files and retain one copy for your files. Resolutions that are modified in any way or are supplemented with letters placing additional conditions on MHSAA membership or tournament participation shall be rejected.

MEMBERSHIP RESOLUTION

For the year August 1, 2021 — through July 31, 2022

LIST ON BACK

_____ the School(s) which are under the direction of this Board of Education/Governing Body.

(Junior high/middle and senior high schools of your school system which are to be listed as MHSAA members and receive MHSAA mailings during 2021-22 must be listed on the back of this form)

KALEVA NORMAN DICKSON SCHOOL City/Township of BRETHREN
DISTRICT

County of _____, of State of Michigan, are hereby:

- (A) enrolled as members of the Michigan High School Athletic Association, Inc., a nonprofit association, and
- (B) are further enrolled to participate in the approved interschool athletic activities sponsored by said association.

The Board of Education/Governing Body hereby delegates to the Superintendent or his/her designee(s) the responsibility for the supervision and control of said activities, and hereby accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations and interpretations (as minimum standards), as published in the current HANDBOOK as the governing code under which the said school(s) shall conduct its program of interscholastic athletics and agrees to primary enforcement of said rules, regulations, interpretations and qualifications. In addition, it is hereby agreed that schools which host or participate in the association's meets and tournaments shall follow and enforce all tournament policies, procedures and schedules.

This authorization shall be effective from August 1, 2021 and shall remain effective until July 31, 2022, during which the authorization may not be revoked.

RECORD OF ADOPTION

The above resolution was adopted by the Board of Education/Governing Body of the

KALEVA NORMAN DICKSON School(s), on the 21ST day of JUNE, 2021, and is so recorded in the minutes of the meeting of the said Board/Governing Body.

KALEVA NORMAN DICKSON SD
(Governing Body Name)

4400 N. HIGHBRIDGE RD
(Address)

BRETHREN 49619
(City & Zip Code)

JOHNSONJ @ MANISTEE-ORG
(Contact E-mail)

Board Secretary Signature
or Designee
 Check if Designee

6.D. NEOLA - Final Read

Book	Policy Manual
Section	Vol. 35, No. 2 - February 2021
Title	Vol. 35, No. 2 - February 2021 - OVERVIEW
Code	1 - OVERVIEW
Status	From Neola



MASB
MICHIGAN ASSOCIATION
OF SCHOOL BOARDS

POLICY UPDATE SERVICE
PROVIDED BY NEOLA, INC.

Local Policy Update

VOLUME 35 NUMBER 2

FEBRUARY 2021

MASB Policy Services Provided by Neola

Effective policies are at the core of successful school district governance. Maintaining policies that reflect both local oversight and ever-changing state and federal laws is an enormous task. School board members can rely on the MASB-Neola Partnership to keep their policy manuals up-to-date. Under this partnership, Neola provides comprehensive policy services for MASB members on behalf of MASB. Working together, MASB and Neola produce uniform school policies and guidelines to better serve all Michigan school districts.

Policy Development and Updating

Neola, with assistance from MASB if and when needed, will work with the board, administrators and committee(s) to develop a comprehensive policy manual that suits your district's needs. Each manual is based on templates that have been thoughtfully prepared, then vetted by Neola's outside counsel and MASB's legal counsel. These templates are customized to the district's unique circumstances through choices made by the board and administrative team. The bylaws, policies and administrative rules/regulations are a unique collection assembled by educators and attorneys. The end result will be a policy manual that's in line with law and court decisions containing legal citations, footnoted reference material, and will be searchable by keyword or phrase.

OVERVIEW AND COMMENTS

All production related materials and questions should be directed to the Coshocton Office at 632 Main Street, Coshocton, Ohio 43812 (phone 800-407-5815, fax 740-622-2557). Billing questions should be directed to the Stow Office at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (phone 330-926-0514, fax 330-926-0525).

Please do not retype Neola materials before returning them for processing. We prefer to have the original materials returned after you have marked them indicating which changes and additions you choose to have/not have for your District. If a District chooses not to adopt a policy or an administrative guideline, the District is still obligated to follow applicable Federal and State laws relating to that section.

The proposed new, revised, and replacement policies, administrative guidelines and forms included in this update have been thoughtfully prepared and reviewed by Neola's legal counsel for statutory compliance. If you make changes, or substitute in its entirety policies or other materials of your own drafting, those materials should be reviewed by your legal counsel to verify compliance. Neola does not review district-specific edits to update materials or District-specific policies for statutory compliance.

If a policy or guideline is marked as a revision, the changes have been marked in bold (to add material) and crossed out (to delete material). As you review a revised policy or guideline, you may choose to accept one, many or all of the changes provided. If a policy or guideline is marked as a replacement, that means there have been enough changes made that justify a complete, clean replacement copy. As you review a replacement policy or guideline, you should also check the materials you have in your current policy or guideline to see if there is some specific wording you want included in the replacement policy. If so, any wording from the current policy should be added using "Track Changes" or the editing tools in the BoardDocs platform in the replacement policy or guideline before returning it electronically to the Coshocton office for processing.

If the District alters language and adds it to a policy template or deletes content that is not marked as a choice in the policy template, then these actions will constitute District-specific edits.

Policies that are to be deleted from the policy manual require Board action to rescind the policy.

Your Neola Associate will contact you in the near future to schedule an appointment to review this update and ensure you are current on this and previous updates. As the Update "season" gets underway, Neola recommends the following options for accessing comprehensive policy services through your Neola Associate:

- A. Schedule an appointment date/time to review the update or policy templates in a telephone conference.

- B. Schedule an appointment date/time to review the update or policy templates via virtual meeting, such as Google Meeting or other electronic options.
- C. Schedule/reschedule update or drafting visits for a later time.

While “in-person” consultation sessions are the preferred method for Neola Update “visits”, the means by which you and your Neola associate accomplish this review should be mutually determined based on availability and level of comfort with the consultation process. Overall, health and safety are the primary concerns. Your Neola associate will be in contact with you soon to discuss these options with you.

Your Neola Associate will contact you in the near future to schedule an appointment to review this update and ensure you are current on this and previous updates.

If you are not an administrative guidelines client, you did not receive those materials in this packet. Contact your Associate for more information about becoming an administrative guidelines client.

Processing Update Materials

If you will be making changes to these Update documents electronically, use “Track Changes” or editing tool in the BoardDocs platform to mark the Neola materials indicating which of the proposed revisions and additions you choose to include or not include for your District, or to make additional edits, before returning them electronically for processing. Be sure to leave the “track changes” and marked up version as the one you submit to the production office in Coshocton, Ohio.

District-Specific Material

If the District chooses, during any step of the Update process, to incorporate District-specific material into a new policy or guideline that has been proposed or to insert District-specific material into a current policy or guideline for which revisions have been proposed in an update issued by Neola, then the District agrees to hold Neola harmless for those District-specific edits and acknowledges that Neola’s warranty for legal challenges to that District-specific language in that policy or guideline will not be in effect. In addition, Neola retains ownership of the text from the original policy template that remains in a policy to which District-specific material has been added. District-specific materials include the following:

- A. Materials from the District’s existing materials that the District requests be incorporated during the drafting process;
- B. New materials that the District develops in their entirety and exclusive of Neola; and
- C. Revisions or deletions that substantively depart from Neola’s templates.

Further, Neola does not recommend the use or incorporation of District-specific materials. Neola will, at the request of the District, incorporate District-specific materials into the licensed materials, with the implicit understanding that the District bears all risks associated with the District’s decision to request that such District-specific materials be incorporated. Neola reserves the right to, but is not obligated to, advise the District to seek its own legal review of District-specific materials.

Social Media (Policy/AG 7544) Revisited

In April 2018 a collection of policies were prepared by a team of twenty-two (22) lawyers, IT experts and Neola staff to provide Districts with a means to establish controls that govern the use of social media in their District. These policies and related documents were released in the Special Update - Social Media in April 2018 along with a toolkit for use with these policies in Volume 34 Number 1 (Social Media Toolkit) in September 2019.

Although regulating an employee’s personal use of social media is possible only in the narrowest of circumstances, establishing rules about employees’ use of social media as it relates to communication regarding the business of the District is something that schools can, and in Neola’s judgment, should do.

Three existing policies were also suggested for revision in the Social Media Special Update. A comprehensive definition of “social media” was added to Bylaw 0100 Definitions and the definition of “apps and services” was revised as well. Additionally, revisions were proposed for Policy 7540 Technology to replace the previous definition of “social media” and finally, revisions to Policy 7540.04 Staff Technology Acceptable Use and Safety so that the language is current and compliant with the new social media policy.

While the suggested revisions were put in place before a global pandemic pushed Districts to utilize on-line learning platforms and more virtual methods of engagement with students, parents, and the community, such use makes consideration of these materials even more important today.

Although the new and revised policies have been thoughtfully prepared and reviewed by Neola’s legal counsel for statutory compliance, each District must decide what specific language to include in its own unique policy collection.

It is highly recommended that at this juncture the District reevaluate the materials in the updates referenced above that are still available on each District’s BoardDocs platform. While much thought will be necessary to consider these new materials and revised policies each District should take the time necessary to be sure that there is adequate policy guidance provided for current use of social media technology and applications.

In the next update, Neola will revisit Policy 5722 – School Sponsored Publications and Productions and issue a revised document and toolkit. The social media policy materials issued in 2018-2019 played a large role in the development of the revised Policy 5722 materials.

Therefore, it is highly recommended that at this juncture the District reevaluate the materials in the update from 2018-2019 that are still available on each District’s BoardDocs platform and consider the District and school level application of these technologies.

Notice Regarding Legal Accuracy

Neola is vigilant in providing policy language to clients that has been vetted for legal accuracy by outside legal counsel. Should questions arise as to the legal compliance or accuracy of Neola materials, it is our expectation that Neola’s counsel would have the opportunity to assist in the resolution of such a claim. Please notify the Neola corporate office if an issue arises in which such a review or assistance is necessary.

Policies in this update have been reviewed by Varnum, LLP (Grand Rapids, MI) for consistency with Federal and State law.

REMINDERS

- The Minimum Wage in Michigan remains the same at \$9.65 for 2021.
- The Internal Revenue Service (IRS) issued Notice 2020-279 which provides the 2021 mileage rate at 56 cents per mile for business travel (1.5 cents less than 2020 rate).
- The U.S. Department of Labor maintains regulatory authority over state and local government employers, including public school districts. Note that the following federal laws have poster requirements which apply to school districts (no federal or federally-assisted contracts or subcontracts):
 - The Employee Polygraph Protection Act (EPPA)
 - The Fair Labor Standards Act (FLSA) Minimum Wage Notification
 - The Family and Medical Leave Act (FMLA)
 - Uniformed Services Employment and Reemployment Rights Act (USERRA)
 - Occupational Safety and Health Act (Workplace Safety)
 - Whistleblower Protections

In addition, certain organizations may be required to display posters that can only be obtained from DOL's Office of Workers' Compensation Programs (OWCP). More information on these posters is available. Links to all federal employment posters are always available on the Poster Page as are answers to frequently asked questions. Note that school districts with federal or federally-assisted contracts or subcontracts may have additional requirements.

LEGAL ALERTS

Included with this update are legal alerts printed on green paper. These include:

3. Resolution Regarding the Open Meetings Act
4. Legal Alert - Model Anti-Bullying Policy (MDE)
5. Important Questions about COVID-19 Vaccination Programs
6. Use of Facial Recognition Technology in School Settings
7. Legal Issues That School Officials and Employees Need to Be Aware of When Using Social Media

BYLAWS AND POLICIES

Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability (Revised)

Policy #2260.01 places particular emphasis on protections for students who are identified under Section 504 and ADA, including accessibility to qualified individuals with regard to facilities, programs and activities according to federal law. Revisions to this policy are based on recent Office for Civil Rights (OCR) investigations and reviews of compliance issues, particularly related to vocational education/Career-Technical education programs with particular emphasis on vocational education.

These revisions should be adopted and implemented in order to maintain compliance under Section 504 and ADA.

Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities (Revised)

This policy has been revised to reflect the recognized definition of "Rape" as of January 2021, deleting the original reference to the definition required by the Clery Act at the time of the release of the regulations in May 2020. The revised definition is that provided by the National Incident-Based Reporting System (NIBRS). Also, there is a suggested revision in the Appeals section of the policy. While the current regulation does not specifically address the implementation of remedies during the appeals process, it seems to be inappropriate to impose disciplinary sanctions while an appeal is pending.

These revisions are recommended for adoption.

Policy 5341 - Emergency Medical Authorization (Revised)

This revision is necessary to comply with the revisions to the Do Not Resuscitate (DNR) laws that allow DNR orders for minors under appropriate circumstances.

This revision is required to remain compliant with Michigan law.

Policy 5342 - Do Not Resuscitate Orders (DNR) for Minor Students (NEW)

This new policy is necessary to comply with revisions to the Do Not Resuscitate (DNR) laws that now allow DNR orders for minors under appropriate circumstances and require specific procedures school districts must follow if they receive such an order.

The policy is in compliance with M.C.L. 380.1180.

Policy 5343 - Physician Order for Scope of Treatment (POST) (NEW)

This new policy is necessary to comply with the new statute setting out specific procedures that school districts must follow if they receive a physician order for scope of treatment (POST) form for a student.

This policy is compliant with M.C.L. 380.1181.

Policy 7440.01 – Video Surveillance and Electronic Monitoring (Revised)

Due to the significant increase in the use of virtual/on-line learning, this policy has been revised to allow a District to use prerecorded lessons or observations of on-line or virtual learning sessions as part of an employee's evaluation, in accordance with a collective bargaining agreement or Memorandum of Understanding approved by the Board.

These revisions are provided to enable expanded use of technology monitoring for appropriate purposes.

Policy 8321 - Criminal Justice Information Security (Non-Criminal Justice Agency) (Revised)

This policy is revised to include the latest review of procedures by the Department of Homeland Security (DHS) of implementation reviews by the Michigan State Police (MSP) and the qualified use of criminal records information by school employers.

These revisions should be adopted in order to maintain accurate policies.

Policy 8330 - Student Records (Revised)

This policy has been revised to comply with the obligation not to disclose the address of a student who provides the District with notice that they have received a participation card issued by the attorney general under the address confidentiality program act.

This revision should be adopted in order to remain compliant with Michigan law.

Policy 8400 - School Safety Information (Revised)

This policy has been revised to reflect the changes required by amendments, approved by the Governor, to the Sex Offender Registration Act (SORA) (effective March 24, 2012).

These revisions should be adopted in order to remain compliant with Michigan law.

Policy 8450.01 - Protective Facial Coverings During Pandemic/Epidemic Events (Revised)

This policy (new in August 2020) is revised to reflect the changes in recommended exemptions enacted by the Center for Disease Control and Prevention (CDC) in September 2020. The guidance and content of this revised policy may be included in the District's Restart/Reopening plan for the 2020-21 school year. The policy provides coverage for students, district employees, and volunteers/visitors.

This revised policy is not currently required by statute or regulation, however is provided for district consideration.

Policy 8500 - Food Services (Revised)

This policy has been revised to add the emphasis being sought by the United States Department of Agriculture (USDA) to prohibit stigmatizing students who lack the funds to pay for their meal or with unpaid meal charges.

This revision is recommended for adoption.

Policy 8510 - Wellness (Revised)

Revisions to this policy reflect updated requirements for evaluation and review of district wellness policies (at least every three years) and the updated regulations issued by the U.S. Department of Agriculture (USDA). These regulations provide the basis for USDA review and monitoring of district compliance with the Health and Hunger-Free Kids Act. WELLSAT:3.0 is the assessment tool widely used to audit school wellness policies.

These revisions reflect the updated USDA regulations and are recommended for adoption.

ADMINISTRATIVE GUIDELINES

AG 8321 - Criminal Justice Information Security (Non-Criminal Justice Agency) (Revised)

See note on Policy 8321.

AG 8330 - Student Records (Revised)

See note on Policy 8330.

AG 8500D - Procedure for the Collection and Payment for Charged Meals (Revised)

See note on Policy 8500.

COMMENTS

Reviewing Board Minutes

A feature of your subscription to the Update Service is the review of your District's Board minutes to identify actions that result in new policy or revision to existing policy. If such action has been taken and copies of the related materials have not been submitted to the Coshocton Office, the District will be contacted and additional information regarding the action will be requested. Please take advantage of this valuable service by sending copies of your Board minutes to the Coshocton Office for review.

Book	Policy Manual
Section	EDGAR Revisions - February 2021
Title	EDGAR Revisions - February 2021
Code	1 - OVERVIEW
Status	From Neola

Neola, Inc.

EDGAR Revisions - February 2021

OVERVIEW AND COMMENTS

In December 2014, the U.S. Department of Education (ED) released the newly updated Education Department General Administrative Regulations (EDGAR). This major rewrite of the regulations was issued after nearly 40 years of very little change in the compliance measures that federally funded programs must meet. The regulations covered the application process, financial management, procurement, inventory management, time and effort accountability, cost allowability, record retention, and program oversight.

The Office of Management and Budget (OMB) has now revised sections of OMB Guidance for Grants and Agreements, also known as Uniform Grant Guidance (UGG). Proposed changes to 2 C.F.R Part 200 were published in the Federal Register in January 2020, comments closed on March 23, 2020, and Final Revisions were published in August 2020. Despite the intervening pandemic, OMB released its final revisions to the Uniform Grants Guidance (2 CFR Part 200) right on schedule! The revisions continue the OMB's push for results-oriented accountability for grants, significantly rewrite the sections on procurement, and attempt to clarify prior requirements, including provisions related to the period of performance and indirect costs. The revised rules are effective November 12, 2020.

These revisions reflect changes outlined in the President's Management Agenda (PMA). This guidance is intended to focus on improved stewardship and ensuring that the American people are receiving value for funds spent on grant programs. The revisions are limited in scope to support implementation of statutory requirements, alignment of these provisions with other Federal requirements, and clarification of existing requirements to minimize risk in financial transactions.

These new regulations will require some revision to current policies. The greatest focus, however, will continue to be on compliant written procedures relative to many of the financial and program management functions. These procedures will necessarily be district-specific, providing a clear picture of how these functions are carried out in the District.

Neola has conducted a thorough review of policy and administrative guidelines templates and will be providing appropriate revisions and additions in this special update and in future updates to assist districts in meeting compliance standards put forth by EDGAR. Policy documents in this special update - EDGAR 2.0 (MI) - have been reviewed by Brustein & Manasevit, PLLC Attorneys at Law and by Varnum LLP for consistency with Federal and State law, respectively.

Significant work, however, will be necessary for each district to draft the required procedures for a variety of functions. Neola will, upon request, process and post districts' procedures/manuals as electronic links to provide for convenient flow from policy to administrative guidelines to district procedure.

The update includes the following documents:

- **Policy 6114 - Cost Principles - Spending Federal Funds (Revised - October 2020)**
- **Policy 6325 - Procurement - Federal Grants/Funds (Revised - October 2020)**
- **Policy 7450 - Property Inventory (Revised)**
- **Policy 7455 - Accounting System for Capital Assets (Revised)**

These documents have been posted to each client's BoardDocs console and may be downloaded from the Policy Update menu.

If you have questions about any of these Special Update materials, contact your Neola Associate. All production-related materials and questions should be directed to the Production Office at 632 Main Street, Coshocton, Ohio 43812 (phone 800-407-5815, fax 740-622-2557). Billing and other questions should be directed to the Business Office at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (phone 330-926-0514, fax 330-926-0525).

Book	Policy Manual
Section	Nondiscrimination/Anti-Harassment Policies Update - February 2021
Title	Nondiscrimination/Anti-Harassment Policies Update - February 2021 OVERVIEW
Code	1 - OVERVIEW
Status	From Neola

OVERVIEW AND COMMENTS

These policies have been revised to reflect changes in terminology and definitions, terms, and processes that are consistent with the latest regulations released by the United States Department of Education (USDOE), specifically Title IX regulations released in May 2020 (effective August 2020).

While these revisions are substantially technical in nature, they should be considered as policy revisions. It may be easier to work in the Neola revised template for these policies. In accepting revised language, it is important to consider options and district-specific information contained in current District versions of the policies, such as:

- () The District will offer counseling services to any person found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment. (1662/3362/4362)
- Name and contact information for Compliance Officers.
- Location of Postings.
- Designation of Superintendent or Board as final decision.
- Options regarding Investigatory Records.

Your Neola associate is ready to assist you in processing and adopting these revisions.

The update includes the following documents:

- **Policy 1422/3122/4122 - Nondiscrimination and Equal Employment Opportunity (Revised)**
- **Policy 1623/3123/4123 - Section 504/ADA Prohibition Against Disability Discrimination Based in Employment (Revised)**
- **Policy 1662/3362/4362 - Anti-Harassment (Revised)**

- **Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity (Revised)**
- **Policy 5517 - Anti-Harassment (Revised)**

These documents have been posted to each client's BoardDocs console and may be downloaded from the Policy Update menu.

If you have questions about any of these Special Update materials, contact your Neola Associate. All production-related materials and questions should be directed to the Production Office at 632 Main Street, Coshocton, Ohio 43812 (phone 800-407-5815, fax 740-622-2557). Billing and other questions should be directed to the Business Office at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (phone 330-926-0514, fax 330-926-0525).

6.E.2021-2022 School Calendar

Proposed KIND CALENDAR 2021/2022

<u>Work Days</u>	<u>Student Days</u>	<u>Date</u>	<u>Event</u>
4	2	Tues. Aug 24 Wed. Aug 25 Mon. Aug. 30	Teacher Workday/Business Office PD Student's First Day
20	20	Fri., Mon, Sept 3-6	No school--Labor Day Weekend
21	20	Wed. Oct 6 Thurs. Oct 21 Fri. Oct. 29	Count Day Conferences--no school for students End of 1st marking period
19	19	Mon. Nov. 15 Wed. Nov 24 Thurs, Fri Nov 25 & 26	First Day of Deer Season--no school Students and teachers 1/2 day Thanksgiving Break--no school
13	13	Fri. Dec. 17	Last day before Christmas Break (<i>school in session</i>)
21	20	Mon. Jan. 3 Fri. Jan 14 Mon. Jan 17	School resumes End of 2nd marking period Teacher record day - no school for students
19	19	Wed. Feb 9 Mon. Feb 21	Count Day President's Day - no school
19	19	Wed. Mar 23 Fri. Mar 25 Fri. Mar 25 March 28-April 4	Conferences--1/2 day for students End of 3rd marking period Last day before Spring Break (<i>school in session</i>) Spring Break
19	19	Tues. Apr. 5	Return to school
21	21	Fri. May 27 Mon. May 30	Graduation Memorial Day - no school
9	8	Thur. June 9 Fri. June 10 Mon. June 13	1/2 day (if it meets the hours requirement) Last day for students 1/2 day Teacher record day
<u>Teacher Total</u>	<u>Student Total</u>		
185	180		

6.F. Statue Update

JEJ
Horatio Productions, Inc.
P.O. Box 610
Dawling, NY 12564

Cynthia Asiala
15115 Nine Mile Road
Kaleva, MI 49645

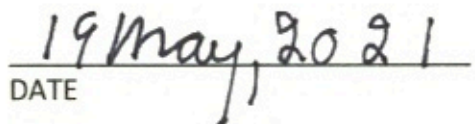
Hello,

I am honored that a sculpture of Donald and myself is being placed in front of the Brethren High School.

My assistant Elaine has been in close contact with Janet Stroup and Joy Smith during the length of the project.

I have seen a picture of the work in progress and am excited to see what the final statue will look like.


JAMES EARL JONES


DATE

James Earl Jones/ Donald Crouch Sculpture

*Mentorships can be life
changing*

To honor the mentorship of James Earl Jones by his high school English teacher, Donald Crouch, the Arts and Cultural Alliance of Manistee County is sponsoring/commissioning life size bronze statues of these two men to potentially be installed in front of the KND public school in Brethren near where James Earl attended and Donald taught.



JEJ and DC Rough Models by artist Bernadette Zachara-Marcos

James Earl and his family migrated to the Brethren area from Mississippi when the famous actor was still young, though after experiencing childhood trauma. During the first several years when attending school in Michigan, he “managed to get by not being able, or not wanting to speak because of a severe stutter.”

Mr. Donald Crouch taught English, and he was a notable local poet. James Earl received an assignment to write a poem for Mr. Crouch’s class. He wrote “Ode to a Winter Grapefruit” in the style of “Hiawatha” earning him the challenge to recite in front of the class. James Earl discovered through memorizing he was able to speak without his stutter. Reflecting back on this momentous occasion, James Earl credited “Prof.” Donald Crouch for his mentorship in James Earl’s “finding my voice.” And, what a famous voice it would be!

From the Ramsdell Theatre of Manistee, the voice behind the mask went on to be an icon of stage and screen bringing art and the human condition to our own life experiences.

Manistee County is proud of our educators, mentors and amazing students. With this project we ask you to help us honor not one, but two of our own!

The Arts and Culture Alliance of Manistee County has been promoting the arts since 2006. This project is our most ambitious. We are hoping for individual support, corporate interest, and grants to create this sculpture that will honor how Mentoring by Mr. Crouch allowed JEJ to find his famous Voice.

Thank you for your help!

**Donations can be directed to: Arts and Culture Alliance
19708 Cadillac Hwy.
Copemish, MI 49625**

6.G. Graduation Update

6.H. HVAC System Update

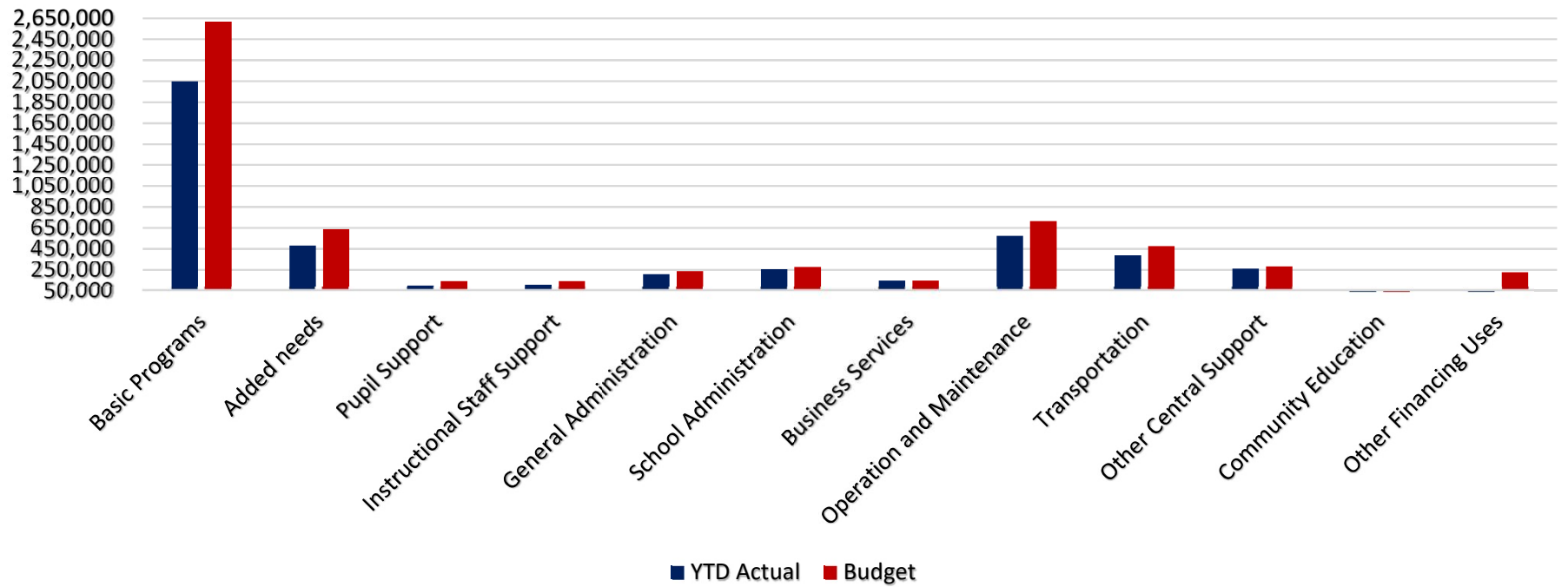
6.I. Principal Leave Days

6.J. Principal Evaluation

6.K. NMSLA

7. **Treasurer's Report**

Kaleva Norman Dickson Year to Date Expenditures Compared to Budget May 2021



KALEVA NORMAN DICKSON SCHOOL DISTRICT SUMMARY OF BUDGET REVENUE AND EXPENDITURES

	Amended Budget	Actual as of 5/31/2021	Balance Remaining	% of Budget Used	% of Budget Remaining
Revenues:					
Local	2,487,866	2,225,109	262,757	89.44%	10.56% timing issue
State	2,736,763	2,307,082	429,681	84.30%	15.70%
Federal	723,076	395,515	327,561	54.70%	45.30%
Incoming Transfers/Other	55,000	24,566	30,434	44.67%	55.33% timing issue
Total Revenues	6,002,705	4,952,272	1,050,433		
Expenditures:					
Instructional Services					
Basic Programs	2,620,864	2,049,680	571,184	78.21%	21.79%
Added Needs	638,707	481,060	157,647	75.32%	24.68%
Support Services					
Pupil Support	141,915	98,911	43,004	69.70%	30.30%
Instructional Staff Support	140,580	106,307	34,273	75.62%	24.38%
General Administration	237,708	207,082	30,626	87.12%	12.88%
School Administration	277,015	255,089	21,926	92.08%	7.92%
Business Services	145,661	147,867	(2,206)	101.51%	-1.51%
Operation and Maintenance	713,562	572,750	140,812	80.27%	19.73%
Transportation	473,992	390,125	83,867	82.31%	17.69%
Other Central Support	279,533	260,434	19,099	93.17%	6.83%
Community Education	1,050	-	1,050	0.00%	100.00% timing issue
Other Financing Uses	226,420	19,865	206,555	8.77%	91.23% timing issue
Total Expenditures	5,897,007	4,589,168	1,307,839	77.82%	22.18%
Excess Revenue/Expenditures	105,698	363,104	(257,406)		

Kaleva Norman Dickson School District

Treasurer's Report
May 2021

May Payrolls

5/7/2021 Payroll
Direct Deposit
FIT/FICA

\$69,205.84
14,847.94
\$84,053.78

5/21/2021 Payroll
Direct Deposit
FIT/FICA

\$71,386.69
15,219.04
\$86,605.73

..... "moved _____, support _____, to approve the below listed checks and amounts, as presented."

Kaleva Norman Dickson School District				June 21, 2021
Check Number	Date Paid	Amount Paid	Vendor - Payee	Check Description
EFT	5/3/2021	32,738.21	STATE OF MICHIGAN - MPSERS	UAAL Rate Stabilization Payment
EFT	5/7/2021	600.00	Health Equity, Inc	Health Equity ***HSA***
EFT	5/7/2021	623.37	MPSERS	Pension Plus DC
EFT	5/7/2021	29,487.18	MPSERS	TDP - W/H #1
EFT	5/7/2021	7,853.54	STATE OF MICHIGAN - MPSERS	MIP 7%
EFT	5/21/2021	600.00	Health Equity, Inc	Health Equity ***HSA***
EFT	5/21/2021	32,738.22	MPSERS	UAAL Rate Stabilization Payment
EFT	5/21/2021	38,412.60	MPSERS	MIP 7%; TDP - W/H #1
EFT	5/21/2021	628.72	MPSERS	Pension Plus DC
24706	5/7/2021	187.30	Patrick A Dougherty	Garnishment
24707	5/5/2021	1,421.89	Verizon Wireless	Acct # 842369295-00003
24708	5/6/2021	477.20	Cherry Capital Foods, LLC	Produce
24709	5/6/2021	34.00	Dickson School Cultural Center	Recycling Trailer
24710	5/6/2021	4,827.90	Gordon Food Service	Food Purchase
24711	5/6/2021	433.47	Jackpine Business Center	Office Supplies
24712	5/6/2021	1,347.95	Kaleva Telephone Co	Telephone Fiber Link-Up
24713	5/6/2021	410.99	Julie A. Riggs	Reimburse For Baseball Supplies
24714	5/6/2021	53.00	Thrun Law Firm PC	Legal Fees
24715	5/6/2021	167.14	Verizon Wireless	Cell Phone Acct#783735923-00001
24716	5/6/2021	187.94	Melissa Wardie	Supplies
24717	5/14/2021	38.63	ABC Fastener Group	Bus Repair Parts
24718	5/14/2021	423.33	Art's Auto & Truck Parts	Bus Repair Parts
24719	5/14/2021	45.86	Auto Wares Group of Companies	Building And Grounds Supplies
24720	5/14/2021	193.09	DSC Detergents Inc.	Fluid
24721	5/14/2021	927.25	Enterprise Door LLC	Repairs To Doors
24722	5/14/2021	34.16	Hoekstra Transportation Inc	Bus Repair Parts
24723	5/14/2021	2,198.25	Manistee County Transportation	Contracted Transportation Apr 21
24724	5/14/2021	2,550.00	Micro Service Inc.	Tank Pumping
24725	5/14/2021	1,268.05	PNC Bank	Credit Card Charges Thru 4/18/21
24726	5/14/2021	833.23	Republic Servies #239	Garbage Service
24727	5/14/2021	460.00	S & L Turfcare L.L.C.	Fertilizing
24728	5/14/2021	4,740.00	SET-SEG	ACA Reporting
24729	5/14/2021	274.30	Somsel Lumber Co	B & G Supplies
24730	5/14/2021	7,915.01	Superior Energy Co	Utilities
24731	5/14/2021	48.65	Thirlby Automotive Of Wellston	Bus Repair Parts
24732	5/14/2021	710.41	Valley Truck Parts, Inc	Bus Repair Parts
24733	5/21/2021	16,656.36	1st Agency	Blanket Accident Insurance Per Policy
24734	5/21/2021	3,438.83	Blarney Castle Oil Co	Bus Fuel

Kaleva Norman Dickson School District				June 21, 2021
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Check Number	Date Paid	Amount Paid	Vendor - Payee	Check Description
24735	5/21/2021	5,182.73	BSN Sports Inc.	Baseballs; Football Equip; Varsity Helmets
24736	5/21/2021	320.94	CINTAS Corporation #729	Trans - Mats & Gloves
24737	5/21/2021	1,500.00	Current Surfaces, Inc.	New Turn Markings
24738	5/21/2021	13,084.37	Gordon Food Service	Food Purchase
24739	5/21/2021	74.06	Healy Awards, Inc.	Award Plaques
24740	5/21/2021	73.00	Instrumental Awards	Sousa Combination/Shipping
24741	5/21/2021	695.00	Lynx System Developers, Inc	Virtual Photo Eye Unit
24742	5/21/2021	254.14	Nutrien Ag Solutions, Inc.	Lawn Treatment
24743	5/21/2021	2,665.09	Prairie Farms Dairy	Milk Order Acct # 21423
24744	5/21/2021	550.12	SEHI Computer Products Inc.	HP LaserJet Printer
24745	5/21/2021	254.63	Unity School Bus Parts	Bus Repair Parts
24746	5/19/2021	775.00	SEHI Computer Products Inc.	Smart Buy Probook
24747	5/25/2021	1,584.44	Verizon Wireless	Acct # 842369295-00003
24748	5/28/2021	6,518.99	Consumers Energy	Utilities
24749	5/28/2021	145.00	Ian Flaherty	Finger Print/DOT Physical Reimbursement
24750	5/28/2021	100.00	Hugh Higley	Clothing Allowance 20-21
24751	5/28/2021	45,522.53	MESSA	Ins Premium June 21
24752	5/28/2021	547.60	The Pioneer Group	Advertising - Acct # 41102855
24753	5/28/2021	750.00	Sound E-Rate, Inc	2021 E-Rate Filing Fee
24754	5/28/2021	454.50	Trophy House	Track Supplies
24755	5/28/2021	1,141.70	Xerox Corporation	SER. #A2M-737495; SER. #A2M-737565
24756	5/26/2021	3,447.00	Mystery Science	District Membership - 3 Year
24757	5/26/2021	3,873.78	Hurst Mechanical	Service Call
		285,500.65		

General Fund - 11	264,123.14
Food Service Fund - 25	21,377.51
Wire Transfers Debt Fund - 31	0.00
Trust and Agency - 61	0.00
Capital Projects Fund - 41	0.00
	285,500.65

Kaleva Norman Dickson School District		April 2021 Revenues Received
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Fund 11 - General Fund	11,511.00 Local Property Taxes
	11.00 Local Miscellaneous Revenue
	0.00 Intermediate Source Revenue
	296,264.60 State Source Revenue
	47,501.75 Federal Source Revenue
	0.00 Transfers in
	<u>355,288.35</u>
Fund 25 - KND FSF	51,153.46
Fund 31 - Debt Return	53.20
Fund 41 - Capital Projects	0.00
Fund 42 - Building & Site	0.00

8. Minutes

**Kaleva Norman Dickson School District
Board of Education Meeting
May 10, 2021
Brethren Media Center
7:00 PM**

Members Present: President, Karen McIntire; Vice President, Jessica Ward; Secretary, Kathleen Fairbanks; Treasurer, Ashley Gutowski; Trustees, Arthur Fraly, Eric Schmidt and Josh Morrison

Members Absent: None

CALL TO ORDER

Board President Karen McIntire called the meeting to order at 7:00 PM

AGENDA

The agenda was adopted as presented.

AUDIENCE PARTICIPATION

None

CORRESPONDENCE

Michigan Department of Health and Human Services

BOARD REPORTS

Jakob Veith presented the Principal's Report and the Extended COVID-19 Plan Update & Reconfirmation.

Jason Kemler gave the Athletic Report.

SUPERINTENDENT'S REPORT

- A. Extended COVID-19 Plan Update & Reconfirmation
- B. MISD Budget Amendment
- C. MISD Biennial Election
- D. Personnel
- E. Mission and Vision Statements
- F. Sewer Repair
- G. Principal Search Update
- H. NEOLA - First Read
- I. Sculpture Update
- J. Graduation Ceremony Plan
- K. Elementary Summer School
- L. Kaleva Elementary School Purchase
- M. NMSLA Update

BUSINESS ITEMS FOR ACTION

Moved by Fairbanks, supported by Gutowski, that the Consent Calendar Items B, C & D be approved as presented; carried 7-0.

Moved by Fairbanks, supported by Gutowski, to approve the checks and amounts as presented; carried 7-0.

Moved by Fairbanks, supported by Gutowski, that the minutes of the regular meeting held April 12, 2021 be approved as presented; carried 7-0.

Moved by Fairbanks, supported by Gutowski, that the minutes of the closed meeting held April 12, 2021 be approved as presented; carried 7-0.

Moved by Fairbanks, supported by Gutowski, to accept the updated COVID-19 Plan as presented; carried 7-0.

Moved by Gutowski, supported by Fraly, to approve the Manistee Intermediate School District Budget resolution as presented; carried 7-0.

Moved by Fairbanks, supported by Ward, that the Board will consider a resolution to appoint Arthur Fraly as the designated representative of this District for the electoral body of the ISD biennial election to be held June 7, 2021 and Karen McIntire as an alternate, in the event the designated representative is unable to attend.

The designated representative is further directed to cast two votes on the first ballot on behalf of this Board for Eric Smith - Bear Lake and Leann Burger - Onekama; carried 7-0.

Moved by Fraly, supported by Fairbanks, to approve the resignation of William Cunningham, Special Education Teacher, as presented; carried 7-0.

Moved by Fairbanks, supported by Ward, to hire Michelle Miller, Elementary Teacher, as recommended; carried 7-0.

Moved by Gutowski, supported by Morrison, to approve Mission and Vision Statement as presented; carried 7-0.

Moved by Fraly, supported by Ward, to repair the sewer pump in the amount of \$14,515 as recommended; carried 7-0.

ADJOURNMENT

Moved by Gutowski, supported by Fairbanks, to adjourn at 7:51 p.m. with no objections.

9. **Action Items**

A. CONSENT CALENDAR ITEMS

Moved by _____, supported by _____,
that the Consent Calendar Items B, C, D, E, F, G & H be approved as presented/amended.

AYES _____ NAYS _____ MOTION _____

■ **B. TREASURER'S REPORT**

Moved by _____, supported by _____, to approve
the checks and amounts as presented.

AYES _____ NAYS _____ MOTION _____

■ **C. ADOPTION OF MINUTES – May 10, 2021**

Moved by _____, supported by _____,
that the minutes of the regular meeting held May 10, 2021 be approved as
presented/amended.

AYES _____ NAYS _____ MOTION _____

■ **D. CLOSING GENERAL, FOOD SERVICE AND TRUST & AGENCY FUND
BUDGETS FOR THE 2020/2021 SCHOOL YEAR**

Moved by _____, supported by _____, to adopt the
2020/2021 Closeout Budgets for the General, Food Service and Trust & Agency Funds as
presented.

AYES _____ NAYS _____ MOTION _____

■ **E. TAX LEVY**

Moved _____, support _____, to set the general fund, non-homestead tax
levy at 18 mills.

AYES _____ NAYS _____ MOTION _____

■ **F. DEBT RETURN LEVY**

Moved _____, support _____, to set the debt return tax levy at 4.15 mills.

AYES _____ NAYS _____ MOTION _____

■ **G. OPENING GENERAL, FOOD SERVICE AND TRUST & AGENCY FUND BUDGETS FOR THE 2021-2022**

Moved by _____, supported by _____, to adopt the 2021/2022 Opening Budgets for the General, Food Service and Trust & Agency Funds as presented.

AYES _____ NAYS _____ MOTION _____

■ **H. EXTENDED COVID-19 PLAN UPDATE/RECONFIRMATION**

Moved by _____, supported by _____, to approve the updated COVID-19 Plan as presented.

AYES _____ NAYS _____ MOTION _____

I. PERSONNEL

Moved by _____, supported by _____, to approve the resignation of Chelsea Hicok, Special Education Teacher, as presented.

AYES _____ NAYS _____ MOTION _____

Moved by _____, supported by _____, to approve the resignation of Helen Cunningham, Title I Aide, as presented.

AYES _____ NAYS _____ MOTION _____

Moved by _____, supported by _____, to hire Cheryl Smith, K-12 Principal, as recommended.

AYES _____ NAYS _____ MOTION _____

Moved by _____, supported by _____, to hire Amber DeGayner, French/ELA Teacher, as recommended.

AYES _____ NAYS _____ MOTION _____

Moved by _____, supported by _____, to hire Pam Papenfuss, Special Education Teacher, contingent on her receiving an emergency certification or shortage permit, as recommended.

AYES _____ NAYS _____ MOTION _____

Moved by _____, supported by _____, to hire Jennifer Schmidt, Dean of Students, as recommended.

AYES _____ NAYS _____ MOTION _____

J. MHSAA

Moved by _____, supported by _____, to approve the MHSAA Resolution for the 2021/2022 school year as recommended.

AYES _____ NAYS _____ MOTION _____

K. NEOLA - Final Read

Moved by _____, supported by _____, to approve the NEOLA Policies as presented.

AYES _____ NAYS _____ MOTION _____

L. 2021/2022 SCHOOL CALENDAR

Moved by _____, supported by _____, to the 2021/2022 School Calendar as presented/amended.

AYES _____ NAYS _____ MOTION _____

M. PRINCIPAL LEAVE DAYS

Moved by _____, supported by _____, that the KND Board of Education agrees to purchase unused leave days from Principal, Jakob Veith, at a rate of \$100 per unused day.

AYES _____ NAYS _____ MOTION _____

N. CLOSED SESSION

Moved by _____, supported by _____, to move into closed session at _____ PM for the purpose of discussing the Principal's evaluation.

AYES _____ NAYS _____ MOTION _____

Moved by _____, supported by _____, to reconvene to open session at _____ PM.

AYES _____ NAYS _____ MOTION _____

O. PRINCIPAL EVALUATION

Moved by _____, supported by _____, to approve the evaluation for Jakob Veith, K-12 Principal, as presented.

AYES _____ NAYS _____ MOTION _____

P. ADJOURNMENT

Moved by _____, supported by _____, to adjourn at _____ p.m. with no objections.

10. **Board Requests**

10.A. Closed Session

11. **Announcements**

11.A. Next Board Meeting - July 19, 2021

12. **Adjournment**