



Rockford Public Schools

Quality Community – Quality Schools
Together Building a Tradition of Excellence

ROCKFORD BOARD OF EDUCATION

Regular Meeting – January 15, 2024

5:30 PM

Agenda

CALL TO ORDER

MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

RECOGNITION

ACTION ITEMS – CONSENT AGENDA

1. Approval of Minutes from the December 11, 2023 closed session meeting
2. Approval of Minutes from the December 11, 2023 regular meeting
3. Presentation of bills in the amount of \$13,626,159.38
4. Certified Staff Resignation

NEW BUSINESS

1. Board Member Organization
2. School Board Recognition
3. Financial Audit
4. Policy Update – PERA
5. Certified Staff Recommendation
6. Administrator Recommendation

OLD BUSINESS

1. Attendance Boundaries

REPORTS

1. Student Representative
2. Committee Reports
3. Collaborative Team Reports

RECOGNITION OF VISITORS AND HEARING OF PEOPLE PRESENT

SUPERINTENDENT REMARKS

ADJOURNMENT

Accommodations:

Any person with a disability who needs accommodation for participation in these meetings should contact the Superintendent's Office at 616.863.6557, at least five days in advance of the meeting.



Rockford Public Schools

Quality Community – Quality Schools
Together Building a Tradition of Excellence

BOARD OF EDUCATION

Meeting Minutes – CLOSED SESSION

December 11, 2023

Date | time Monday –December 11, 2023 | 4:00 p.m.

Location Administration Boardroom

Meeting called to order with a moment of silence by President Folsom

In Attendance

Board of Education: Jarrod Folsom, Jake Himmelspach, Christie Ramsey, Nick Reichenbach, Tricia Anderson

Regrets: Barb Helms, Kelley Freridge

Administration: Dr. Steve Matthews, Dr. Korie Wilson-Crawford, Jodi Nester.

Closed Session

The Board of Education met with Dr. Matthews to review his performance evaluation.

Dr. Korie Wilson-Crawford met with the Board of Education to discuss bargaining strategies.

Open Session

The Board of Education went into open session at 5:05 p.m. and adjourned at 5:10 p.m.

Recording Secretary



BOARD OF EDUCATION

Meeting Minutes - Regular Meeting

December 11, 2023

Date | time Monday – December 11, 2023 | 5:30 p.m.

Location Administration Boardroom

Meeting called to order at 5:30 p.m. with a moment of silence and the Pledge of Allegiance by President Folsom

In Attendance

Board of Education: Tricia Anderson, Barbara Helms, Jake Himmelspace, Jarrod Folsom, Christie Ramsey, Nick Reichenbach

Regrets: Kelley Freridge

Administration: Dr. Steve Matthews, Mike Ramm, Mike Cuneo, Korie Wilson-Crawford, Lisa Jacobs, Jodi Nester.

Adoption of Agenda

Motion to approve agenda by Christie Ramsey with support by Jake Himmelspace. The motion passed unanimously.

Recognition

A video was played honoring the Middle School Students of the Month.

Dr. Matthews praised Korie Wilson-Crawford for obtaining her PhD.

Dr. Matthews thanked Mike Cuneo for his service to Rockford Public Schools and wished him well in retirement.

Consent Agenda

Motion to approve by Tricia Anderson with support by Jake Himmelspace. The motion passed unanimously.

1. Approval of Minutes from the November 13, 2023 meeting
2. Presentation of bills in the amount of \$13,717,419.52
3. Winter Coaches

New Business

1. Superintendent Evaluation

President Folsom asked for a motion to approve the Superintendent's evaluation completed by the Board of Education. Motion to approve by Christie Ramsey with support by Tricia Anderson. The motion was approved by a majority vote. President Folsom thanked Dr. Matthews for the success of Rockford Public Schools.

2. Superintendent Compensation

President Folsom introduced Dr. Korie Wilson-Crawford to discuss Superintendent salaries. A 4 percent increase was recommended to begin on January 1, 2024. Motion to approve by Nick Reichenbach with

support by Jake Himmelspach. Motion passed by roll call vote with 5 aye votes. Trustee Helms abstained from voting.

3. Bus Purchase

Assistant Superintendent of Finance, Mike Cuneo presented a recommendation for new bus purchases. The recommendation is to purchase 7 Thomas buses from Hoekstra equipment. Motion to approve by Nick Reichenbach with support by Barb Helms. Motion passed unanimously.

4. Phone Provider Bids

Assistant Superintendent of Finance, Mike Cuneo presented a recommendation for a new phone provider due to current district phone service issues. Motion to approve by Christie Ramsey with support by Jake Himmelspach. Motion passed unanimously.

5. Furniture Purchasing

Assistant Superintendent of Instruction, Mike Ramm discussed the need for new Teacher furniture in some classrooms. This would also allow us to improve technology at the same time. This will be an ongoing bid/budget item on a rolling schedule with most work occurring during the summer. Motion to approve by Christie Ramsey with support by Tricia Anderson. Trustee Reichenbach abstained from voting due to a conflict of interest. Motion passed unanimously.

6. Social Media Lawsuit

Dr. Matthews explained a national lawsuit that many schools are joining regarding social media use on minors. Thrun law firm has reviewed the lawsuit information and over 100 Michigan schools have joined the lawsuit. Motion to approve joining the lawsuit by Jake Himmelspach with support by Christie Ramsey. Motion passed unanimously by roll call vote.

Old Business

1. Fall Policy Updates – Second Reading

Dr. Korie Wilson-Crawford discussed the second reading of the seven revised and one new policy. These policies have been discussed in the policy committee since October. Motion to approve by Christie Ramsey with support by Nick Reichenbach. Motion passed unanimously.

Reports

1. Student Representative

Student Representative, Camille Dahlke presented to the board on things happening at the High School. She talked about events being put on by the Band and Theatre. In sports, the winter season has just started. Winter wishes are happening for needs that students may have.

2. Collaborative Team Reports

Larry Watters, Principal of Parkside Elementary talked about the things happening at the Elementary buildings. Elementary concerts are happening at the High School. Toys for tots, shopping with heroes, and food drives are all things happening to give back to the community. Secret Santa shops will be available for students.

Jenny Thompson, River Valley Academy, thanked the board and administration for their support of students and staff. She shared with the board that early release days are providing staff with needed time to help with increased learning. Winter II sports begin on January 8, 2024, at the Middle School level. The Freshman Center has created a learning lunch opportunity for students who may need some extra help. River Valley Academy enjoyed a Thanksgiving lunch donated by Meijer.

3. New Attendance Boundaries

Assistant Superintendent of Finance, Mike Cuneo gave a presentation on the proposed new Attendance boundaries. There was no action taken at this time.

4. Emergency Operations Plan

Director of Security Scott Beckman discussed Rockford Public Schools Emergency Operations plan.

Recognition of Visitors & Hearing of People Present

The following individuals addressed the Board of Education.

Brenda Wodarski Ben Smyth Sarah O’Niell

Adjournment

President Folsom adjourned the meeting at 6:59 p.m.

Recording Secretary

Secretary, Board of Education

BOARD REPORT ON DISBURSEMENTS

DATE: 12/1/2023

1/5/2024

PAYROLL

GENERAL FUND NET PAYROLL	<u>12, 13, 14</u>	<u>4,346,658.17</u>
FOOD SERVICE	<u>12, 13, 14</u>	<u>91,846.65</u>
ATHLETIC FUND	<u>12, 13, 14</u>	<u>82,497.58</u>
TOTAL ALL FUNDS	<u>12, 13, 14</u>	<u>4,521,002.40</u>

ALL FUNDS:

FEDERAL TAX	\$	<u>435,902.89</u>
SOCIAL SECURITY TAX-MEDICARE TAX	\$	<u>903,372.56</u>
STATE TAX	\$	<u>199,551.43</u>
TOTAL	\$	<u>1,538,826.88</u>

\$ 6,059,829.28

BLUE CROSS INSURANCE	\$	<u>37,558.96</u>
NVA/NATIONAL VISION	\$	
ADN ADMIN(DENTAL) ADMIN FEES	\$	
MESSA (VSP/MED/ LIFE)	\$	<u>852,497.54</u>
NATIONAL INSURANCE SVCS(L TERM DISABILITY	\$	<u>16,622.38</u>
RETIREMENT PAYROLL	\$	<u>2,580,494.73</u>

\$ 3,487,173.61

UTILITIES:

DTE ENERGY		<u>26,238.59</u>
CONSUMERS ENERGY	\$	<u>112,966.77</u>

BP ENERGY (FORMERLY EDF ENERGY) BULK FUE \$ 15,816.58

\$ 155,021.94

BAL ON GEN FUND CREDIT CARD # \$ _____

\$ 0.00

KENT ISD-ITINERANTS 308,155.57

KENT ISD-TRANSPORATION 100,347.69

\$ 408,503.26

TOTAL OF ABOVE	\$	<u>10,110,528.09</u>
BALANCE OF TOTAL GENERAL FUND		<u>344,796.93</u>
SINKING FUND REG CKS		0.00
SINKING FUND ACH CKS		0.00
SINKING FUND CREDIT CARD		0.00
2023 BOND REG CKS		364,565.76
2023 BOND ACH CKS		2,076,468.38
2023 BOND CREDIT CARD		29,146.84
GENERAL FUND ACH CKS		
GENERAL FUND CREDIT CARD		700,653.38
TOTAL DISBURSEMENTS		<u>13,626,159.38</u>



Memorandum

To: Board of Education
From: Dr. Korie Wilson-Crawford, Assistant Superintendent of Human Resources
Date: January 15, 2024
Subject: 2023-2024 SCHOOL YEAR RESIGNATIONS

RESIGNATIONS

Emma Hughes	Counselor	East Middle Schools	01/19/2024
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Memorandum

To: Dr. Steve Matthews, Superintendent of Schools
From: Allison Clements, Executive Director of Business and Operations
Date: January 10, 2024
Subject: 2022-23 School Year Audit

On an annual basis school districts are required to perform an independent financial audit. This task was completed in the fall of 2023 for the fiscal year ending June 30, 2023. Marc Sawyers from Hungerford Nichols CPAs + Advisors will present the audited financial report for adoption at the Board of Education meeting on January 15, 2024.

ATC:kj



Policy Committee Meeting

Special Update

Date: January 8, 2024

Time: 8:00 AM/Team Room

1. Welcome
2. Special Policy Update Review
3. Other Questions
4. Adjournment



Minutes: Policy Review Committee/ Special Update November 2023

Date: January 8, 2024 – Team Room

Meeting called to order by Christie Ramsey: 8:00 AM

Motion to approve agenda by Christie Ramsey: Moved to support Kelley Freridge, second Jarrod Folsom

In Attendance: Kelley Freridge, Jarrod Folsom, Christie Ramsey, Dr. Korie Wilson-Crawford, Erin Wenger

I. Meeting discussion to address the legislative changes to Public Employment Relations ACT (“PERA”) as well as changes to the Revised School Code (“RSC”) for districts to implement by February 13, 2024.

II. Policy Review

a. po0122 - Board Powers

1. Pulls policy from recent legislation for bargaining

b. po1420 – School Administrators Evaluation

1. Three rating scales for Administrators: effective, developing, or needing support
2. Change is effective July 1, 2024
3. Current evaluations are 40% of the annual year-end and are based on student growth assessment data. At the beginning of the 24/25 school year, this will be reduced to 20%.

4. Trustee Jarrod Folsom asked to clarify that the superintendent evaluation is the calendar year and the administrative team for the central office is the school year.

c. po3120 - Employment of Professional Staff

1. Editorial changes only

d. po3130 - Assignment and Transfer

1. Editorial changes only

e. po3131- Staff Reduction/Recalls

1. It is recommended that we accept the suggested changes from Neola

f. po3132 - Vacancies

1. No Changes. Neola asks the district to review as part of the update

g. po3139 – Staff Discipline

1. Editorial changes only

h. po3140 – Termination and Resignation

1. Permissive subjects of collective bargaining and editorial changes

i. po3142 – Probationary Teachers

1. Complete probation from five years to four years of probation to get to tenure status as long as three consecutive evaluations are at highly effective

j. po3220 – Professional Staff Evaluation

1. Based on 20% student growth

2. District provides additional support for failing teachers with Instructional coaches and having a robust PLC process. Korie continued to explain the evaluation process.

III. No additional questions or comments from Trustees

IV. Meeting adjourned by Christie Ramsey at 8:37 AM



Memorandum

To: Dr. Steven Matthews, Superintendent
From: Dr. Korie Wilson-Crawford, Assistant Superintendent of Human Resources
Date: January 15, 2024
Subject: Special Policy Updates – First Reading

With the Policy Committee’s approval, the following NEOLA Special Update policies will be brought to the Board for a first reading on January 15, 2024.

Policy Number	Description	Revised	New	Replacement
Po0122	Board Powers	X		
Po1420	School Administration Evaluation	X		
Po3120	Employment of Professional Staff	X		
Po3130	Assignment and Transfer	X		
Po3131	Staff Reduction and Recalls	X		
Po3132	Vacancies	X		
po3139	Staff Discipline	X		
po3140	Termination and Resignation	X		
Po3142	Probationary Teachers	X		
Po3220	Professional Staff Evaluation	X		

Thank you for your continued support of the Policy Review Committee.

Book	Policy Manual
Section	Special Update 2023- Ready for the Board
Title	Copy of BOARD POWERS
Code	po0122
Status	
Adopted	June 22, 2015
Last Revised	March 25, 2019

0122 - **BOARD POWERS**

The District shall operate as a General Powers School District. As such, it has all of the rights, powers and duties expressly stated in statute; may exercise a power implied or incident to any power expressly stated in statute; and, except as provided by law, may exercise a power incidental or appropriate to the performance of any function related to the operation of the District in the interests of public elementary and secondary education in the District including, but not limited to, all of the following:

- A. Educating Students. In addition to educating students in Grades K- 12, this function may include operation of preschool, lifelong education, adult education, community education, training, enrichment and recreation programs for other persons.
- B. Providing for the safety and welfare of students while at school or at a school-sponsored activity or while en route to or from school or a school-sponsored activity.
- C. Acquiring, constructing, maintaining, repairing, renovating, disposing of or conveying District property, facilities, equipment, technology or furnishings.
- D. Hiring, contracting for, scheduling, supervising or terminating employees, independent contractors and others to carry out District powers.
- E. Receiving, accounting for, investing or expending District money; borrowing money and pledging District funds for repayment; and qualifying for State School Aid and other public or private money from local, regional, State or Federal sources.

The District may enter into agreements or cooperative arrangements with other entities, public or private, or join organizations as part of performing the functions of the District.

The District is a body corporate and shall be governed by a school board. An act of the Board of Education is not valid unless approved, at a meeting of the Board, by a majority vote of the members lawfully serving on the Board.

The Board may submit to the District electors a question that is within the scope of the powers of the District electors and that the Board considers proper for the management of the District or the advancement of education in the District. Upon the adoption of a question by the Board, the Board shall submit the question to the District electors by complying with Michigan election law (M.C.L. 168.312).

The Board shall adopt bylaws. These bylaws may establish or change Board procedures, the number of Board officers, titles and duties of Board officers and any other matter related to effective and efficient functioning of the Board.

The Board has authority, based on statute, to make decisions regarding the following subjects without resort to prior bargaining:

- A. the policyholder of an employee group insurance benefit;
- B. the starting day for the school year and the amount of student contact time to receive full state school aid;

- C. the composition of the District's school-improvement committees established under M.C.L. 380.1277;
- D. the decision whether or not to have inter-district and intra-district open-enrollment opportunities;
- E. the decision whether or not to permit authorization of charter schools (public school academies);
- F. ~~contracting with outside parties for non instructional support services provided by an employee group including the procedures for obtaining a contract, the identity of the outside party and the impact on individual District employees or a bargaining unit if the employee group is given an opportunity to bid on providing the non instructional support services;~~
- G. use of volunteers;
- H. decisions regarding the use of experimental or pilot programs including staffing, use of technology, provision of the technology and the impact on individual District employees or a bargaining unit;
- I. compensation or reimbursement of a District employee for monetary penalties imposed on the employee under the Public Employment Relations Act;
- J. ~~any decision regarding the placement of professional staff members or the impact of that decision on an individual employee or the bargaining unit;~~
- K. ~~for teachers covered under the Teacher Tenure Act, decisions about the development, content, standards, procedures, adoption and implementation of policies regarding personnel decisions when conducting a staffing or program reduction or eliminating a position, as well as decisions regarding recall or hiring after any such reduction;~~
~~This includes the impact of any such decisions on an individual employee or the bargaining unit.~~
- L. ~~decisions about the development, content, standards, procedures, adoption and implementation of a performance evaluation system under M.C.L. 380.1249 for professional staff members and administrators;~~
- M. ~~decisions concerning the content of a professional staff member or administrator's performance evaluation or the impact of such decision;~~
- N. ~~decisions about the format, timing or number of classroom observations required for evaluation under the Teacher Tenure Act (M.C.L. 38.83a);~~
- O. ~~decisions concerning the classroom observation of an individual professional staff member and the impact of such decision on an individual professional staff member or the bargaining unit;~~
- P. ~~decisions about the development, content, standards, procedures, adoption and implementation of the method of performance based compensation for professional staff members and administrators in accordance with M.C.L. 380.1250;~~
- Q. ~~decisions about how performance evaluation is used to determine the performance based compensation for professional staff members and administrators;~~
- R. ~~decisions concerning the performance based pay of an individual professional staff member or administrator or the impact of such decision on such individual or the bargaining unit;~~
- S. ~~decisions about the development, content, standards, procedures, adoption and implementation of a policy regarding discipline or discharge for professional staff members covered under the Teacher Tenure Act (M.C.L. 38.71);~~
- T. ~~decisions concerning the discipline or discharge of a professional staff member covered under the Teacher Tenure Act (M.C.L. 38.71) or the impact of such decision on an individual professional staff member or the bargaining unit;~~
- U. insertion of statutorily-required emergency manager language into all collective bargaining agreements;
- V. ~~decisions on whether to enter into an intergovernmental agreement to consolidate, jointly perform or collaborate on one or more functions or services:~~
 1. ~~procedures of obtaining a contract for such an agreement to transfer of functions or responsibilities;~~
 2. ~~identities of any other parties to such an agreement;~~
- W. ~~any requirement that would violate Section 10(3), M.C.L. 423.210(3), (Right to Work Law);~~

~~X. decisions about the development, format, content and procedures of the notification to parents required under M.C.L. 380.1249a (the requirement to make the notifications is effective with the 2018-2019 school year).~~

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M.C.L. 380.11a, 380.1131 et seq.,

M.C.L. 423.201, 202, 206, and 215

M.C.L. 168.301 et seq.

Book	Policy Manual
Section	Special Update 2023- Ready for the Board
Title	Special Update - November 2023 Revised SCHOOL ADMINISTRATOR EVALUATION
Code	po1420
Status	
Adopted	June 22, 2015
Last Revised	December 19, 2019

Revised Policy - Special Update - November 2023

1420 - SCHOOL ADMINISTRATOR EVALUATION

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with the involvement of school administrators, it delegates to the Superintendent the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

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

The Superintendent or designee shall perform administrators' evaluations. Administrators rated highly effective ~~or, as of July 1, 2024, 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 school administrators with relevant data on student growth.

- C. ~~Before the 2024-2025 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data. Evaluates a school administrator'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 2018-2019 school year, twenty five percent (25%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the 2019-2020 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data.~~

~~Prior to July 1, 2024 for~~ For building-level administrators, the data to be used is the aggregate student growth and assessment data that are used in teacher annual year-end evaluations in each school in which the school administrator works as an administrator. For a ~~central office-level~~ central office-level administrator, the pertinent data is that of the entire School District.

~~Beginning in the 2024-2025 school year, the annual evaluation must include the student growth and assessment data or student learning objectives metrics and twenty percent (20%) of the annual evaluation must be based on student growth and assessment data or student learning objectives metrics.~~

~~After July 1, 2024, the evaluations must be based primarily on the administrator's performance as measured by the District's evaluation tool.~~

- D. Uses the evaluations, at a minimum, to inform decisions regarding all of the following:
1. The effectiveness of school administrators, so that they are given ample opportunities for improvement.
 2. Promotion, retention, and development of school administrators, including providing relevant coaching, instruction support, or professional development.

3. ~~Prior to July 1, 2024, removing~~ Removing ineffective school administrators after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures.
- E. ~~Prior to July 1, 2024, the~~ 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 school in which the school administrator works as an administrator:
1. The school administrators' training and proficiency in conducting teacher performance evaluations if ~~they do/s/he does~~ so, or ~~his/her~~ designee's proficiency and training if the administrator 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.

After July 1, 2024, the portion of the year-end evaluation that is not based on student growth and assessment data or student learning objectives must be based on objective criteria.

- F. For the purposes of conducting ~~annual~~ year-end evaluations under the performance evaluation system, 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. The evaluation tools shall be used consistently among the schools operated by the District so that all similarly situated school administrators are evaluated using the same measures.
- G. 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 processor 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. The District shall also:
1. Provide training to school administrators 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. 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.

Prior to July 1, 2024, administrators shall receive a rating of highly effective, effective, minimally effective, or ineffective. After July 1, 2024, the rating system must assign a rating of effective, developing, or needing support and the evaluation process shall comply with the requirements of M.C.L. 380.1249b. After July 1, 2024, if an administrator is rated as needing support, they will be provided with the options set out in M.C.L. 380.1249b.

The evaluation system shall ensure that if the administrator is rated as minimally effective or ineffective prior to July 1, 2024, or developing or needing support on or after July 1, 2024, the person(s) conducting the evaluation shall develop and require the school administrator 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 administrator on the his/her next annual year-end evaluation. An administrator rated as ineffective prior to July 1, 2024, or needing support on or after July 1, 2024 "ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment with the District.

After July 1, 2024, the evaluation system must include a midyear progress report for each administrator in each year they are evaluated. This midyear progress report shall comply with M.C.L. 380.1249b and may not replace the annual evaluation.

After July 1, 2024, for the first three (3) years that an administrator is in a new administrative position, they shall be assigned a mentor or coach.

The evaluation program shall aim at the early identification of specific areas in which the individual administrator needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to an administrator shall not release that professional staff member from the responsibility to improve. If an administrator, 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 the administrator's 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.

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Legal

M.C.L. 380.1249, 1249b

Book	Policy Manual
Section	Special Update 2023- Ready for the Board
Title	Copy of EMPLOYMENT OF PROFESSIONAL STAFF
Code	po3120
Status	
Adopted	June 22, 2015
Last Revised	December 13, 2021

3120 - EMPLOYMENT OF PROFESSIONAL STAFF

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly-qualified and competent personnel. The Board requires that anyone employed as a professional staff member with instructional responsibilities in an elementary or secondary school in the District holds a certificate, permit or vocational authorization valid for the positions to which **the professional staff member s/he** is assigned.

The Board shall approve the employment and, when not covered by the terms of a negotiated, collectively-bargained agreement, approve the compensation term of employment for each professional staff member employed by the Board.

Individuals employed in the following categories shall be considered members of the professional staff:

- A. teachers
- B. administrators and/or
- C. other related positions for which certification is required.

All professional staff members are subject to a criminal history record check. (See Policy 3121)

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.

All applications for employment shall be referred to the Assistant Superintendent of Human Resources.

Relatives of Board members may be employed by the Board provided the Board member does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.

Relatives of professional staff members may be employed by the Board provided the professional staff member being employed is not placed in a position in which **the staff member s/he** would be supervised directly by the relative staff member.

Applications for employment will not be accepted from any current Board member. If a Board member wishes to apply for a position, **the Board member's his/her** resignation must be accepted by the Board prior to submitting an application.

Any professional staff member's intentional misstatement of fact or omission material to **his/her** qualifications for employment or the determination of salary shall be considered by the Board to constitute grounds for dismissal.

The temporary employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment to the professional staff as a non-administrator shall receive a recommendation for such employment without having proffered visual evidence of proper certification or that application for such certification is in process, except as otherwise permitted by law.

Prior to hiring an applicant, the Superintendent shall obtain from the applicant a signed Consent to Obtain Records (Form 3120 F2) and shall obtain from the applicant's current or immediately-previous employer any records, including the applicant's personnel file relating to unprofessional conduct in which the applicant engaged. Any such records are to be reviewed prior to a recommendation for employment and may be disclosed to those individuals directly involved in evaluating the applicant's qualifications.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all professional staff.

Revised 3/25/19

Revised 9/23/19

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M.C.L. 380.1229 – 1231, 380.1233, 380.1233b, 380.1237, 380.1531d, 380.623
20 U.S.C. 6319 & 7801
R 390.1105

Book	Policy Manual
Section	Special Update 2023- Ready for the Board
Title	Copy of ASSIGNMENT AND TRANSFER
Code	po3130
Status	
Adopted	June 22, 2015
Last Revised	March 25, 2019

3130 - **ASSIGNMENT AND TRANSFER**

The Board of Education believes that the appropriate placement of qualified and competent professional staff is essential to the successful functioning of the District.

The Superintendent shall be responsible for the proper assignment and transfer of all professional staff members and shall attempt to effect the optimum assignment of the professional staff in conformance with any applicable contractual or legal requirements, State certification requirements and Federal requirements. **The Superintendent/She** shall establish an audit procedure to ensure that each professional staff member's teaching certificate is currently in compliance with appropriate state certification criteria and has not been nullified or, if applicable, that the professional staff member is otherwise qualified to teach as allowed by law.

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Legal M.C.L. 380.1231, 1233
E.S.E.A./N.C.L.B. – 20 U.S.C. 6319

Book	Policy Manual
Section	Special Update 2023- Ready for the Board
Title	Copy of STAFF REDUCTIONS/RECALLS
Code	po3131
Status	
Adopted	June 22, 2015
Last Revised	July 11, 2016

3131 - STAFF REDUCTIONS/RECALLS

It is the policy of the Board that all personnel decisions shall be based on retaining effective professional staff members in situations involving a staffing or program reduction or any other personnel decision resulting in the elimination of a position, as well as for hiring after such reductions/position eliminations or recall to vacant positions. Length of service or tenure status may only be considered by the administration when all other factors, as listed below, are considered equal amongst the potentially-affected professional staff members.

This policy shall not operate or be applied to retain or recall a professional staff member whose most recent performance evaluation contains an overall rating of **minimally effective of ineffective or needing support** ~~Minimally Effective or Ineffective~~ in preference to any properly certified and qualified professional staff member with a higher effectiveness rating as reflected in that professional staff member's most recent performance evaluation. This policy also shall not operate or be applied to retain or recall a probationary professional staff member who has received a rating of either **minimally effective or ineffective** ~~Minimally Effective or Ineffective~~ in preference to any properly certified and qualified professional staff member with a higher effectiveness rating. A probationary professional staff member who is rated as **Effective effective or, prior to July 1, 2024, as highly effective** ~~Highly Effective~~ on his/her most recent annual performance evaluation is not subject to **displacement** ~~being displaced~~ under this policy by a tenured professional staff member solely because the other professional staff member has attained tenure under the Teachers' Tenure Act.

The effectiveness of professional staff members **as measured under** ~~shall be measured in accordance with~~ the District's performance evaluation system developed under Section 1249 of the School Code **or, as otherwise collectively bargained,** ~~must be used as a factor for personnel decisions.~~ ~~and the personnel decisions shall be based on the following factors:~~

X The following shall also be used for personnel decisions made under this policy:

- A. **[X]** The teacher's length of service in a grade level or subject area.
- B. **[X]** The teacher's disciplinary record.
- C. **[X]** Relevant special training. This factor may be based on completion of relevant training, other than the professional development or continuing education, which is required by the employer or by State law, and the integration of that training into instruction in a meaningful way.

[DRAFTING NOTE: The following are no longer listed in M.C.L. 380.1248 as of February 13, 2024.]

- D. **[X]** Evidence of student growth, which shall be the predominant factor in assessing an employee's individual performance.
- E. **[X]** The teacher's demonstrated pedagogical skills, including at least a special determination concerning the teacher's knowledge of the teacher's subject area and the ability to impart that knowledge through planning, delivering rigorous content, checking for and building higher-level understanding, differentiating, and managing a classroom; and consistent preparation to maximize instructional time.

- F. The teacher's management of the classroom, manner and efficacy of disciplining students, rapport with parents and other teachers, and ability to withstand the strain of teaching.
- G. The teacher's attendance record.
- H. Significant, relevant accomplishments and contributions. This factor shall be based on whether the individual contributes to the overall performance of the school by making clear, significant, relevant contributions above the normal expectations for an individual in the teacher's peer group and having demonstrated a record of exceptional performance.
- A. Individual performance shall be the majority factor in making the decision and shall consist of, but is not limited to, all of the following:
1. Evidence of student growth which shall be the predominant factor in assessing an employee's individual performance.
 2. The professional staff member's demonstrated pedagogical skills including, at least, a special determination concerning the professional staff member's knowledge of his or her subject area and the ability to impart that knowledge through planning, delivering rigorous content, checking for and building higher level understanding, differentiating and managing a classroom and consistent preparation to maximize instructional time.
 3. The professional staff member's management of the classroom, manner and efficacy of disciplining students, rapport with parents and other professional staff members and ability to withstand the strain of teaching.
 4. The professional staff member's attendance and disciplinary record, if any.
- B. Significant, relevant accomplishments and contributions. This factor shall be based on whether the individual contributes to the overall performance of the District by making clear, significant, relevant contributions above the normal expectations for an individual in his/her peer group and having demonstrated a record of exceptional performance.
- C. Relevant special training. This factor shall be based on completion of relevant training other than the professional development or continuing education that is required by the employer or by state law and integration of that training into instruction in a meaningful way.

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PA 102, 2011

M.C.L. 380.1248

Book	Policy Manual
Section	Special Update 2023- Ready for the Board
Title	Special Update - November 2023 Reviewed VACANCIES
Code	po3132
Status	
Adopted	June 22, 2006

Reviewed Policy - Special Update - November 2023

3132 - VACANCIES

It shall be the policy of the Board of Education to employ the best-qualified individual for any District vacancy at any level.

Vacancies shall be announced and all members of the professional staff shall be eligible for consideration for any District vacancy, providing they are properly qualified.

The Superintendent shall establish procedures to facilitate identification and evaluation of candidates for administrative, supervisory, and other leadership positions.

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Book	Policy Manual
Section	Special Update 2023- Ready for the Board
Title	Copy of STAFF DISCIPLINE
Code	po3139
Status	
Adopted	June 22, 2015
Last Revised	November 27, 2017

3139 - **STAFF DISCIPLINE**

Whenever it becomes necessary to discipline a professional staff member, the Superintendent shall utilize related procedures described in the current negotiated agreement, if applicable. If not addressed in the current negotiated agreement, **and** the Superintendent shall utilize the following principles and procedures.

A professional staff member may only be discharged, demoted or otherwise disciplined for a reason that is not arbitrary or capricious. In all instances, discipline, discharge and demotion shall occur in accordance with the statutory requirements under the Teacher Tenure Act and the Revised School Code.

The administrator/Superintendent shall conduct an investigation of any alleged act or omission by a professional staff member that could result in disciplinary action. The professional staff member shall be provided with oral or written notice of the issue or incident being investigated by the appropriate administrator or the Superintendent.

The investigation shall include, at a minimum, interviews of appropriate persons and a meeting with the subject professional staff member and, if requested or if required by the bargaining agreement, **the teacher's his/her** designated representative (either another employee or a union representative if part of a bargaining unit). The professional staff member shall be advised of the alleged act or omissions and provided an opportunity to respond to the complaint. Prior notice of this meeting shall be provided to the professional staff member for any discipline that may result in a suspension or loss of pay. The meeting shall not proceed without the professional staff member's designated representative; however, the meeting shall not be unduly delayed to secure the attendance of the professional staff member's designated representative. The District may substitute another representative from the union to timely process the investigation.

After completion of the investigation, if discipline is to be imposed, the professional staff member shall receive written notice of the discipline and this notice shall also be placed in his/her file.

Discipline may include, but is not limited to:

- A. written warning;
- B. written reprimand;
- C. suspension (paid or unpaid);
- D. discharge;
- E. financial penalty in accordance with Michigan law.

The District does not have to apply discipline in a progressive manner but, rather, may impose discipline consistent with the seriousness of the professional staff member's conduct, as determined by the District. Additionally, nothing in this policy limits the District's right to take other appropriate action, such as placing a professional staff member on administrative leave during the pendency of an investigation or issuing a counseling memorandum, which is considered instructional, not disciplinary.

If it appears that disciplinary action beyond written reprimand may be necessary, the administrator should contact the Superintendent to discuss the disciplinary action that is to be taken.

The following disciplinary actions may only be imposed by the Board in adherence with the requirements of the Teacher Tenure Act:

- A. discharge of a tenured or probationary professional staff member;
- B. demotion of a tenured professional staff member (which includes suspension for fifteen [15] or more consecutive days without pay or a reduction in compensation by more than equivalent of thirty [30] days' compensation in one [1] school year);
- C. non-renewal of a probationary professional staff member.

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M.C.L. 38.101 et seq., 38.74, 380.1230d, 380.1535a

Book	Policy Manual
Section	Special Update 2023- Ready for the Board
Title	Copy of TERMINATION AND RESIGNATION TERMINATION
Code	po3140
Status	
Adopted	June 22, 2015

3140 - **TERMINATION AND RESIGNATION**

TERMINATION

An employment contract may be suspended or terminated upon a majority vote of the Board. In such cases, the Board shall abide by due process and such terms as may be set forth in a negotiated, collectively-bargained agreement, the Teacher Tenure Act or the individual contract, as applicable.

Professional staff members and those under contract to work regularly and continuously in the District, whether part-time or full-time, may not continue employment with the District if a criminal history records check or other authoritative source reveals a conviction of a "listed" offense under M.C.L. 28.722.

Individuals convicted of a non-listed felony may not continue to work unless both the Superintendent and the Board give written approval. Such conviction(s) may subject professional staff members to discharge or demotion of a professional staff member on continuing tenure. The State Board of Education will be notified of the report of conviction(s) as required by law.

RESIGNATION

A professional staff member may resign in accordance with the terms of the negotiated, collectively-bargained agreement or the staff member's his/her employment contract.

An administrator may resign by filing a written resignation with the Superintendent at least thirty (30) days prior to the effective date of the resignation.

A resignation, once accepted, may not then be rescinded.

The Superintendent may act for the Board in the acceptance of a resignation.

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Legal M.C.L. 28.722, 38.74, 380.1230 et seq., 380.1535a

Book	Policy Manual
Section	Special Update 2023- Ready for the Board
Title	Copy of PROBATIONARY TEACHERS
Code	po3142
Status	
Adopted	June 22, 2015
Last Revised	January 23, 2017

3142 - PROBATIONARY TEACHERS

The Board recognizes its obligation to employ only those professional staff members best trained and equipped to meet the educational needs of the students of the District. The Board shall discharge that obligation by retaining in service only those probationary teachers who meet those standards.

Prior to July 1, 2024, teachers Teachers, new to the District, who have not previously acquired tenure in the State of Michigan, will be in a probationary status for the first five (5) years of employment before becoming eligible for tenure in the District, except as provided below. A teacher must receive ratings of effective or highly effective Effective or Highly Effective on the last three (3) annual performance evaluations to achieve tenure.

Prior to July 1, 2024, probationary Probationary teachers who are rated highly effective on the annual performance evaluation in years two (2), three (3), and four (4) achieve tenure after four (4) years. Any teacher having tenure in the District as of July 19, 2011, will not be required to serve additional probation.

Beginning July 1, 2024, if a teacher has been rated as effective on or after July 1, 2024, or highly effective before July 1, 2024, on three (3) consecutive year-end performance evaluations and has completed at least four (4) full school years of employment in the probationary period, the teacher is considered to have successfully completed the probationary period.

Teachers new to the District who have previously acquired tenure in any other Michigan school district shall be required to serve no more than two (2) years of probation before becoming eligible for tenure in the District but may, at the Board's option, be placed immediately on continuing tenure.

The Superintendent shall ensure that all probationary teachers are provided an Individualized Development Plan, evaluated in a timely manner by appropriate administrators, notified in of areas of which performance is not meeting expectations, and are provided assistance in improving their performance.

The Board shall annually review the performance of all probationary teachers by a date adequate to ensure timely compliance with all statutory, contractual and other applicable timelines. The Superintendent shall provide to the Board a written recommendation with regard to each such teacher specifically noting the extent to which the probationary teacher's performance is meeting District expectations. On the basis of its review, the Board may, in its discretion: (1) acknowledge tenure, if otherwise eligible; (2) non-renew employment based on unsatisfactory performance; or (3) continue the probationary period of employment if not otherwise eligible for tenure (not to exceed the statutory probation periods). The Board's review of such recommendation shall comport with all applicable statutory, contractual or other legal requirements.

The Superintendent shall ensure that appropriate notices of the Board's actions are timely sent and delivered to all affected probationary teachers. The Superintendent shall further ensure that appropriate guidelines are drafted implementing the requirements of the Teacher Tenure Act.

A teacher who is in a probationary period may be dismissed from his/her employment by the Board at any time.

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Legal M.C.L. 38.81 et seq.

Book	Policy Manual
Section	Special Update 2023- Ready for the Board
Title	Copy of PROFESSIONAL STAFF EVALUATION
Code	po3220
Status	
Adopted	June 22, 2015
Last Revised	December 19, 2019

3220 - PROFESSIONAL STAFF EVALUATION

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with involvement of professional staff, **the Board** ~~it~~ delegates to the Superintendent the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does **at least** all of the following:

- A. evaluates the professional staff member's job performance ~~at least annually~~ in a year-end evaluation, while providing timely and constructive feedback;

Professional staff members rated Highly Effective **or, as of July 1, 2024, effective on the three (3) most recent** consecutive year-end evaluations may be evaluated every other year, **or, as of July 1, 2024, every third year,** at the District's discretion.

- B. establishes clear approaches to measuring student growth and provides professional staff members with relevant data on student growth;

based on the most recent three (3) consecutive school years of student growth data, or all available student growth data if less than three (3) years is available.

- C. evaluates a professional staff member's job performance, using rating categories of Highly Effective, Effective, Minimally Effective, and Ineffective, **prior to July 1, 2023 and using rating categories of effective, developing, and needing support as of July 1, 2024,** which take into account student growth and assessment data **or student learning objectives.** ~~Before the 2024-2025 school year For the 2018 – 2019 school year twenty five percent (25%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the 2019 – 2020 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data.~~ **Beginning in the 2024-2025 school year, twenty percent (20%) of the year-end evaluation must be based on student growth and assessment data or student learning objectives metrics**

Evaluations must also comply with the following:

1. The portion of a professional staff member's ~~annual~~ year-end evaluation that is not based on student growth and assessment data **or student learning objective metrics** shall be based primarily on a professional staff member's performance as measured by the District ~~as described below.~~
2. **Prior to July 1, 2024, the** ~~Beginning with the 2018 – 2019 school year,~~ for core content areas in grades and subjects in which state assessments are administered, fifty percent (50%) of student growth must be measured using the state assessments, and the portion of student growth not measured using state assessments must be measured using multiple research-based growth measures or alternative assessments that are rigorous and comparable across schools within the District. Student growth also may be measured by student learning objectives or nationally normed or locally adopted assessments that are aligned to state standards, or based on achievement of individualized education program goals.
3. **Prior to July 1, 2024, the** ~~The~~ portion of a professional staff member's evaluation that is not measured using student growth and assessment data or using the evaluation tool developed or adopted by the District shall incorporate criteria enumerated in section M.C.L. 380.1248(1)(b)(i) to (iii) that are not otherwise evaluated

- under the tool. (See Policy 3131.) After July 1, 2024, the portion of a teacher's evaluation that is not measured using student growth and assessment data or student learning objectives metrics, or using the evaluation tool developed or adopted by the District, must be based on objective criteria.
4. Prior to July 1, 2024, if there are student growth and assessment data available for a professional staff member for at least three (3) school years, the annual year-end evaluation shall be based on the student growth and assessment data for the most recent three (3) consecutive school-year period. If there are not student growth and assessment data available for a professional staff member for at least three (3) school years, the annual year-end evaluation shall be based on all student growth and assessment data that are available for the professional staff member.
 5. As of July 1, 2024, the following apply: Evaluations and feedback concerning the evaluation must be provided in writing to the teacher; if a written evaluation is not provided, the teacher is deemed effective; if required by circumstances described in M.C.L. 380.1249, a teacher must be designated as unevaluated; and if a teacher receives an unevaluated designation, the teacher's rating from the immediately prior school year must be used.
- D. uses the evaluations, at a minimum, to inform decisions regarding all of the following:
1. the effectiveness of professional staff members, so that they are given ample opportunities for improvement;
 2. prior to July 1, 2024, promotion, retention, and development of professional staff members, including providing relevant coaching, instruction support or professional development; and after July 1, 2024, development of employees, including providing relevant coaching, instruction support, or professional development
 3. prior to July 1, 2024, whether to grant tenure or full certification, or both, to professional staff members, using rigorous standards and streamlined, transparent, and fair procedures; and
 4. prior to July 1, 2024, removing ineffective tenured and untenured professional staff members after they have had ample opportunities to improve and providing that these decisions are made using rigorous standards and streamlined, transparent and fair procedures.
- E. provides a mid-year progress report for every certificated professional staff member who is in the first year of probation or has received a rating of Minimally Effective or Ineffective or, after July 1, 2024, needing support of developing on the most recent ~~annual~~ year-end evaluation;
- This mid-year report shall supplement and not replace the ~~annual~~ year-end evaluation. The mid-year report shall:
1. prior to July 1, 2024, be based, at least in part, on student achievement;
 2. be aligned with the professional staff member's individualized development plan;
 3. include specific performance goals and any recommended training for the remainder of the school year, as well as written improvement plan developed in consultation with the professional staff member that incorporates the goals and training.
- F. includes classroom observations in accordance with the following:
1. must include review of the lesson plan, state curriculum standards being taught, and student engagement in the lesson; and, as of July 1, 2024, the items described in this paragraph must be discussed during a post-observation meeting between the observer and the staff member
 2. must include multiple observations unless the professional staff member has received an Effective or higher rating on the last two (2) year-end evaluations;
 3. observations need not be for an entire class period; but, as of July 1, 2024, must not be less than fifteen (15) minutes
 4. ~~at least~~ one (1) observation ~~may~~ must be unscheduled;
 5. the school administrator responsible for the professional staff member's performance evaluation shall conduct at least one (1) of the observations;

Other observations may be conducted by other observers who are trained in the use of the evaluation tool as described below. These other observers may be professional staff member leaders.

6. the District shall ensure that, within thirty (30) **calendar** days after each observation, the professional staff member is provided with **written** feedback from the observation.

G. For purposes of conducting annual year-end evaluations under the performance evaluation system, by the beginning of the 2016 - 2017 school year, the District will adopt and implement one (1) or more of the evaluation tools for professional staff members that are included on the list established and maintained by the Michigan Department of Education (MDE).

The evaluation tool(s) shall be used consistently among the schools operated by the District so that all similarly situated professional staff members are evaluated using the same evaluation tool.

H. The District will post on its public website all of the following information about the measures it uses for its performance evaluation system for professional staff members:

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 professional staff member 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.

I. The District shall also:

1. **provide** ~~Provide~~ training to professional staff members on the evaluation tool(s) used by the District in its performance evaluation system and how each evaluation tool is used. This training may be provided by a district or by a consortium consisting of the District, the intermediate school district or a public school academy.
2. **ensure** ~~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.
3. **by not later than September 1, 2024, and every three (3) years thereafter, each individual who conducts an evaluation shall complete rater reliability training provided by the District that complies with M.C.L. 380.1249**

The professional staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, 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. A professional staff member rated as "Ineffective" **or, as of July 1, 2024, needing support** on three (3) consecutive year-end evaluations must be dismissed from employment as a professional staff member with the District. In such an instance, all relevant evaluation documents may be used in the proceedings.

Prior to July 1, 2024, if a non-probationary professional staff member is rated as Ineffective on an annual year-end evaluation, the professional staff member may request a review of the evaluation and the rating by the Superintendent. The request for a review must be submitted in writing within twenty (20) days after the professional staff member is informed of the rating. Upon receipt of the request, the Superintendent shall review the evaluation and rating and may make any modifications as appropriate based on ~~his/her~~ review. However, the performance evaluation system shall not allow for a review as described in this subdivision more than twice in a three (3) school year period.

After July 1, 2024, if a teacher is rated as needing support, the teacher must be provided with the options related to review of the evaluation, including a written response, the ability to request mediation, and when appropriate, utilization of the grievance process or binding arbitration as set out in M.C.L. 380.1248.

The District shall not assign a student to be taught in the same subject area for two (2) consecutive years by a professional staff member who has been rated as Ineffective or, after July 1, 2024, as needing support on his/her two (2) most recent annual year-end evaluations. If the District is unable to comply with this and plans to assign a student to be taught in the same subject area for two (2) consecutive years by a professional staff member who has been rated as Ineffective or, after July 1, 2024, as needing support on his/her two (2) most recent annual year-end evaluations, the Board will notify the student's parent in writing not later than July 15 immediately preceding the beginning of the school year for which the student is assigned to the professional staff member, that the District is unable to comply and that the student has been assigned to be taught in the same subject area for a second consecutive year by a professional staff member who has been rated as Ineffective or, after July 1, 2024, as needing support on his/her two (2) most recent annual year-end evaluations. The notification shall include an explanation of why the Board is unable to comply. After July 1, 2024, if a teacher requests a review of the teacher's evaluation under the amendments to the statute, the Board must not issue the notification until the review process is complete.

Evaluations shall be conducted of each professional staff member as stipulated in the Teacher Tenure Act, the Revised School Code, a negotiated agreement or contract, the Superintendent's administrative guidelines and as directed by the MDE. A professional staff member shall be given a copy of any documents relating to the staff member's his/her performance which are to be placed in the personnel file.

This policy shall not deprive a professional staff member of any rights provided by state law or contractual rights consistent with State law.

Revised 7/11/16

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M.C.L. 380.1249 (as amended)



Memorandum

To: Board of Education
From: Dr. Korie Wilson-Crawford, Assistant Superintendent of Human Resources
Date: January 15, 2024
Subject: 2023-2024 SCHOOL YEAR CERTIFIED STAFF EMPLOYMENT RECOMMENDATIONS

Leeann Randall

English Teacher

River Valley



Memorandum

To: Board of Education
From: Dr. Korie Wilson-Crawford, Assistant Superintendent of Human Resources
Date: January 15, 2024
Subject: 2024 ADMINISTRATOR RECOMMENDATION

Jessica Walburg

Administration Building

Director of Finance



Rockford Public Schools

Quality Community – Quality Schools
Together Building a Tradition of Excellence

RPS Board of Education Curriculum and Instruction Council

December 14, 2023

Meeting Location: Administration Building **Meeting Time:** 7:30 a.m.

Attendance: Mike Ramm, Jarrod Folsom, Kelley Freridge, Megan DeRuiter (via Google Meet through 7:53 a.m.), Rachel DeKuiper (through 7:55 a.m.), Sharon Wells (through 8:21 a.m.), and Tracy Ignasiak (recorder)

Kelley called the meeting to order at 7:28 a.m.

Jarrod moved and Kelley supported to approve the October 2023 minutes.

A moment of silence was observed.

Welcome

Mike Ramm welcomed all in attendance and shared the purpose of the Board Curriculum and Instruction Council meetings was to engage the RPS Board of Education (BOE) committee members in updates and inquiry about new and ongoing curriculum and instruction initiatives focused on improving student learning for all.

10th Grade AP Seminar Update

Topic Objective: Update the council regarding the progress of the course implementation for all 10th grade students.

Details:

- Rachel DeKuiper and Megan DeRuiter updated the council about how students are rising to this new challenge and seeing themselves as critical thinkers and writers.
- The course involves a high level of rigor including research, teamwork and writing expectations from students.
- Teachers from other classes have commented about an increase in their students' output based on what they are learning in the AP Seminar course.
- AP Seminar teacher teams have used the PLC early release time to find ways to support students and move them through the work.

Elementary Literacy Curriculum Review

Topic Objective: Update the committee on the work of the RPS Science of Reading Team and the next steps of engaging in a K-5 early literacy curriculum review.

Details:

- Since 2019, RPS student achievement has annually increased in K-6 reading.
- MAISA, the free and open source curriculum we currently use, was adopted in 2018 and was relevant to our district needs at the time.
- The district's Science of Reading team, composed of administrators, teachers and instructional coaches, determined our district is ready for additional academic rigor that is lacking in the MAISA curriculum..
- Science of Reading Team members went through the curriculum review process and proposed that we begin piloting new resources, CKLA and HMH, as they best support the district's identified literacy and system needs.
- Piloting process will include 20% of our elementary teachers from January through mid-March of 2024
- Principals, instructional coaches, Sharon Wells and Mike Ramm will observe the process and curricula and the characteristics they have and how they can best serve our K-5 students.
- A recommendation for a curriculum resource adoption will occur this spring.

RAMS XII Survey Feedback Themes

Topic Objective: Update the committee on the RAMS XII (Rockford Action Model for Success) focus areas that may dictate instruction and curriculum programming needs.

Details:

- The district has closed the window on survey response input and over 3,500 people accessed the questionnaire with the majority being current RPS parents/guardians of student(s).
- Major themes included a value for academic rigor, critical thinking and post-secondary career opportunities and experiences
- Focus groups consisting of staff and community members are being formed to dig deeper within the survey results and it is anticipated that the administrative team will review all information to establish district goals in February and March.

The meeting was adjourned at 8:54 a.m.