



# Rockford Public Schools

Quality Community – Quality Schools  
*Together Building a Tradition of Excellence*

## ROCKFORD BOARD OF EDUCATION

June 10, 2024 - 5:30 PM

### Agenda

#### CALL TO ORDER

#### MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE

#### APPROVAL OF AGENDA

#### RECOGNITION

1. Examples in Excellence

#### ACTION ITEMS – CONSENT AGENDA

1. Approval of Minutes from the May 13, 2024 regular meeting
2. Presentation of bills in the amount of \$11,467,771.35
3. Certified staff resignations
4. Athletics Golf Cart Purchase

#### NEW BUSINESS

1. MHSAA Resolution
2. Administrator Contract Renewals
3. Superintendent Contract

#### OLD BUSINESS

1. Spring Policy – 2<sup>nd</sup> reading

#### REPORTS

1. RAMS XII Report
2. Committee 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.

## Examples in Excellence

Belmont - Mylie Meyering

Cannonsburg - Mabel Devries

Crestwood - Noah Balenger

Lakes - Wesley Daniel

Meadow Ridge - Isaiah Sinkfield

Parkside - Emma Marker

Roguewood - Drew Wilber

Valley View - Lucy O'Rourke

East Rockford Middle School- Jayden Fudge North Rockford Middle School- Keagan Mulka

Rockford Freshman Center - Narong (Mono) Bushong RHS - Micah Frost

RHS- Trina Varano

Special Services- Evonna Tiel (RHS)

RVA- Daniel Smith



# BOARD OF EDUCATION

## Meeting Minutes - Regular Meeting

May 13, 2024

*Date | time* Monday-May 13, 2024 | 5:30 p.m.

*Location* Administration Boardroom

*Meeting called to order with a moment of silence and the Pledge of Allegiance by* President Folsom

### In Attendance

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Board of Education: Tricia Anderson (5:44 arrival) Kelley Freridge, Barbara Helms, Jake Himmelspach, Jarrod Folsom, Christie Ramsey, Nick Reichenbach

Regrets: Nick Reichenbach

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

### Adoption of Agenda

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Motion to approve agenda by Christie Ramsey with support by Jake Himmelspach. Motion passed unanimously.

### Recognition

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Several Odyssey of the Mind teams were recognized for their success.

The student representative to the board was presented with a book and a gift card to Amazon thanking her for serving the board of education for the 23-24 school year.

### Consent Agenda

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Motion to approve by Kelley Freridge with support by Christie Ramsey. The motion passed unanimously.

1. Approval of Minutes from the April 15, 2024 meeting
2. Presentation of bills in the amount of \$12,048,909.23
3. Certified staff resignations
4. Retirements
5. KISD Budget

### New Business

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1. Williams and Company Donation

Williams and Company presented the board of education with a donation check for the Rockford Book Bus.

2. Spring Policy – 1<sup>st</sup> reading

Assistant Superintendent of Human Resources, Korie Wilson-Crawford presented a first reading of the recommended policy changes. No action necessary. This will be brought back to the board for a

second reading in June.

### 3. STEAM Classroom Startup Costs

Cost estimates were presented to the Board of Education for supplies needed to open Edgerton Trails Elementary. Motion to approve by Kelley Freridge with support by Jake Himmelspach. Motion passed unanimously.

### 4. Certified Staff New Hire

Dr. Korie Wilson-Crawford shared new hire information with the Board of Education. Motion to approve by Christie Ramsey with support from Kelley Freridge. Motion passed unanimously.

### 5. KIASB Board Election

There was a discussion about the KIASB Board Election. Motion to approve by Jake Himmelspach with support by Jarrod Folsom.

### 6. Presentation of Graduates

The Board of Education was given lists of students who are graduation from Rockford High School and River Valley Academy. Information item only.

### 7. RFC Concept

Jared from OAK and Tom from GMB gave a presentation on the RFC Concept. Information item only.

### 8. Transportation Vehicle Purchase

A quote was presented to the Board of Education for the purchase of a vehicle for the transportation department. Motion to approve by Jake Himmelspach with support by Barb Helms. Motion passed unanimously.

## Reports

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### 1. Student Representative Report

Student Representative to the Board of Education, Camille Dahlke introduced her replacement for the 2024-2025 school year and thanked members of the opportunity to serve as the student representative.

### 2. Committee Reports

An overview of the Curriculum Committee meeting, finance committee meeting and the HR committee and Policy Committee meeting overviews were presented to the Board of Education. These meetings were held between the April and May board meetings.

### 3. Collaborative Team Reports

Amy Santillan gave a presentation gave a presentation about Elementary level events and end of year celebrations.

Jose Santillan gave a presentation on Secondary level events and things happening in the buildings.

## Recognition of Visitors & Hearing of People Present

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The following individuals addressed the Board of Education.

**Nancy Shannon**

## Superintendent Remarks

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Dr. Matthews talked about the graduation ceremonies and that we should be very proud of our students.

## Adjournment

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President Folsom adjourned the meeting at 6:30 p.m.

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Recording Secretary

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Secretary, Board of Education

**BOARD REPORT ON DISBURSEMENTS**

DATE: 5/6/2024

6/3/2024

**PAYROLL**

GENERAL FUND NET PAYROLL	<u>23 &amp; 24</u>	<u>1,555,714.54</u>
FOOD SERVICE	<u>23 &amp; 24</u>	<u>34,971.61</u>
ATHLETIC FUND	<u>23 &amp; 24</u>	<u>144,430.71</u>
TOTAL ALL FUNDS	<u>23 &amp; 24</u>	<u>1,735,116.86</u>

ALL FUNDS:

FEDERAL TAX	\$	<u>317,289.23</u>
SOCIAL SECURITY TAX-MEDICARE TAX	\$	<u>685,877.72</u>
STATE TAX	\$	<u>155,554.54</u>
TOTAL	\$	<u>1,158,721.49</u>

\$ 2,893,838.35

BLUE CROSS INSURANCE	\$	<u>35,710.44</u>
NVA/NATIONAL VISION	\$	
ADN ADMIN(DENTAL) ADMIN FEES	\$	<u>5,758.40</u>
MESSA (VSP/MED/ LIFE)	\$	<u>863,956.17</u>
NATIONAL INSURANCE SVCS(L TERM DISABILITY	\$	<u>14,968.22</u>
RETIREMENT PAYROLL	\$	<u>2,770,068.06</u>

\$ 3,690,461.29

UTILITIES:

DTE ENERGY		<u>16,814.45</u>
CONSUMERS ENERGY	\$	<u>112,200.00</u>

BP ENERGY (FORMERLY EDF ENERGY) BULK FUE		<u>16,761.20</u>
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\$ 145,775.65

BAL ON GEN FUND CREDIT CARD #	\$	
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\$ 0.00

KENT ISD-ITINERANTS		<u>312,062.37</u>
KENT ISD-TRANSPORTATION		<u>202,886.49</u>

\$ 514,948.86

TOTAL OF ABOVE	\$	<u>7,245,024.15</u>
BALANCE OF TOTAL GENERAL FUND		<u>346,703.16</u>
SINKING FUND REG CKS		<u>20,633.50</u>
SINKING FUND ACH CKS		<u>0.00</u>
SINKING FUND CREDIT CARD		<u>0.00</u>
2023 BOND REG CKS		<u>323,105.60</u>
2023 BOND ACH CKS		<u>2,968,984.34</u>
2023 BOND CREDIT CARD		<u>17,223.87</u>
GENERAL FUND ACH CKS		<u>75,000.00</u>
GENERAL FUND CREDIT CARD		<u>471,096.73</u>
TOTAL DISBURSEMENTS		<u>11,467,771.35</u>



## Memorandum

To: Dr. Steve Matthews, Superintendent of Schools  
From: Allison Clements, Executive Director of Business and Operations  
Date: June 6, 2024  
Subject: Electric Golf Cart Donation

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The Board of Education has the opportunity at the June 10, 2024 Board Meeting to accept the donation of an electric golf card from Vertical Raise in accordance with the terms of the attached agreement, as recommended by District legal counsel and in accordance with Board Policy.

[Redacted]  
ATC

Attachment



## Memorandum

To: Board of Education  
From: Dr. Korie Wilson-Crawford, Assistant Superintendent of Human Resources  
Date: June 10, 2024  
Subject: 2024-2025 Employee Resignations

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Alexis Vlug	Teacher	High School	06/01/2024
Amy Tenny	Teacher	East Middle School	06/01/2024
Jenna Oleneack	Teacher Consultant	Special Services	06/01/2024
Madissen Vacha	Speech Path	Special Services	07/31/2024





# 2024-25

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, 2024 — through July 31, 2025

### 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 2024-25 must be listed on the back of this form)

Rockford Public Schools City/Township of Rockford

County of Kent, 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, 2024 and shall remain effective until July 31, 2025, 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

Rockford Public School(s), on the 10th day of June, 2024, and is so recorded in the minutes of the meeting of the said Board/Governing Body.

Rockford Public Schools

(Governing Body Name)

350 N Main St.

(Address)

Rockford, MI 49341

(City & Zip Code)

jnester@rockfordschools.org

(Contact E-mail)

Board Secretary Signature  
or Designee

Check if Designee

-OVER-

# Schools Which Are To Be MHSAA Members During 2024-25

**NOTE:** Pursuant to the MHSAA Constitution, all high schools, junior high/middle schools, or other schools of Michigan doing a grade of work corresponding to such schools, may become members of this organization provided (a) the school building has enrollment and onsite attendance of at least 15 students, whether for grades **6 through 8 or 9, grades 7 through 8 or 9, or grades 9 or 10 through 12**; and (b) if a nonpublic school, the school qualifies for federal income tax exemption as a not-for-profit organization. To reach the 15-student minimum for middle school membership, schools may join the MHSAA at the 6th-grade level whether or not 6th-grade students participate in athletics.

- A. This Section does not require school districts to become member schools at the junior high/middle school level and does not require school districts to sponsor any interscholastic athletics for 6th-grade students.
- B. If a school district's MHSAA Membership Resolution lists a junior high/middle school as an MHSAA member school, and if the school sponsors a 6th-grade team in any sport or permits a 6th-grade student to participate with 7th- and/or 8th-grade students in any sport, then all of Regulations III and IV apply to all 6th-graders in all sports involving 6th-graders on teams sponsored by that school. If the school does not allow any 6th-graders to participate in a sport, MHSAA rules do not apply in that sport.

## Name the Member High School(s)

List separately from JH/MS even if all grades are housed in the same building.

1. Rockford High School
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

If necessary, list additional schools  
for either column on a separate sheet.

## Name the Member Junior High /Middle School(s)

(member 6th, 7th and 8th-grade buildings)

List separately from HS even if all grades are housed in the same building.

1. North Rockford Middle School  

Name of Member School

Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): 6-8

Provide anticipated 2024-25 7th and 8th-grade enrollment 550

Provide anticipated 2024-25 6th-grade enrollment 275

Grade levels for membership: 6 7 8

Yes No 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.

\_\_\_\_\_
  
2. East Rockford Middle School  

Name of Member School

Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): 6-8

Provide anticipated 2024-25 7th and 8th-grade enrollment 550

Provide anticipated 2024-25 6th-grade enrollment 275

Grade levels for membership: 6 7 8

Yes No 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.

\_\_\_\_\_
  
3. \_\_\_\_\_  

Name of Member School

Configuration of grades in building (e.g. K-6, 6-8, 7-8, 7-9): \_\_\_\_\_

Provide anticipated 2024-25 7th and 8th-grade enrollment \_\_\_\_\_

Provide anticipated 2024-25 6th-grade enrollment \_\_\_\_\_

Grade levels for membership: 6 7 8

Yes No 6th-graders will be participating in at least one sport with 7th and 8th graders. If yes, and not housed in the same building, add the name of the building that houses 6th-graders on the line below.

\_\_\_\_\_



**Rockford Public Schools**

Quality Community – Quality Schools  
*Together Building a Tradition of Excellence*

**Office of the Superintendent**

**Dr. Steve Matthews, Superintendent**

350 N. Main Street Rockford, MI 49341 Phone:  
616.863.6554 Fax: 616.863.6355

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## Memorandum

To: Rockford Public Schools Board of Education

From: Dr. Steve Matthews, Superintendent

Date: June 10, 2024

Subject: Superintendent Contract

Per the terms of the Superintendent's contract signed April 2022, the "contract shall be automatically extended for successive periods of one year after each June 30, unless the Board provides notice by April 1 of that year that the Board does not intend to extend or renew the contract." It goes on to say that the "contract shall be paid at the same rate as in effect at the time of the extension, unless the Board and Superintendent agree to a different rate of compensation."

Per the terms of the contract, with the appropriate notice given per the contract language, the Superintendent's new contract will be extended through the 2026/27 school year.

In addition, the Board agrees to an increase in pay based on the last evaluation that is in line with the pay raise given to other administrators which are in line with the negotiated REA/RESPA agreement.



## Memorandum

To: Dr. Steven Matthews, Superintendent  
From: Dr. Korie Wilson-Crawford, Assistant Superintendent of Human Resources  
Date: June 10, 2024  
Subject: Spring 2024 Policy Updates – Second Reading

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With the Policy Committee’s approval, the following Spring 2024 NEOLA policy updates will be brought to the Board for a second reading on June 10, 2024.

Policy Number	Description	Revised	New	Replacement
Po1240	Evaluation of the Superintendent	X		
Po3220	Professional Staff Evaluation	X		
Po6320	Purchasing	X		
Po6321	New School Construction, Renovation	X		
Po6325	Procurement – Federal Grants/Funds	X		
Po6520	Payroll Deductions		X	
Po8390	Animals on District Property	X		
Po8800	Religious/Patriotic Ceremonies and Observances	X		

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

Book	Policy Manual
Section	Vol. 38, No. 2 - February 2024
Title	Vol. 38, No. 2 - February 2024 Revised EVALUATION OF THE SUPERINTENDENT
Code	po1240
Status	From Neola
Adopted	June 22, 2015
Last Revised	July 11, 2016

### **Revised Policy - Vol. 38, No. 2**

#### **1240 - EVALUATION OF THE SUPERINTENDENT**

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

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

A Superintendent rated highly effective **prior to July 1, 2024 and/or effective after July 1, 2024** on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion.

- B. Establishes clear approaches to measuring student growth and provides the Superintendent with relevant data on student growth.

- C. Evaluates the Superintendent's job performance **prior to July, 2024** as highly effective, effective, minimally effective, or ineffective, and **after July 1, 2024** as effective, developing, or needing support ~~using multiple rating categories that take into account student growth and assessment data. Before the 2024-2025 school year, For the 2015-2016, 2016-2017, and 2017-2018 school years, twenty five percent (25%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the 2018-2019 school year, forty percent (40%) of the annual year-end evaluation shall be based on student growth and assessment data. Beginning with the 2024-~~ **2025 school year, twenty percent (20%) of the year-end evaluation shall be based on student growth or student learning objectives.**

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

- D. Uses the evaluations, at a minimum, to inform decisions regarding all of the following:

1. The effectiveness of the Superintendent, so that **the Superintendents/he** is given ample opportunities for improvement.
2. Retention and development of the Superintendent, including providing relevant coaching, instruction support, or professional development.
3. Removing an ineffective Superintendent after **the Superintendents/he** has had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures.
4. ~~(-) Whether to grant full certification to the Superintendent 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 entire District:

1. The Superintendent's training and proficiency in conducting teacher performance evaluations if ~~the Superintendent~~ he does so or ~~the his/her~~ designee's proficiency and training if the Superintendent designates such duties.
  2. The progress made by the school or District in meeting the goals established in the school/District improvement plan.
  3. Student attendance.
  4. Student, parent, and teacher feedback and other information considered pertinent by the Board.
  5. **Beginning July 1, 2024, the portion of the evaluation that is not based on student growth 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, ~~by the beginning of the 2016-2017 school year,~~ the District shall adopt and implement one (1) or more of the evaluation tools for teachers, or administrators if available, that are included on the list established and maintained by the Michigan Department of Education ("MDE"). However, if the District has one (1) or more local evaluation tools for administrators or modifications of an evaluation tool on the list, and the District complies with G. below, the District may conduct annual year-end evaluations for administrators using one (1) or more local evaluation tools or modifications.
- G. ~~The Beginning with the 2016-2017 school year,~~ the District shall post on its public website all of the following information about the measures it uses for its performance evaluation system for school administrators:
1. The research base for the evaluation framework, instrument, and process or, if the District adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.
  2. The identity and qualifications of the author or authors or, if the District adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.
  3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the District adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.
  4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
  5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.
  6. A description of the plan for providing evaluators and observers with training.
- H. **The District shall** ~~Beginning with the 2016-2017 school year:~~
1. ~~The District shall~~ provide training to the Superintendent on the measures used by the District in its performance evaluation system and on how each of the measures is used. This training may be provided by a district or ~~by a~~ consortium consisting of two (2) or more districts, the intermediate school district, or a public school academy.
  2. ~~The District shall~~ ensure that training is provided to all evaluators and observers. The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide ~~the~~ training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

**[OPTIONAL]**

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

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

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

**[END OF OPTIONAL LANGUAGE]**

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

The evaluation system shall ensure that if the Superintendent is rated as minimally effective or ineffective prior to July 1, 2024 or needing support or developing after July 1, 2024, the person(s) conducting the evaluation shall develop and require the Superintendent to implement an improvement plan to correct the deficiencies. The improvement plan shall recommend professional development opportunities and other measures designed to improve the rating of the Superintendent on the Superintendent's his/her next annual year-end evaluation. A Superintendent rated as ineffective prior to July 1, 2024 and/or needing support after July 1, 2024 "ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment with the District.

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

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

All contracts governing the employment of the Superintendent entered into, extended, renewed, or modified on or after July 1, 2024 must include an appeal process concerning the evaluation process and rating received.

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

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

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

M.C.L. 380.1249b

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Legal

M.C.L. 380.1249b

Book	Policy Manual
Section	Vol. 38, No. 2 - February 2024
Title	Vol. 38, No. 2 - February 2024 Technical Correction PROFESSIONAL STAFF EVALUATION
Code	po3220
Status	From Neola
Adopted	June 22, 2015
Last Revised	February 12, 2024

### **Technical Correction Policy - Vol. 38, No. 2**

#### **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 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 employee's job performance in a year-end evaluation, while providing timely and constructive feedback

Teachers 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 with relevant data on student growth
- C. evaluates an employee's job performance, using rating categories of highly effective, effective, minimally effective, and ineffective prior to July 1, 2024 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, 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. **[DRAFTING NOTE: The statute now requires that the metrics be agreed upon through collective bargaining, but this is not required to be in policy.]**

Evaluations must also comply with the following:

1. The portion of a teacher's year-end evaluation that is not based on student growth and assessment data or student learning objective metrics shall be based primarily on a teacher's performance as measured by the District.
2. Prior to July 1, 2024, 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 portion of a teacher'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 teacher 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 ~~no~~ student growth and assessment data available for a teacher 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 teacher.
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 employees, so that they are given ample opportunities for improvement
2. prior to July 1, 2024, promotion, retention, and development of employees, 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 employees, using rigorous standards and streamlined, transparent, and fair procedures
4. prior to July 1, 2024, removing ineffective tenured and untenured employees 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 teacher 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 or developing on the most recent year-end evaluation

This mid-year report shall supplement and not replace the 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 teacher'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 teacher 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 teacher
2. must include multiple observations unless the teacher 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. one (1) observation may be unscheduled
5. the school administrator responsible for the teacher'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 teacher leaders.

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

G. for the purposes of conducting annual year-end evaluations under the performance evaluation system, **[must select one (1) option below]**

the District will adopt and implement one (1) or more of the evaluation tools for teachers that are included on the list established and maintained by the Michigan Department of Education ("MDE")

the District will use its local evaluation tool(s) for teachers or modifications of an evaluation tool on the list, which must comply with H., below

The evaluation tool(s) shall be used consistently among the schools operated by the District so that all similarly situated teachers 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 teachers:

1. The research base for the evaluation framework, instrument, and process or, if the District adapts or modifies an evaluation tool from the MDE list, the research base for the listed evaluation tool and an assurance that the adaptations or modifications do not compromise the validity of that research base.
2. The identity and qualifications of the author or authors or, if the District adapts or modifies an evaluation tool from the MDE list, the identity and qualifications of a person with expertise in teacher evaluations who has reviewed the adapted or modified evaluation tool.
3. Either evidence of reliability, validity, and efficacy or a plan for developing that evidence or, if the District adapts or modifies an evaluation tool from the MDE list, an assurance that the adaptations or modifications do not compromise the reliability, validity, or efficacy of the evaluation tool or the evaluation process.
4. The evaluation frameworks and rubrics with detailed descriptors for each performance level on key summative indicators.
5. A description of the processes for conducting classroom observations, collecting evidence, conducting evaluation conferences, developing performance ratings, and developing performance improvement plans.
6. A description of the plan for providing evaluators and observers with training.

I. the District shall also:

1. provide training to teachers 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 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 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 assigned responsibilities in a satisfactory manner, dismissal or non-renewal procedures may be invoked. A teacher 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 teacher 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 teacher is rated as ineffective on an annual year-end evaluation, the teacher 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 teacher 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 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 teacher who has been rated as ineffective or, after July 1, 2024, as needing support on the teacher's 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 teacher who has been rated as ineffective or, after July 1, 2024, as needing support on the teacher's two (2) most recent annual year-end evaluations, the Board will notify the student's parent or legal guardian in writing not later than July 15 immediately preceding the beginning of the school year for which the student is assigned to the teacher, 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 teacher who has been rated as ineffective or, as of July 1, 2024, as needing support on the teacher's 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 Michigan Department of Education. A professional staff member shall be given a copy of any documents relating to the staff member's 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.

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Legal

M.C.L. 380.1249 (as amended)

Book	Policy Manual
Section	Vol. 38, No. 2 - February 2024
Title	Vol. 38, No. 2 - February 2024 Technical Correction PURCHASING
Code	po6320
Status	From Neola
Adopted	June 22, 2015
Last Revised	December 14, 2015

### **Technical Correction Policy - Vol. 38, No. 2**

#### **6320 - PURCHASING**

Procurement of all supplies, materials, equipment, and services paid for from District funds shall be made in accordance with all applicable Federal and State statutes, Board policies, and administrative procedures. Standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts are established in Policy 1130, Policy 3110, and Policy 4110 – Conflict of Interest.

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgment.

Each year, year the State of Michigan informs the School of the legal amount for purchases which require a formal bidding process of a single item.

It is the policy of the Board that the Superintendent adhere to the following:

A. Seek informal price quotations on purchases **[CHOOSE AN OPTION]**

that are under \_\_\_\_ percent (\_\_\_%) **[fifty percent (50%) recommended]** of the amount allowed by State statute for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the School.

in excess of \$\_\_\_\_\_.

**[END OF OPTIONS]**

B. When the purchase of, and contract for, single items of supplies, materials, or equipment is **[CHOOSE AN OPTION]**

in excess of \_\_\_\_ percent (\_\_\_%) **[fifty percent (50%) recommended]** but less than the amount allowed by State statute, statute the Superintendent shall, shall whenever possible, require three (3) competitive price quotations.

less than the amount allowed by State statute, but exceeds \$\_\_\_\_\_, the Superintendent shall, shall whenever possible, require three (3) competitive price quotations.

less than the amount allowed by State statute, but exceeds \$\_\_\_\_\_, the Superintendent shall, shall whenever possible, have at least three (3) competitive bids.

**[END OF OPTIONS]**

Purchases in a single transaction that are in excess of the dollar amount permitted by State statute shall require competitive bids and, whenever possible, have at least three (3) such bids for substantiation of purchase and shall require approval of the Board prior to purchase.

#### **Competitive Bids**

Competitive bids are not required for items purchased through the cooperative bulk purchasing program operated by the Michigan Department of Management and Budget pursuant to M.C.L. 18.1263.

Competitive bids are not required for food purchases, unless food purchased in a single transaction costs \$100,000 or more.

When food purchased in a single transaction exceeds \$\_\_\_\_\_, the Superintendent shall, whenever possible, require three (3) competitive price quotations.

Bids shall be sealed and shall be opened by the \_\_\_\_\_ in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest responsible bidder; however, consideration can be given to:

- A.  the quality of the item(s) to be supplied;
- B.  its conformity with specifications;
- C.  suitability to the requirements of the school;
- D.  delivery terms;
- E.  past performance of vendor.

In addition to the factors above, the Board may consider and provide a preference to bidders **[CHOOSE OPTION]**  which use a Michigan-based business as the primary contractor.  which use one (1) or more Michigan-based ~~businesses~~business as subcontractors. **[END OF OPTIONS]**

#### **[END OF OPTIONS]**

For purposes of this ~~preference~~, ~~preference~~ a Michigan-based business means a business that would qualify for a Michigan preference for procurement contracts under M.C.L. 18.1268, which requires that the ~~business certifies that~~ ~~businesses~~ ~~certify that~~ since inception or during the last twelve (12) ~~months~~ ~~months~~ it has done ~~one (1)~~ ~~one~~ of the following:

- A. ~~have filed~~ a Michigan business tax return showing an allocation of income tax base to Michigan
- B. ~~have filed~~ a Michigan income tax return showing income generated in or attributed to Michigan
- C. withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Michigan Department of Treasury

This preference shall not apply to any procurement or project using Federal funds, nor shall it be used if it would violate any Federal law or requirements.

The Board reserves the right to reject any and all bids.

Contracts may be awarded by the \_\_\_\_\_ without Board approval for any single item or group of identical items costing less than \$\_\_\_\_\_. All other contracts require Board approval prior to purchase.

The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

#### **Bid Protest**

A bidder who wishes to file a bid protest must file such notice and follow procedures prescribed by the Request For Proposals (RFP) or the individual bid specifications ~~package~~ ~~package~~, for resolution. Bid protests must be filed in writing with the Office of the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

## General Provisions

The Superintendent is authorized to purchase all items within budget allocations.

The Board should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase **[CHOOSE FROM FOLLOWING OPTIONS]**  was not contemplated during the budgeting process.  exceeds the  line item  function **[END OF OPTIONS]** by \$\_\_\_\_\_ or \_\_\_\_\_ percent (%).

The Superintendent is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the school in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

In order to promote efficiency and economy in the operation of the school, the Board requires that the Superintendent periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be ~~shipped~~, shipped but with staggered delivery dates, shall be made a part of the bid specifications.

Before placing a purchase order, the Superintendent shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the school. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A.  opportunity be provided to as many responsible suppliers as possible to do business with the school;
- B.  a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
- C.  where the requisitioner has recommended a supplier, the Superintendent may make alternate suggestions to the requisitioner if, in ~~the Superintendent's~~ his/her judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order;
- D.  upon the placement of a purchase order, the Superintendent shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

The Superintendent shall determine the amount of purchase which shall be allowed without a properly signed purchase order. Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire office equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

### Procurement – Federal Grants

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (34 C.F.R. 80.36) for the administration and management of Federal grants and ~~Federally funded~~ federally-funded programs. The District shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines (AG 6320A).

**[NOTE: The intent of the purchasing policy is to establish several levels at which purchasing can occur and to determine at what level Board involvement is required, when it is necessary to get a simple "quote" and when the "competitive bid" procedure is required.]**

**[Cross References:  
po6350]**

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Legal M.C.L. 380.1267, 380.1274 et seq.

Cross References po6350 - PREVAILING WAGE

Book	Policy Manual
Section	Vol. 38, No. 2 - February 2024
Title	Vol. 38, No. 2 - February 2024 Technical Correction NEW SCHOOL CONSTRUCTION, RENOVATION
Code	po6321
Status	From Neola
Adopted	June 22, 2015
Last Revised	September 23, 2019

### **Technical Correction Policy - Vol. 38, No. 2**

#### **6321 - NEW SCHOOL CONSTRUCTION, RENOVATION**

Before commencing construction of any new school building or the major renovation of an existing school building, the Board of Education shall consult on the plans for construction or major renovation regarding school safety issues with the law enforcement agency that is the first responder for the school building at issue. For purposes of this paragraph, school building means any building intended to be used to provide instruction to students and any recreational or athletic structure or field intended to be used by students.

Before beginning construction of a new school building, or an addition, ~~repair, repair~~ or renovation of an existing school building, except emergency repairs, the Board of Education, shall obtain competitive bids on all the material and labor required for the complete construction of a proposed new building or addition to or repair or renovation of an existing school building which exceeds the State statutory limit (\$20,959 for 2009).

This policy does not apply to buildings, renovations, or repairs costing less than the statutory limit or to repair work normally performed by District employees.

The Board shall advertise for the bids required under subsection:

- A. By placing an advertisement for bids at least once in a newspaper of general circulation in the area where the building or addition is to be constructed or where the repair or renovation of an existing building is to take place and by posting an advertisement for bids for at least two (2) weeks on the Department of Management and Budget ~~website, website~~ on a page on the website maintained for this purpose or on a website maintained by a school organization and designated by the Department of Management and Budget for this purpose.
- B. By submitting the request for bids for placement on the Michigan Department of Management and Budget's website for school organizations, including a link to the District's website.
- C. The advertisement for bids shall do all of the following:
  1. specify the date and time by which all bids must be received by the Board at a designated location;
  2. state that the Board will not consider or accept a bid received after the date and time specified for bid submission;
  3. identify the time, date, and place of a public meeting at which the Board or its designee will open and read aloud each bid received by the Board by the date and time specified in ~~the~~ advertisement;
  4. state that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board or the Superintendent of the District. A Board shall not accept a bid that does not include this sworn and notarized disclosure statement.



- D. The Board shall require each bidder for a contract under this ~~policy~~ ~~policy~~, to file with the Board security in an amount not less than ~~one-twentieth (1/20)~~ ~~1/20~~ of the amount of the bid conditioned to secure the District from loss or damage by reason of the withdrawal of the bid or by the failure of the bidder to enter a contract for performance, if the bid is accepted by the Board.
- E. The Board shall not open, consider, or accept a bid that the Board receives after the date and time specified for bid submission in the advertisement for bids as described in subsection C of this policy.
- F. At a public meeting identified in the advertisement for bids described in subsection C of this policy, the Board or its designee shall open and read aloud each bid that the Board received at or before the time and date for bid submission specified in the advertisement for bids. The Board may reject any or all bids, and if all bids are rejected, shall readvertise in the manner required by this policy.

The Board may consider and provide a preference to bidders **[CHOOSE AN OPTION]**  which use a Michigan-based business as the primary contractor.  which use one (1) or more Michigan-based business(es) as subcontractors. **[END OF OPTIONS]**

For purposes of this ~~preference~~ ~~preference~~ a Michigan-based business means a business that would qualify for a Michigan preference for procurement contracts under M.C.L. 18.1268, which requires that the ~~business certifies that, businesses certify that~~ since inception or during the last twelve (12) ~~months,~~ ~~months~~ the business ~~it~~ has done ~~one (1)~~ one of the following:

1. ~~have~~ filed a Michigan business tax return showing an allocation of income tax base to Michigan
2. ~~have~~ filed a Michigan income tax return showing income generated in or attributed to Michigan
3. withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Michigan Department of Treasury

This preference shall not apply to any procurement or project using Federal funds, nor shall it be used if it would violate any Federal law or requirements.

- G. The competitive bid threshold amount specified in this policy (\$20,959 for 2009) is adjusted each year by multiplying the amount for the immediately preceding year by the percentage by which the average consumer price index for all items for the twelve (12) months ending August 31st of the year in which the adjustment is made differs from that index's average for the twelve (12) months ending on August 31st of the immediately preceding year and adding that product to the maximum amount that applied in the immediately preceding year, rounding to the nearest whole dollar. The current exempt amount must be confirmed with the Michigan Department of Education prior to issuing contracts for construction, renovation, or repair which exceed the amount listed in this policy.

**[Cross References:  
po6350]**

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Legal	M.C.L. 380.1267 M.C.L. 380.1264
Cross References	po6350 - PREVAILING WAGE

Book	Policy Manual
Section	Vol. 38, No. 2 - February 2024
Title	Vol. 38, No. 2 - February 2024 Technical Correction PROCUREMENT - FEDERAL GRANTS/FUNDS
Code	po6325
Status	From Neola
Adopted	July 11, 2016
Last Revised	May 8, 2023

### **Technical Correction Policy - Vol. 38, No. 2**

#### **6325 - PROCUREMENT – FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board of Education policies, and administrative procedures.

The Superintendent shall have and use a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326), including affirmative steps for small and minority businesses and women's business enterprises, for the administration and management of Federal grants and Federally-funded programs. The District shall maintain oversight that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy 6320 and AG 6320A.

When required by Federal program legislation, all Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3110, and Policy 4110 – Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase, and where appropriate, an analysis shall be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

#### **Competition**

All procurement transactions for the acquisition of property or services required under a Federal award paid for from Federal funds or District matching funds shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgment. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business;
- B. unnecessary experience and excessive bonding requirements;

- C. noncompetitive pricing practices between firms or between affiliated companies;
- D. noncompetitive contracts to consultants that are on retainer contracts;
- E. organizational conflicts of interest;
- F. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- G. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless 1) an applicable Federal statute expressly mandates or encourages a geographic preference; or 2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms, or products to acquire goods and services that are subject to this policy, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list \_\_\_\_\_ **INSERT FREQUENCY; SEE DRAFTING NOTE** insert frequency, see Drafting Note.

**DRAFTING NOTE:** ~~Drafting Note:~~ The District shall allow vendors not on the pre-qualified list to apply for placement on the list periodically. The District may determine how frequently the pre-qualified list becomes open for new vendors or whether it is open continuously.]

The District shall require that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to provide maximum open and free competition. The District shall not preclude potential bidders from qualifying during the solicitation period.

### **Solicitation Language (Purchasing Procedures)**

The District shall have written procurement procedures that require that all solicitations made pursuant to this policy incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material and/or product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

### **Procurement Methods**

The District shall have and use documented procedures, consistent with the standards described above for the following methods of procurement:

#### **A. Informal Procurement Methods**

When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are not required. The District may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the simplified acquisition threshold include:

##### **1. Micro-Purchases**

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$\_\_\_\_\_ [not to exceed \$10,000]. To the maximum extent practicable, the District

should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable based on research, experience, purchase history, or other relevant information, and documents are filed accordingly. The District shall maintain evidence of this reasonableness in the records of all purchases made by this method.

[ ] Unless otherwise defined by State or local law, Districts are responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of the risk, and its documented procurement procedures. The micro-purchase threshold used by the District shall be authorized or not prohibited under State, local, or tribal laws or regulations. A District which is qualified as a low-risk auditee for the most recent audit (C.F.R. 200.520) may increase the micro-purchase threshold up to \$\_\_\_\_\_ [SEE DRAFTING NOTE]. An eligible District may self-certify the micro-purchase threshold on an annual basis after completing the annual internal institutional risk assessment to identify, mitigate, and manage financial risks. The self-certification, in accordance with C.F.R. 200.334, must include a justification, clear identification of the threshold, and supporting documentation of the qualifications listed above.

**[DRAFTING NOTE: The Federal regulation allows for a \$50,000 threshold, however, the Revised School Code provides for a lower amount (\$26,046 for the 2021-22 year). While this authority is allowed for an entity qualified as a low-risk auditee, Neola does not suggest its use due to the complexity and subjectivity of the mechanism.]**

## 2. Small Purchases

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold of \$\_\_\_\_\_. Small purchase procedures require that price or rate quotations shall be obtained from [CHOOSE AN OPTION] ( ) \_\_\_\_\_ [ENTER AMOUNT; SEE DRAFTING NOTE] ( ) an adequate number of [END OF OPTION] qualified sources. **[DRAFTING NOTE: 1. The competitive threshold for the 2021-22 year is \$26,046, effective October 7, 2021. 2. Unless the pass-through entity or State law defines the number of quotes required, the District may define in policy how many quotations are adequate. The number must be greater than one (1).]**

Districts are responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulations (FAR). When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.

## B. Formal Procurement Methods

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in C.F.R. 200.319 or non-competitive procurement. The formal methods of procurement are:

### 1. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to more than the amount allowed by Michigan statute and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed the amount allowed by Michigan statute. **[DRAFTING NOTE: The fiscal year 2021-22 base pertaining to construction, renovation, repair, or remodeling and the base pertaining to procurement of supplies, materials, and equipment is \$26,046, effective October 7, 2021.]**

In order for sealed bidding to be feasible, the following conditions shall be present:

- a. a complete, adequate, and realistic specification or purchase description is available;
- b. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
- c. the procurement lends itself to a firm, fixed-price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

- a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from **[CHOOSE OPTION]** ( ) \_\_\_\_\_ **[ENTER AMOUNT]** ( ) an adequate number of **[END OF OPTION]** qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
- b. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
- c. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
- d. A firm, fixed-price contract award will be made in writing to the lowest responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
- e. The Board reserves the right to reject any or all bids for sound documented reason.

## 2. Proposals

Procurement by proposals is a method in which either a fixed-price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method. **DRAFTING NOTE** ~~Drafting Note:~~ **Like sealed bids, Federal law does not require a competitive proposal unless the procurement is for over \$250,000. The State/District may set a lower threshold for sealed bids and competitive proposals. Michigan law stipulates a threshold for which sealed bids are required. The competitive threshold for the 2021-22 year is \$26,046, effective October 7, 2021. (See Policy 6320.)**

If this method is used, the following requirements apply:

- a. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- b. Proposals shall be solicited from **[CHOOSE OPTION]** ( ) \_\_\_\_\_ **[ENTER AMOUNT]** ( ) an adequate number of **[END OF OPTION]** sources.
- c. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- d. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in the procurement of A/E professional services. It cannot be used to purchase other types of services, though A/E ~~that~~ firms are a potential source to perform the proposed effort.

## 3. Noncompetitive Procurement

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one (1) source and may be used only when one (1) or more of the following circumstances apply:

- a. micro-purchases
- b. the item is available only from a single source
- c. the public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation

- d. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District
- e. after solicitation of a number of sources, competition is determined to be inadequate

### **Domestic Preference for Procurement**

As appropriate and to the extent consistent with law, the District shall, to the extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Such requirements shall be included in all subawards including all contracts and purchase orders for work or products under the Federal award.

### **Contract/Price Analysis**

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis are dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

### **Time and Materials Contracts**

The District uses a time-and-materials type contract only 1) after a determination that no other contract is suitable, and 2) if the contract includes a ceiling price that the contractor exceeds at its own risk. A time-and-materials type contract means a contract whose cost to the District is the sum of the actual costs of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

### **Suspension and Debarment**

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as 1) contractor integrity; 2) compliance with public policy; 3) record of past performance; and 4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 C.F.R. Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 C.F.R. Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 C.F.R. Chapter 1). A person so excluded is debarred. (2 C.F.R. Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors, at [www.sam.gov](http://www.sam.gov); collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

**Bid Protest**

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package for resolution. Bid protests shall be filed, in writing, with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

**Maintenance of Procurement Records**

The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

**[Cross References:  
po6350]**

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Legal                                    2 C.F.R. 200.317-.326; Appendix II to Part 200  
   2 C.F.R. 200.520

Cross References                    po6350 - PREVAILING WAGE

Book	Policy Manual
Section	Vol. 38, No. 2 - February 2024
Title	Vol. 38, No. 2 - February 2024 Revised PAYROLL DEDUCTIONS
Code	po6520
Status	From Neola
Adopted	June 22, 2015

### **Revised Policy - Vol. 38, No. 2**

#### **6520 - PAYROLL DEDUCTIONS**

The Board of Education authorizes in accordance with the provisions of law or upon proper authorization on the appropriate form that deductions be made from an employee's paycheck form for the following purposes:

- A. Federal and State income tax
- B. Social Security
- C. Municipal income tax
- D. Public School Employees Retirement System
- E. Michigan Public School Employment Retirement System (MPSERS) Tax Deferred Payment (TDP) plan
- F. other legally permissible deductions established through an applicable collective bargaining agreement
- G. ( ) Section 125 deductions (cafeteria plans)
- H. ( ) U.S. Savings Bonds
- I. ( ) direct deposit in a chartered credit union and/or bank
- J. ( ) contributions to charitable corporations, not-for-profit, and community fund organizations
- K. ( ) payment of group insurance premiums for a plan in which at least ten percent (10%) of the District employees participate
- L. ( ) payment for benefits of part-time employees who elect to participate in benefits provided to full-time staff
- M. ( ) court ordered judgments

~~Deductions are not allowed for dues or service fees for a labor organization or for contributions to political action committees. [Note: The prohibition on deduction of union dues or services fees is effective as of March 16, 2012, unless a collective bargaining agreement was in effect as of that date, then it becomes effective with the date of expiration, renewal or extension of that bargaining agreement.]~~

To the extent permitted by law and in accordance with the procedures set forth below, the Board of Education declares its willingness to enter into an agreement with any of its employees whereby the employee agrees to take a reduction in salary with respect to amounts earned after the effective date of such agreement in return for the Board's agreement to use a corresponding amount to purchase an annuity for such employee (or group of employees desiring the same annuity company) from any company authorized to transact the business as specified in law in accordance with Section 403(b) of the Internal Revenue Code, and in accordance with the District's administrative guidelines. However, it shall be clearly understood that the Board's only function shall be the deduction and remittance of employee funds.



In any case where the employee designates the agent, broker, broker or company through whom the Board shall arrange for the placement or purchase of the tax-sheltered annuity, the agent, broker, broker or company must execute a reasonable service agreement, an information sharing agreement, and/or other similar agreements as determined at the discretion of the District. The service agreement shall include a provision that protects, indemnifies, and holds the District harmless from any liability attendant to procuring the annuity in accordance with provisions of the Internal Revenue Code and other applicable Federal or State law.

[ ] The agent, broker, broker or company must be designated by a number of employees equal to at least one percent (1%) of the Board's full-time employees or at least five (5) employees, whichever is greater (except under no circumstances shall the agent, broker, broker or company need to be designated by more than fifty (50) employees).

[ ] The Board may waive this requirement for new employees who have already purchased annuities from an agent, broker, broker or company, not utilized by current employees in the District, while the individuals were employed by another public entity.

[ ] The Board may limit the number of participating providers and select approved providers.

The Board, by providing employees with payroll deduction services for annuities, is not providing any financial advice to employees, and is not vouching for the suitability of any investment or any annuity provider. The District assumes no responsibility or liability for any investment decisions or losses with respect to employee annuity purchases.

Said agreement shall comply with all of the provisions of law and may be terminated as said law provides upon notice in writing by either party. Employees shall notify the Superintendent's Office in writing if they wish to participate in such a program.

M.C.L. 380.1224, 408.477; 423.210 (2012 P.A. 53)

M.E.A. v. Secretary of State, (on rehearing) 489 Mich. 104 (2011)

Mich. OAG 7187 (2006)

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M.C.L. 380.1224, 408.477

Book	Policy Manual
Section	Vol. 38, No. 2 - February 2024
Title	Vol. 38, No. 2 - February 2024 Technical Correction ANIMALS ON DISTRICT PROPERTY
Code	po8390
Status	From Neola
Adopted	June 22, 2015
Last Revised	May 8, 2023

### **Technical Correction Policy - Vol. 38, No. 2**

**[DRAFTING NOTE: Optional language regarding therapy/comfort animals is included in this template. Note: Neola does not recommend including such animals, due to the liabilities and complexities of such authorization. However, given the widespread nature of such practice, optional language providing structure to such approval is offered for use at the discretion of client districts. It is strongly recommended that such action be thoroughly explored with the district's legal counsel and approval sought from the Board.]**

#### **8390 - ANIMALS ON DISTRICT PROPERTY**

##### **Introduction**

The Board of Education recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service or therapy animal in accordance with Federal and State law and this policy.

This policy applies to all animals on District property, including service animals.

##### **Definitions**

- A. **"Animal"**: Includes any living creature that is not a human being.
- B. **"Service animal"**: Pursuant to 28 C.F.R. Section 36.104, "means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition."

The Americans with Disabilities Act (ADA) also defines a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (i) of the ADA.

- C. ( ) **"Emotional Support Animal"**: Emotional support animals provide comfort to individuals but are not trained to perform a specific job or tasks. This definition does not include psychiatric service animals who are properly trained

and certified as a "service animal". See 28 C.F.R 36.104.

- D. ( ) **"Therapy Dog"**: Therapy dogs are dogs who go with their owners to volunteer in settings such as schools, hospitals, and nursing homes for the purpose of providing affection and comfort to aid in a particular purpose, such as healing or learning. A therapy dog in a school setting ~~servesservices~~ the function of assisting students in the learning process while providing comfort and affection to specific students or to a group of students. Therapy dogs are not service dogs and do not have the same special access as service dogs (source: American Kennel Club/AKC).

[ ] [OPTION 1]

**[NOTE: The following section should be included in the policy only if the District intends to require this of any animal brought onto District property for official purposes or on a regular/recurring basis.]**

#### **Vaccination, Licensing, and/or Veterinary Requirements**

Animals housed on or brought on to District property for any school purpose, such as to conduct random searches for illegal substances or to support classroom activities, or brought on to District property on a regular basis for any purpose, including service animals, must meet every veterinary requirement set forth in State law and County regulation/ordinance including, but not limited to, rabies vaccination or other inoculations required to be properly licensed.

[END OF OPTION 1]

#### **Service Animals for Students**

A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be.

A service animal is the personal property of the student and/or parents. The Board does not assume responsibility for training, daily care, or healthcare ( ), or supervision, [END OF OPTION] of service animals. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

A service animal that meets the definitions set forth in the ADA and this policy shall be under the control of the student with a disability, or a separate handler if the student is unable to control the animal. A service animal shall have a harness, leash, or other tether, unless either the student with a disability is unable because of a disability to use a harness, leash, or other tether or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means) or under the control of a handler other than the student.

If the student with a disability is unable to control the service animal and another person serves as the animal's handler, that individual shall be treated as a volunteer and, as such, will be subject to Policy 4120.09.

#### **Removing and/or Excluding a Student's Service Animal**

If a service animal demonstrates that it is not under the control of the student or its handler, the Principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

Similarly, in instances when the service animal demonstrates that it is not housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.

The Principal shall notify the Superintendent when a service animal is removed and/or excluded and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.

The Principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The procedures set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity do not interfere with the rights of a student and their parents or an eligible student to pursue a complaint with the United States Department of Education's Office for Civil Rights or the Department of Justice.

#### **Eligibility of a Student's Service Animal for Transportation**

A student with a disability shall be permitted to access School District transportation with their service animal. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access School District transportation.

When a service animal is going to ride on a school bus or other Board-owned or leased vehicle, the student and their parents, or eligible student, and the handler, if the handler is someone other than the student, shall meet with the ( ) Principal ( ) Transportation Supervisor ( ) \_\_\_\_\_ **[END OF OPTIONS]** to discuss critical commands needed for daily interaction and emergency/evacuation, and to determine whether the service animal should be secured on bus/vehicle with a tether or harness.

At the discretion of the ( ) Principal ( ) Transportation Supervisor ( ) \_\_\_\_\_ **[END OF OPTIONS]**, an orientation will take place for students and staff who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal.

The service animal shall board the bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus. The service animal must participate in bus evacuation drills with the student.

While the bus/vehicle is in motion, the service animal shall remain positioned on the floor, at the student's feet.

Situations that would cause cessation of transportation privileges for the service animal include:

- A. the student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others; or
- B. the service animal urinates or defecates on the bus.

The student and their parents shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the ( ) Transportation Supervisor ( ) Principal ( ) \_\_\_\_\_ **[END OF OPTIONS]**.

Although transportation may be suspended for the service animal, it remains the District's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

### **Service Animals for Employees**

In accordance with Policy 1623, Policy 3123, and Policy 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment, the Board provides qualified individuals with disabilities with reasonable accommodation(s). An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. The request will be handled in accordance with the ADA-mandated interactive process.

### **Service Animals for Parents, Vendors, Visitors, and Others**

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District's facilities where members of the public, as participants in services, programs, or activities, as vendors, or as invitees, are permitted to go. Individuals who will access any area of the District's facilities with their service animals should notify the Principal that their service animal will accompany them during their visit.

An individual with a disability who attends a school event will be permitted to be accompanied by their service animal in accordance with Policy 9160 - Public Attendance at School Events.

### **Non-Service Animals in Schools and Elsewhere on District Property**

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- A. the staff member seeking approval to have a non-service animal in their classroom shall:
1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;
  2. take precautions deemed necessary to protect the health and safety of students and other staff;
  3. provide that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and
  4. keep the surrounding areas in a clean and sanitary condition at all times;
- B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

**[ ] [OPTIONAL LANGUAGE]**

**Emotional Support Animals for Students**

An emotional support animal is not granted the same access to school buildings and classrooms as service animals. Unless required by a student's IEP or Section 504 Plan, the District is not required to grant a student's request that the student be permitted to bring an emotional support animal to classes or on school grounds for any purpose. ( ) The Superintendent may grant a student use of an emotional support animal on a case-by-case basis if necessary and not disruptive to the environment or other students. **[END OF OPTION]**

Consistent with State and Federal law, authorization for an emotional support animal to be on District grounds may be suspended if the animal is the source of an allergic reaction, causes discomfort or distress to a student or staff member, shows aggression or disruptive behavior, relieves itself inappropriately, or otherwise interferes with the learning environment. Reinstatement of authorization for the animal to be on District grounds requires approval by the ( ) Superintendent ( ) **[OTHER]** \_\_\_\_\_ **[END OF OPTION]**. Authorization for an emotional support animal to be on District grounds may be withdrawn at any time by the Superintendent.

**[END OF OPTIONAL LANGUAGE]**

**[ ] [OPTION FOR ALLOWING CERTIFIED THERAPY DOGS ON DISTRICT GROUNDS]**

**Therapy Dogs**

Therapy dogs are the personal property of the handler and are specially trained to help students in the assigned classroom, program, or school. Authorization for a therapy dog to be on District grounds may be granted by the ( ) Superintendent ( ) building principal ( ) **[OTHER]** \_\_\_\_\_ **[END OF OPTIONS]**, provided the following conditions are met each year:

- A. Documentation of certification as a therapy dog from the AKC, Intermountain Therapy Animals (R.E.A.D.), Alliance of Therapy Dogs, Bright and Beautiful Therapy Dogs, Love on a Leash, Pet Partners, Therapy Dogs International, or another certification program recognized by the AKC.
- B. Documentation of an educational purpose for the therapy dog and a regular appraisal period for continuation.
- C. Documentation that the therapy dog is not younger than one (1) year old and is properly licensed according to local requirements.
- D. Documentation from a licensed veterinarian that the therapy dog is current on its vaccinations and immunizations, is free of fleas and ticks, is in good health, is housebroken, and does not pose a danger to the well-being of students or staff.
- E. Documentation of an insurance policy that provides liability insurance for the therapy dog while on District grounds.
- F. Documentation that the handler has completed a background check consistent with Board policy and is prepared to be solely responsible for the therapy dog and the therapy dog's care, cleaning, feeding, and cleanup while on District grounds.

G. Agreement that the therapy dog and handler will abide by school rules and any specific rules for the therapy dog's presence on District grounds.

Authorization for a therapy dog to be on District grounds will be suspended if the therapy dog is the source of an allergic reaction, causes discomfort or distress to a student or staff member, shows aggression or disruptive behavior, relieves itself inappropriately, or otherwise interferes with the learning environment. Reinstatement of authorization for the therapy dog to be on District grounds requires approval by the ( ) Superintendent ( ) **[OTHER]** \_\_\_\_\_. Authorization for a therapy dog to be on District grounds may be withdrawn at any time by the Superintendent.

**[END OF OPTIONS]**

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28 C.F.R. 36.104

Section 504 of the Rehabilitation Act of 1973, as amended (Section 504)

The Americans with Disabilities Act, as amended (ADA)

The Individuals with Disabilities Education Improvement Act (IDEIA)

Book	Policy Manual
Section	Vol. 38, No. 2 - February 2024
Title	Vol. 38, No. 2 - February 2024 Revised RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES
Code	po8800
Status	From Neola
Adopted	June 22, 2015

### **Revised Policy - Vol. 38, No. 2**

#### **8800 - RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES**

##### **RELIGIOUS CEREMONIES AND OBSERVANCES**

The Board of Education acknowledges that the U.S. Constitution prohibits it from adopting any policy or rule promoting or establishing a religion or any policy that unlawfully restricts any person's free exercise of the individual right to free exercise of religion enjoyed by all persons. Within the confines of this legal framework, the Board adopts the following policy to address the scope of these rights and the District's authority within its own facilities or during events. Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well-intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.

As public employees, while on duty and acting within the scope of employment or pursuant to official duties, District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. Staff are expected to avoid circumstances where the staff member's expression of religious views could be reasonably construed as an endorsement or approval of the message by the school or District. Nothing in this policy or its application shall serve to prohibit or interfere with any staff member's free exercise of their religious views in circumstances not covered by this policy. The District shall not function as a disseminating agent for any person or outside agency for any religious or anti-religious document, book, or article. Distribution of such materials on District property by any party shall be in accordance with Policy 7510 - Use of School Facilities and AG 7510A - Use of District Facilities and Policy 9700 - Relations with Special Interest Groups.

Nothing in this policy prohibits teaching about various religions and religious practices in a manner consistent with any adopted District course curriculum. This instruction may include discussion of religious holidays and customs in a manner related to the curriculum that does not give the appearance of an endorsement of one religion over other religions or favoring either a system or religious beliefs or of other beliefs, such as atheism or agnosticism. Observance of religious holidays through devotional exercises or acts of worship is also prohibited.

Distribution of any outside organization's materials, including a request by any person wishing to facilitate dissemination of materials on District property, may make a request in accordance with Policy 7510 and AG 7510A - Use of District Facilities and Policy 9700 - Relations with Non-School Affiliated Groups and AG 9700A - Distribution of Materials to Students.

Students are not prohibited by this The Board acknowledges that it is prohibited from adopting any policy or any guideline promulgated pursuant to this policy, from engaging in rule respecting or promoting an establishment of religion or prohibiting any person from the free, individual, and voluntary exercise or expression of the individual's/person's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when individuals are free to associate, or on an individual basis in a manner that does not disrupt the educational process.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure

that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on ~~minority~~ groups or individuals, and do not interfere with the regular school program.

~~✚~~The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.

~~✚~~The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

**~~PATRIOTIC ACTIVITIES AND OBSERVANCES~~The United States Flag and Pledge of Allegiance**

The flag of the United States shall be raised above each public school building operated by the District at all times during school hours, weather permitting. This flag shall measure at least ~~four (4)~~4 feet ~~two (2)~~2 inches by ~~eight (8)~~8 feet. A United States flag shall also be displayed in every classroom or other instructional site in which students recite the Pledge of Allegiance.

All students in attendance at school will be provided an opportunity to recite the Pledge each day that school is in session. However, no student shall be compelled to recite the Pledge of Allegiance. No student shall be penalized for failure to participate in the Pledge and the professional staff shall protect any such students from bullying as a result of their not participating in the Pledge.

The building principal or administrator shall be responsible for determining the appropriate time and manner for reciting the Pledge, with due regard to the need to protect the rights and the privacy of a nonparticipating student.

~~[ ]~~ The District may offer students and staff a Moment of Silence to commemorate a significant event that has a significant impact on the community. The decision to offer a moment of silence shall be the building principal's and/or the Superintendent's decision. No moment of silence shall be described by school officials with reference to religious symbolism or activity. **[END OF OPTION]**

M.C.L. ~~2.91~~, 380.1347, 380.1347a, 380.1565  
20 U.S.C. 4071 et seq.  
~~29 C.F.R. 1910.1030~~

Gregoire vs. Centennial School District 907 F2d 1366, (3rd Circuit, 1990)  
Lee vs. Weisman, 112 S. Ct 2649, 120 L. Ed. 2d 467 (1992)

**[Cross Reference  
po8805]**

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Legal M.C.L. 2.91, 380.1347, 380.1347a, 380.1565  
20 U.S.C. 4071 et seq.  
29 C.F.R. 1910.1030  
Gregoire vs. Centennial School District 907 F2d 1366, (3rd Circuit, 1990)  
Lee vs. Weisman, 112 S. Ct 2649, 120 L. Ed. 2d 467 (1992)

Cross References po8805 - FLAGS AND DISPLAYS





## Memorandum

To: Dr. Steve Matthews, Superintendent

From: Dr. Korie Wilson-Crawford, Assistant Superintendent of Human Resources

Date: June 6, 2024

Subject: RAMS XII Draft and Feedback

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The strategic planning process has been a staple of Rockford Public Schools leadership for over thirty years. In October of 2024, the district leadership began the process of collecting feedback to draft a new iteration of our strategic plan, The Rockford Action Model for Success (RAMS) XII. On behalf of the RAMS XII Leadership team of Korie Wilson-Crawford, Mike Ramm, Lisa Jacobs, Allison Clements, Sharon Wells, Adam Burkholder, Jeremy Karel, Rachel DeKuiper, Mindy McGinn, Larinda Fase and Amie Santillan; we submit the attached report and draft information.

We solicited survey feedback and ran focus groups to ensure we had the community values appropriately represented in the work of the district. We had over 3,000 survey participants and over 200 focus group attendees that provided guidance and perspective. From this data, we looked for themes and educational best practices that we can implement in Rockford to build upon our tradition of excellence.

Our proposed theme for RAMS XIII is: **Learn, Connect, Contribute, Succeed.** This theme reflects our district's commitment to student learning as well as the future success of each student. We heard a repeated sentiment from the community that the district should maintain or increase our focus on student wellbeing including social-emotional and employability skills, which is reflected in the theme as well.

Attached to this memo, you will find a presentation that shares the process that the district has undertaken that has led to our draft strategic plan. Over the summer, we intend to engage in small groups with board members to receive feedback on this draft with the intention of presenting a full RAMS XII document for board approval in August of 2024.

# RAMS XII Strategic Planning



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*What's familiar?*  
*What's new?*

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# Roadmap & Timeline



# 2023/24 RAMS XII Timeline

**November**  
Survey Data Shared with  
Committees

**January**  
Identify Common Themes

**March - May**  
Develop Content Pillars and  
Priorities

**July**  
BOE Review and  
Input Window

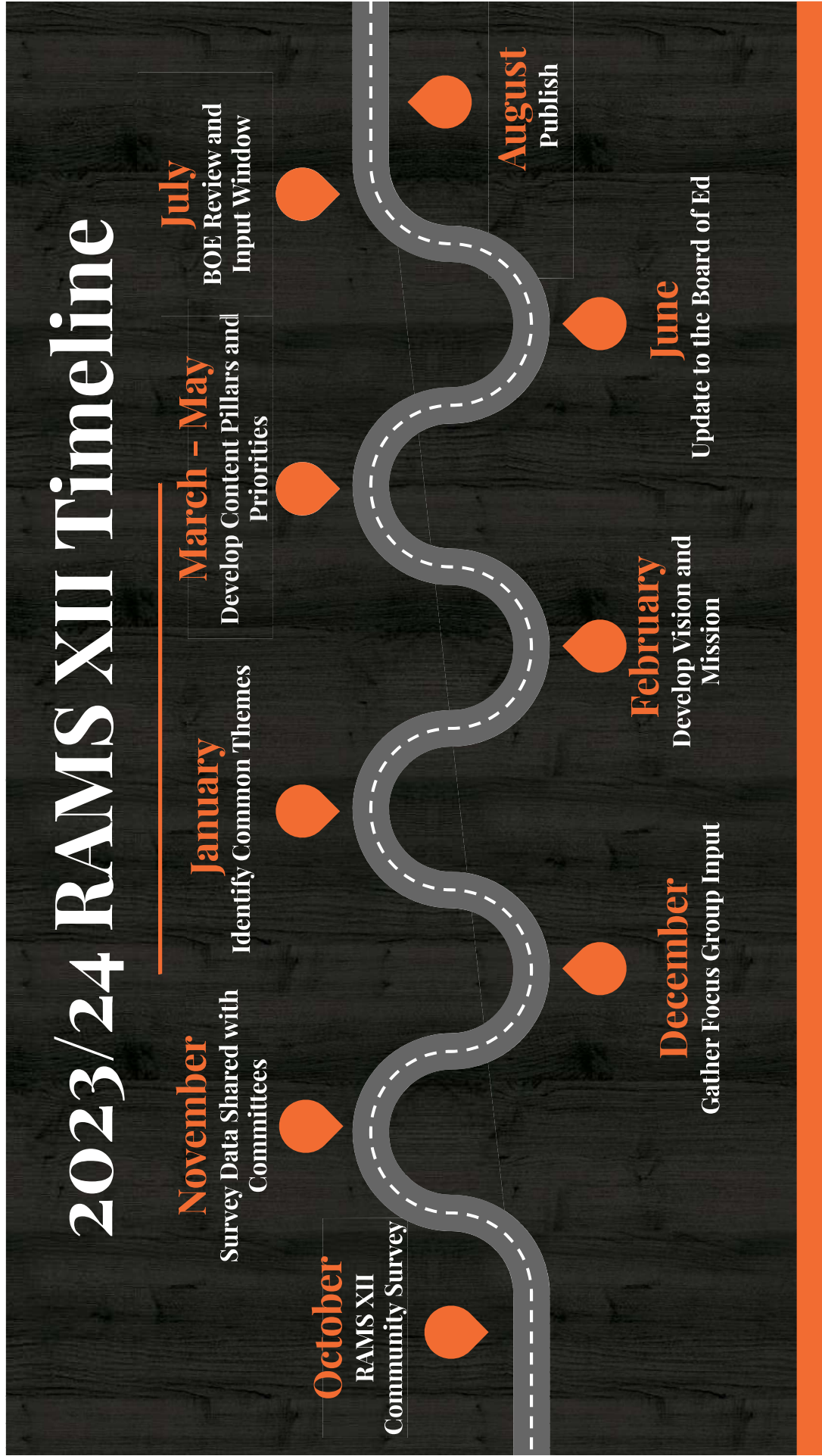
**October**  
RAMS XII  
Community Survey

**December**  
Gather Focus Group Input

**February**  
Develop Vision and  
Mission

**June**  
Update to the Board of Ed

**August**  
Publish



# Survey Summary

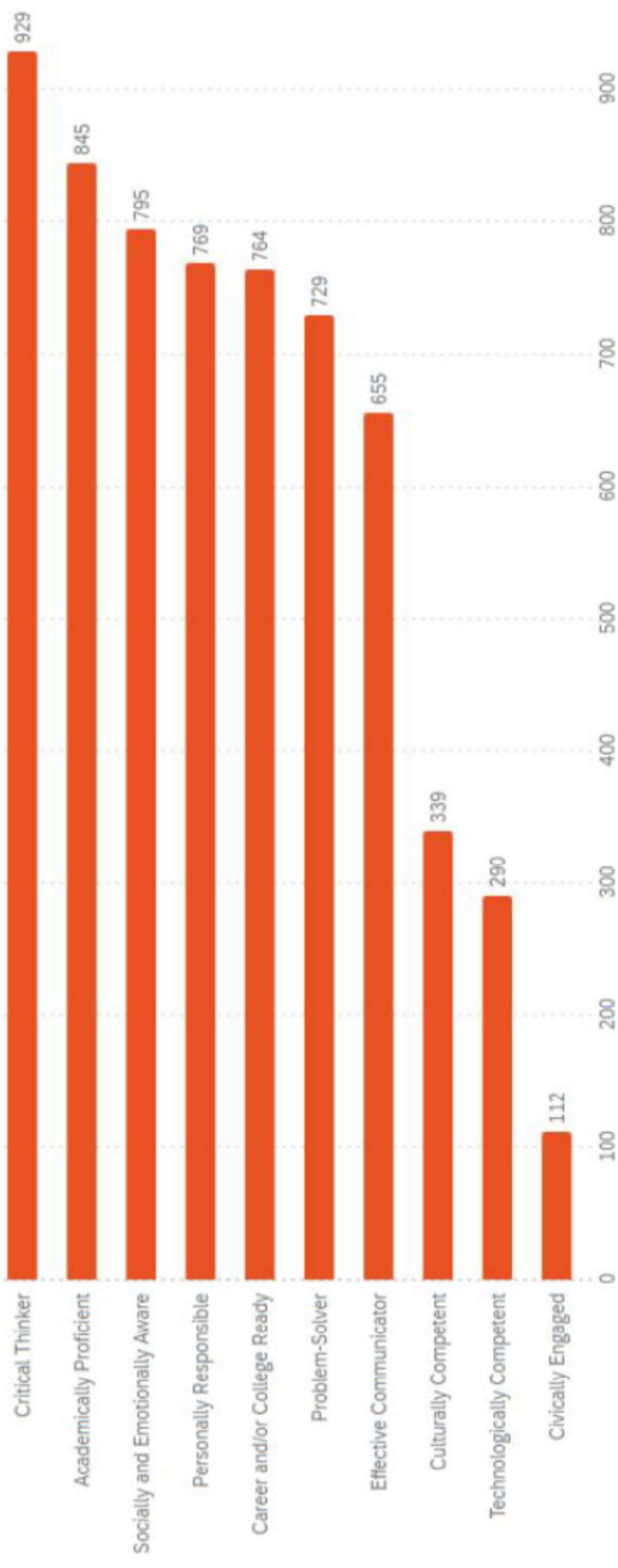
Purpose: Inquire to identify trends in the following:

- Desired Priorities
- Our Main Purpose
- Key Strengths
- Main Challenges

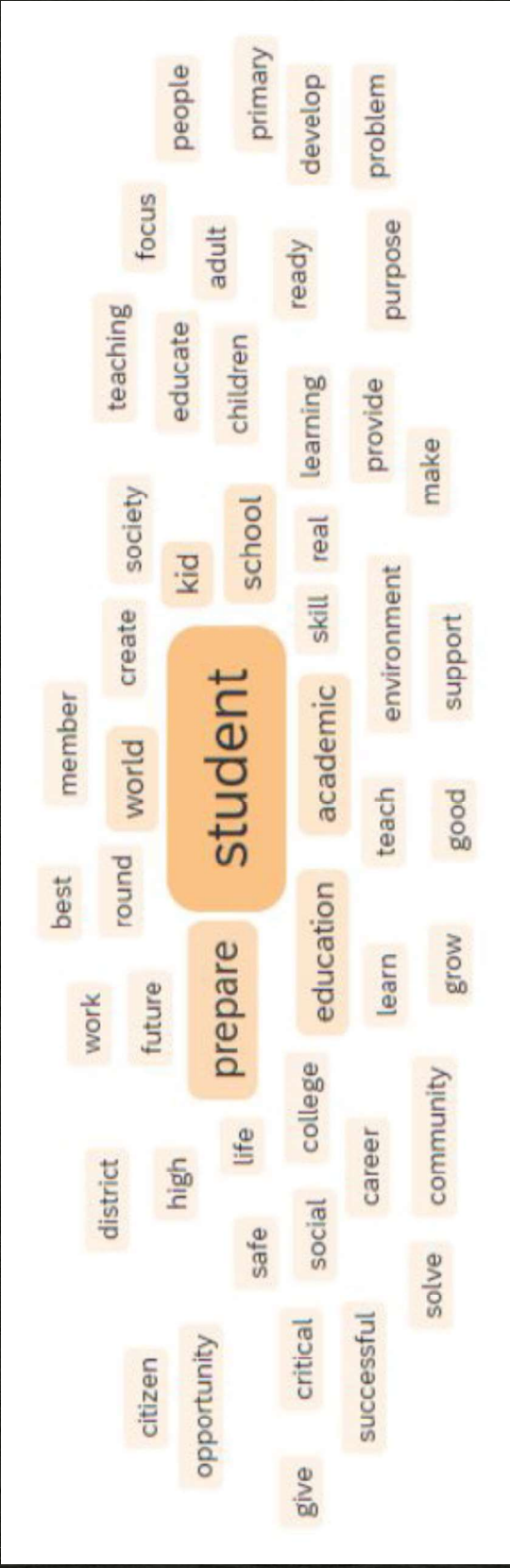
\*Nearly 3,000 Participants



# Survey: Priorities

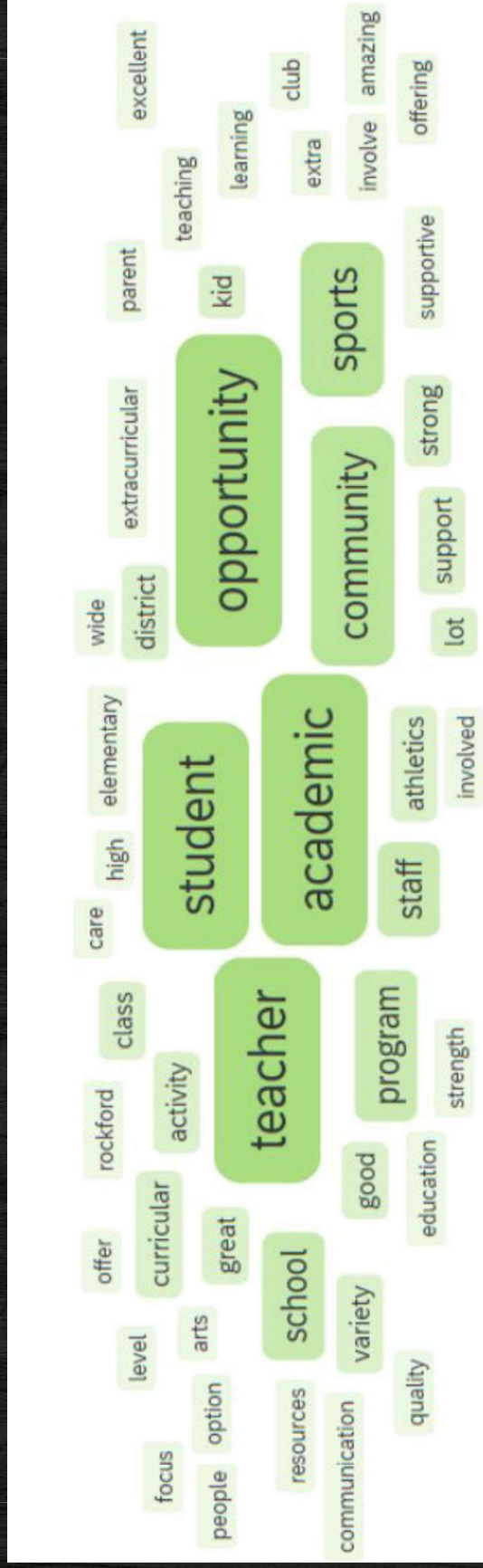


# Survey: Main Purpose





# Survey: Key Strengths



# Survey: Main Challenges



# Theme

Learn, Connect, Contribute,  
Succeed



# Mission

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**Rockford Public Schools is committed to fostering a rigorous, cohesive learning environment that challenges and supports each student, equipping them for success now and in the future.**



# Vision

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**Rockford Public Schools will be a community of educational excellence, where students are challenged to think critically, act compassionately, and succeed boldly.**



# Pillars & Priorities



# The Pillars

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- Academic Excellence
- Wellness and Preparedness
- Social Responsibility & Community Engagement
- Collaborative Culture
- Organizational Effectiveness



# Academic Excellence

## Priority: High-Quality Instruction

- Guaranteed and Viable Curriculum
- Tiered Differentiation
- Student Engagement
- Data Response/Assessment
- Eliminating Opportunity Gaps





# Academic Excellence

## Priority: Career/College Readiness

- Career Awareness
- Job Shadow Experiences
- College Credit and Certification Opportunities
- Employability Skills



# Academic Excellence

## Priority: Critical Thinking

- Social Emotional Wellness
- Embedded Design Thinking
- Evaluating Information
- Effective Communication



# Academic Excellence

## Priority: Diverse Offerings

- Enriching Experiences
- Innovative Programming
- Co-curricular Offerings



# Wellness and Preparedness

## Priority: Student Wellbeing

- Whole Child Growth Opportunities
- Multi-tiered Systems of Support
- Healthy Relationships
- Physical and Mental Health Support



# Wellness and Preparedness

## Priority: Relevant Social Skills

- Social-Emotional Curriculum
- Communication Standards
- Inclusion
- Positive Behavior Interventions and Supports



# Wellness and Preparedness

## Priority: Employability Skills

- Curricular/Grade Level Expectations
- Strong Emotional Skills
- Goal Setting
- Self-Assessment and Reflection



# Social Responsibility & Community Engagement

## Priority: Global Citizenship

- School-to-School Partnerships
- Interacting with Diversity
- Promoting Perspective-taking and Understanding
- Diverse Cultural Celebrations
- Digital Citizenship



# Social Responsibility & Community Engagement

## Priority: Equity

- Cultural Responsiveness
- Inclusive Participation in Community Events
- Eliminating Barriers and Enhancing Student Engagement





# Social Responsibility & Community Engagement

## Priority: Civic Engagement & Community Involvement

- Engage in Community-Based Experiences
- Collaborative Learning Experiences
- Community Service
- Preparation for Global Interaction



# Collaborative Culture

## Priority: Investment in Staff

- Professional Learning
- Staff Wellness
- Competitive Staff Compensation Schedule
- Opportunity for Advancement



# Collaborative Culture

## Priority: Strong Partnerships

- Consistent Communication
- Enhanced Family Relationships
- Leading for Impact
- Robust Community Engagement



# Collaborative Culture

## Priority: Belonging

- Welcoming Environments
- Diversity and Equity Initiatives
- Honoring Perspective



# Organizational Effectiveness

## Priority: Financial Health

- District Fund Balance
- Budget Review Process
- Building Costs vs District Costs
- Systemic Purchasing Processes
- Protocols and Data-Driven Decision Making  
Methods for Cost Saving Measures



# Organizational Effectiveness

## Priority: Consumer Usability

- Utilization of The District Calendar
- Consolidation/Clarification of Communication Platforms
- Consolidation of Payment Platforms
- Implement Systems of Feedback Collection for All Stakeholders



# Organizational Effectiveness

## Priority: Safety and Security

- Proactive Strategies and Interventions for Academic and Social Behaviors
- District Playground Equipment and Play Surfaces
- District Physical Safety Measures



# Next Steps



Questions?