

**Committee of the Whole Board Meeting of the Perry Public Schools
Monday, October 8, 2012
7:00 PM in the Administration Building Board Room**

AGENDA

Committee of the Whole Board Meetings does not typically consist of motions. Discussion is held on the agenda items and the Board may or may not elect to move an item to the Regular Meeting where motions are made.

ITEM 1 **Call to Order** The Board will go into closed session for no more than thirty minutes for the purpose of discussing collective bargaining strategy. The Board may go into this closed session at anytime, subject to the arrival of the district's lead negotiator.

ITEM 2 **Pledge of Allegiance**

ITEM 3 **Roll Call**
Charles Scovill, President Mark Briggs, Trustee
Tom Sego, Vice President Jack Kelly, Trustee
Tracey Hammond, Secretary Mark Ruzinsky, Trustee
Greg Daenzer, Treasurer

ITEM 4 **Approval of Agenda**
A motion will need to be made to suspend rules to vote on items 7, 8, and 14.

ITEM 5 **Public comments on agenda items**
After being recognized by the President, please state your name and home address before making your comments. **All comments are to be directed to the Board and are limited to three (3) minutes.**

SECTION A – SPECIAL PRESENTATIONS

- ITEM 6 Report on childcare and preschool - Michelle Klein, Early Childhood Director
- ITEM 7 National FFA Convention on October 23-27 and other scheduled overnight trips - Brian Kiesling
- ITEM 8 DECA competitions and training conferences - Randy Goodman

SECTION B - Committee Meetings

- Buildings & Grounds/Policy - Tom Sego
- Finance/Personnel - Greg Daenzer
- Public Relations/School Improvement - Tracey Hammond
- Technology - Charles Scovill

Buildings & Grounds/Policy

- Old Business
- ITEM 9 Policy 1300 Organizational meetings
- ITEM 10 Policy 1320 Agenda
- ITEM 11 Policy 1180-R Board Committees
- ITEM 12 Policy 1730 Board Legislative Program
- New Business
- ITEM 13 Policy 9250 Use of District Facilities
- ITEM 14 Shaftsbury gym use by outside groups
- ITEM 15 Requested return of a fixed asset (2 Consortium picnic tables)
- ITEM 16 Board self-evaluation tool and procedure
- ITEM 17 Administration Building use
- ITEM 18 Athletic handbook
- ITEM 19 Policy 7210-R-3 Interscholastic Athletics

Finance/Personnel

Old Business None at this time

New Business

- ITEM 20 2012 Property Tax Rate Request approval
ITEM 21 Continued membership in the Perry-Morrice Adult & Alternative Education Consortium
ITEM 22 New position recommendations:
1. Additional half-day Title I paraprofessional at Perry Elementary
2. Lunchroom and parking lot monitor at Perry High School
ITEM 23 Budget deficit elimination plan update
ITEM 24 Operating millage campaigning do's and don'ts

Public Relations/School Improvement

Old Business None at this time

New Business

ITEM 25 Focus schools information

Technology

Old Business None at this time

New Business None at this time

SECTION C – SUPERINTENDENT REPORT

SECTION D – GENERAL PUBLIC COMMENTS

After being recognized by the President, please state your name and home address before making your comments.
All comments are to be directed to the Board and are limited to three (3) minutes. Thank you.

SECTION E – BOARD MEMBER COMMENTS

Meeting Dates

Regular Board Meeting

Monday, October 22, 2012
7:00 PM – Board Meeting Room
Administration Building

Committee of the Whole Board Meeting

Monday, November 12, 2012
7:00 PM – Board Meeting Room
Administration Building

Adjourn

Section 1000 – Board Bylaws

Approved 8/16/07

Perry Public Schools

1300 Meetings 1300

Organizational

The organizational meeting of the Board shall be held in conjunction with the first regular meeting in July of each year.

Regular

The Board shall hold at least one regular meeting each month. The regular meetings shall be held on the days and at the times that are determined at the organizational meeting at the Board conference room, 2665 Britton Road, Perry, MI 48872. A notice of the regular meeting schedule shall be posted at the entrance to the central office of the District, within ten days after the organizational meeting.

The schedule of regular meetings, the regular meeting date, or meeting location may be changed by the Board as provided in current law.

Special Meetings

Special meetings of the Board may be called by the President of the Board or by two Board members by providing the other Board members a written notice of the date, time and place of the special meeting.

The notice may be served by delivering the notice to the Board member personally, or by leaving the notice at each member's residence at least 24 hours before the meeting is to take place. The notice also may be served by mail addressed to the member at the member's address on file in the District office, at least **72 hours (3) three business days that the district offices are open** before the meeting is to take place. Service of the notice may be by a Board member or an employee of the District.

Emergency Meetings

The Board may meet in emergency session in the event of severe and imminent threat to the health, safety or welfare of the public, when two-thirds of the members elected to and serving on the Board decide that delay would be detrimental to the efforts to lessen or respond to the threat.

Section 1000 – Board Bylaws

Approved 8/16/07

Perry Public Schools

1320 Agenda 1320

The Superintendent shall distribute to each Board member prior to each meeting appropriate material and written matter concerning items on the agenda, which then shall be referred to as the annotated agenda. **This material will be distributed at least (3) business days that the district offices are open prior to the meeting.**

The Board agenda shall be compiled by the President in cooperation with the Superintendent and shall include a period of time when the public may speak to the Board. Other Board members may request items to be placed on the agenda except at special meetings of the Board. Items for the agenda of each meeting must be submitted to the Superintendent by 4:00 p.m. on the Thursday preceding the meeting. The agenda will include a 30-minute period for discussion of non-agenda items. During these 30 minutes, each Board member will be limited to 3 minutes comment on each item.

A request by the public to place an item on the Board agenda must be made to the Superintendent or President at least seven days in advance of the meeting at which it is desired to have the item discussed. The request should include a brief statement of the matter to be brought before the Board along with any background information available that may be provided to the Board in advance of the meeting.

The Superintendent in consultation with the President shall determine whether the matter is an appropriate agenda item for that meeting or a future meeting. The Superintendent shall notify the person making the request whether or not the item will be placed on the agenda. If the item is placed on the agenda, the person making the request shall be allowed a reasonable amount of time to present or discuss the issue.

Items not placed on the agenda upon the request of a member or the public may be added to the agenda by a majority vote of the members elected to and serving on the Board if the item is an action item. Generally, it shall be the Board's policy to add items for action only in critical or urgent situations. Discussion items may be added by a majority vote of those members elected to and serving on the Board.

Section 1000 – Board Bylaws

Approved 8/16/07

Perry Public Schools

1180-R Board Committees 1180-R

The Board may establish such standing, ad hoc and advisory committees, as it deems necessary. The type and function of each committee shall be dictated by the needs of the District for the special services of such committee. The President shall appoint all members of all committees.

Standing Committees

Members of the Board of Education shall be named to the following standing

Committees by ~~August 1~~ **February 1** of each year:

- Policy/Building and Site
- Finance/Personnel
- Public Relations/School Improvement
- Technology Committee

In addition, the Board president shall select a legislative representative (Cf. 1730), two (2) representatives to the District Curriculum Council (Cf. 7050) and a representative to the Shiawassee Regional Educational School District (Cf. 9820).

Each committee shall organize itself with assistance from the Superintendent.

The Superintendent shall provide appropriate District material to each committee. Board Committees must comply with the relevant portions of the Open Meetings Act.

A line of communication shall be established between each committee, the Superintendent and the Board.

Each committee shall report to the Superintendent and/or the Board as the Board may require by regulation or by procedure.

The Board may dissolve any committee at any time.

Approved and revised by Perry Board of Education – 8/23/2010

Section 1000 – Board Bylaws

Approved 8/16/07

Perry Public Schools

1730 Board Legislative Program 1730

The Board shall keep itself informed of pending legislation. The Board will work with its legislative representatives, with the state school Boards association, the National School Boards Association and other concerned groups in developing an annual, as well as long-range, legislative program.

~~The Board annually shall designate a person who may or may not be a member of the Board to serve as its legislative representative. This person shall be authorized to speak on the Board's behalf with respect to legislation being considered by the state legislature, the United States Congress, or their representative committees. In all dealings with individual elected representatives, the legislature, or Congress, the Board's representative will be guided by the official positions taken by the Board.~~

~~Legislative Representative~~

~~A legislative representative shall serve as the Board's liaison with the state school Boards association. This representative shall attend state school Boards association meetings and convey local views and concerns to that body and participating in the formulation of state legislative programs. The legislative representative shall monitor proposed school legislation and inform the Board of the issues.~~

~~Purpose~~

~~To establish the procedure by which legislative matters will be handled.~~

~~Recommended Legislation~~

~~All requests for proposed legislation will be directed to the Board's designated representative. The request will then be reviewed to determine if it is to be included as a part of the District's legislative package.~~

~~The Board will finalize the complete legislative package.~~

Approved:

LEGAL REF: MCL 380.11a

General Statement

It is a policy of the Board of Education to make school facilities available for public use and at minimum expense. In so doing, it is understood that school activities have first priority on using facilities but once a facility is scheduled by a non-school group, the schedule shall remain in effect until an alternate arrangement can be worked out. The following restrictions shall apply at all times to all Perry Public Schools property:

1. Smoking on school property, either indoors or out, is prohibited at all times.
2. Possession and/or consumption of alcoholic beverages on school premises is prohibited at all times.
3. Possession and/or use of illegal substances on school premises is prohibited.
4. Adequate supervision to safeguard against destruction of school property will be provided by the group using the facility.
5. Those renting facilities shall provide liability insurance documentation as required.

Groups Eligible to Use School Facilities

1. School related groups such as PTA and booster clubs organized for the benefit of school activities may use school facilities without charge.
2. Community groups whose chief aims are of social, recreational, or community service and whose membership is comprised of at least 25% of members residing in the Perry School District, such groups will be charged no rental fee but will be expected to pay costs of school personnel required to be in attendance and/or to provide services.

3. Individuals, local businesses or private organizations may use school facilities on a rental fee basis as established by the Board. Additional charges for custodial or other school personnel services will also be assessed.
4. School personnel and organizations with whom they are affiliated shall be treated as other individuals or community groups except as may be provided in collective bargaining agreements with recognized employee organizations.
5. Political organizations shall be permitted to use school facilities provided they are not engaged in subversive activities. Charges shall be according to Item II or III above or VI below, depending on the group's classification.
6. Non-local organizations defined as those whose membership is less than 25% Perry School District residents may use school facilities but shall be charged a rental fee equal to 50% more than that charged to local groups.
7. Groups or organizations which cannot readily be classified in the groups referred to above may be permitted to use school facilities with Board approval. Use of school facilities which are of questionable nature shall be referred to the Board.
1. Guidelines for Obtaining Use of School Facilities
 - a. All requests for the use of school facilities must be made on the Facilities Use Request Form.
 - b. The Facilities Use Request Form is available from the Business Office or the office of any school Principal.
 - c. The Facilities Use Request Form is to be filed at least 14 days in advance including payment of all fees. Completed forms and

associated fees are to be turned in to the Perry Public Schools Business Office, 2665 Britton Road, Perry, MI 48872.

9250 Use of District Facilities

9250-3

- d. All Facilities Use Request Forms will be reviewed by the Business Office who will recommend approval or denial of all such requests. Scheduling conflicts and/or operational concerns will be noted. Further, the Superintendent or designee reserves the right to cancel or suspend the use of facilities.
- e. Except in unusual circumstances, the Business Office will approve or deny the request for building use. Any decision to deny use of a school facility may be appealed to the Superintendent by requesting an appointment.
- f. Person signing as responsible party must be 21 years of age or older. This person must be present at all times during facility use.

2. Terms and Conditions for the Use of School Facilities

- a. The use of school facilities will not be allowed to interfere with the normal operation of school, even when such activities are scheduled after building use has been approved. In any instance, school activities always take priority over facility use requests.
- b. The individual or group requesting the use of school facilities shall be directly responsible for the behavior and discipline of persons using these facilities and/or attending activities under their sponsorship. This will include at a minimum:
 - No one is allowed to enter or use school facilities until a janitor or the adult authorized to supervise the approved activity is present to take charge of the group.
 - Smoking is not permitted at any time in any location within the schools or on school grounds.

- Alcoholic beverages are not permitted at any time in any location within the schools or on school grounds.

9250 Use of District Facilities

9250-4

- Food or drink is not permitted in any area of the schools with the exception of school cafeterias or other areas by prior approval.
 - Proper athletic footwear (sneakers, stockings, or other soft-soled athletic footwear) is required for all activities within a school gymnasium.
 - Decorations, electrical fixtures, electrical equipment, or any changes or modifications to existing school facilities are not permitted unless authorized in writing by the Director of Facilities Management or his/her designee.
 - Use of the facilities is limited to the area specified in the Facilities Use Request Form.
 - The Business Office shall determine the need for a representative(s) of the school district to be present during the use of school facilities.
 - Use of specialized sound and lighting auditorium equipment is restricted to those trained in its use, such qualification to be determined by the administration.
 - The Superintendent of Schools reserves the right to cancel any approved use of school facilities for violation of the above listed terms and conditions.
- c. Groups using school facilities agree to accept full responsibility for damage or theft that occurs during their use of the building as a result of the action of any member of their group.

- d. All activities that use school facilities and encourage and/or promote the attendance of students or children outside of normal school hours shall be responsible for supervision of attending students and/or children. This shall include supervision during the event as well as assuring that all students and/or children have left the event under proper supervision at its conclusion.
- e. All use of school facilities shall be conducted in a manner designed to ensure the safety of those involved. All work and activities associated with such facility use shall be carried out with proper supervision, especially the supervision of students involved in any use of school facilities.
- f. The using groups must assume all legal responsibilities and necessary costs resulting from its activities. Using groups must present the Perry Public School District with an accident and liability policy insuring Perry Public Schools for and from any liability for personal injuries and/or property damage which may result during the time the agency is using the facilities of the Perry Public Schools. Certificate of Insurance must show coverage for property damage, liability and medical.
- g. If using the facilities after normal business hours an additional fee to pay for janitorial services is required as noted in the fee schedule. A janitor must be present at all after hours activities.
- h. Only authorized kitchen staff is allowed to work in the kitchen and the using group will be charged according to the fee schedule.

- i. Only authorized technical staff is allowed in the control room or catwalk areas of the auditorium.

9250 Use of District Facilities

9250-6

- j. A fee will be charged for the appropriate personnel as listed in the fee schedule. This includes the lighting and sound board operations.
- k. All state and local fire regulations must be followed.
- l. Perry Public Schools is not responsible for lost or stolen articles left in the buildings or on the property.
- m. Under no circumstances shall property be stored in the school buildings or on the property by outside groups without special permission.
- n. If facilities are used at night, using group must provide deputized security police for crowd control. A minimum of one (1) for basketball or track and a minimum of two (2) for football are required.

3. Auditorium Usage Policies

- a. No food or drink (including water) is allowed in the auditorium.
- b. Physical or vocal behavior, which disrupts any part of an audience or performance anywhere in the District is not appropriate and will be monitored by District staff and the Perry Police Department as needed.
- c. Wheelchair access and seating areas are provided on the first floor of the auditorium. No standing room is allowed in the auditorium due to fire codes. No aisle seating or obstructions of exits is permitted at any time, including rehearsal, set up or performance periods.

- d. Additional fees will be charged for extra cleaning and/or repairs relating to facility usage, including use by user groups, their guests and personnel.

9250 Use of District Facilities

9250-7

- e. User groups must provide sufficient volunteer or paid staff to handle box office and house management functions during their event. The Perry Public Schools are not responsible for loss of funds, seating discrepancies, oversold events or related issues, but will intervene if safety or security of the premises is in question during rental periods.
- f. The Technical Coordinator operates all furnished equipment in the facility, including all hanging and rigging/lighting and sound systems.
- g. User groups may be charged a fee for reconfiguration of the current house plots.
- h. User groups are responsible for confirming stage and performance needs no later than 2 weeks prior to the first rental date.
- i. Use of nails, screws, staples, tacks or duct tape on the stage floor, curtains or walls is prohibited.
- j. Any and/or all equipment provided by the user group must be approved by the Technical Coordinator, including scenic elements, which must meet local fire codes and safety standards.
- k. Any activity or staging deemed “unsafe” by District staff is prohibited.
- l. Open flames or pyrotechnics are prohibited.
- m. No painting or set construction is allowed on the stage or in public areas.

- n. Backstage access is limited to performers and production personnel only.
- o. No user is permitted in the sound and lighting booth or in the catwalk areas at any time.

9250 Use of District Facilities

9250-8

4. Schedule of Fees:

- a. All organizations, groups or individuals will be subject to the fees listed below:
- b. Fee Structure*

High School

- Classrooms \$20.00/Day
- Cafeteria \$100.00/Day with no sound system.
- Cafeteria \$150.00/Day with 1 microphone.
- Auditorium \$300.00/1st 2 hours with 1 microphone.
- Auditorium \$75.00/hour after with 1 microphone
- Band Room \$30.00/Day

Middle School

- Classrooms \$20.00/Day
- Cafeteria \$50.00/Day
- Auditorium \$50.00/Day no sound

Elementary Buildings

- Classrooms \$20.00/Day
- Cafeteria \$50.00/Day no sound
- Gym \$50.00/Day no sound

Athletic Fields (Must be approved by Athletic Director)

- MS Gym \$50.00/Day
- HS Gym \$50.00/Day
- Track \$250.00/Day
- Softball Field \$50.00/Day

- Baseball Field \$50.00/Day
- Football Field \$250.00/Day

9250 Use of District Facilities

9250-9

- Other Fields \$50.00/Day
- Scoreboard Use \$30.00/Hour
- PA System Use \$30.00/Hour

Miscellaneous

- Custodial Fees \$25.00/Hour
- Kitchen Worker \$25.00/Hour
- Level 1 Technology \$12.00/Hour
- Level 2 Technology \$25.00/Hour
- Projector \$25.00/Day
- Portable Sound \$50.00/Day with 1 Microphone

- c. Additional fees will be charged for additional microphones or lighting requirements.
- d. Rental Fees shall be paid by check/money order before the time of use, made payable to Perry Public Schools.
- e. The School District may review this fee structure annually.

*Fees may be waived or adjusted by the Superintendent or their designee.

Federal Compliance

The District will comply with the provisions of the Boy Scouts of America Equal Access Act and will not discriminate against or deny access to groups protected by the Act. (Cf. 8720)

The Superintendent shall develop rules to implement this policy.

Approved:

LEGAL REF: MCL 333.12601 *et seq.*; OAG, 1987-1988, No 6460, p 167 (August 25, 1987); *Lamb's Chapel v Center Moriches Union Free School District*, 508

U.S. 384 (1993); 20 USCA §4071, et seq. (Equal Access Act); 20 USCA §7905 (Boy Scout Equal Access Act)

Section 7000 – Instructional Program

7210-R Interscholastic Athletics

7210-R-3

Students shall also comply with the District's requirement relative to insurance before participating. A student who is under a doctor's care for illness or injury shall not be allowed to participate in an athletic practice or contest until he/she has written permission from the physician to do so.

Membership in Michigan High School Athletic Association

The Board shall annually enroll the District's high school as a member of the Michigan High School Athletic Association and to participate in the approved inter-school athletics activities sponsored by said association. The Superintendent shall be responsible to supervise and control said activities. It is further the intent of the Board to accept the constitution and bylaws of said association and adopt as its own the rules and regulations of the association as minimum standards.

→ Eligibility Standards

Perry Public Schools' Student Athlete Academic and Citizenship Eligibility Standards

A. Current Semester Eligibility

1. Students must be passing all classes each week to be considered eligible to compete in athletic contests.
2. During the first week that a student athlete is ineligible, he or she will be allowed to continue practicing in that particular sport but not compete in scheduled contests (Monday through Sunday).
3. If the student becomes ineligible for the second consecutive week, he or she must attend mandatory study sessions as scheduled by the Athletic Director. While attending the study sessions, the athlete will be ineligible for contests. However, the athlete will be allowed to attend practice sessions.

Approved 8/16/07

Perry Public Schools

4. This policy is to be administered by the Athletic Director. The Athletic Director will provide all in-season coaches with a copy of the weekly eligibility report. This policy will be included as part of the Perry High School and Middle School Student/Parent/Guardian Handbooks.
5. Summer school credits and grades may apply to fall eligibility, provided the student repeats courses of low-grades or failures.
6. If the course is not offered in the student's regular school or summer school program, any substitutions must be an academic course which meets the approval of the Principal.
7. A student or peer tutoring program is available under the direction of the building Principal to assist student athletes in achieving classroom expectations. This option will be offered to any student who may have need for additional assistance.
8. Teachers must first give a student-athlete a warning ("W") before a failure ("F") on the weekly eligibility form.

B. Athletes Who Have Had a Failing Grade in the Previous Semester

1. A student-athlete who fails two (2) or more classes the previous semester shall be ineligible for all athletic competition during the next semester.
2. A student-athlete who fails one (1) class the previous semester shall be eligible for athletic competition and subject to all items listed in Section A, with the following exceptions.
 - a) The student-athlete may not participate in athletic contests until he/she has proven a passing grade in all current classes. The student-athlete shall submit a completed progress report to the Athletic Director by the end of school each week.

- b) The first failure received on the weekly eligibility reports will result in suspension from competition and mandatory attendance at study session mentioned in Section A, item 3 of this policy.
 - c) If a student-athlete receives a second consecutive failing grade or receives a failing grade in more than one class on the weekly eligibility checks, he/she will be ineligible for all athletic competition for the remainder of the semester.
3. Middle School student-athletes will be subject to all items listed in Sections A and B. If a middle school student fails a quarterly class, he/she will be subject to Section B of this policy for the following quarter.

B. Citizenship

Citizenship in the classroom will be checked each week along with grade eligibility. If a student-athlete is rated unsatisfactory by two or more teachers, he/she will be ineligible to participate in competition for one contest on the first offense and for the following week as defined as Monday through Saturday on any further offense.

Procedure:

1. Each week a listing of all that season's participating student athletes will be placed on the computer. (Present athletic eligibility form is on the computer. The Citizenship Eligibility is an additional box next to the Academic Eligibility box on the present eligibility form.
2. Teachers mark each of their students from the list according to the following manner:

THERE WILL BE ONE BOX FOR CITIZENSHIP ELIGIBILITY.

Box Left Blank indicates that the student is acting satisfactorily in their classroom.

X in The Box indicates that a student's citizenship in that teacher's classroom has been inappropriate during that week and an office referral has been written.

3. If an athlete's citizenship has been marked inappropriate in the classroom by two or more of his/her teachers, the student is ineligible to participate as follows:

First Infraction: Ineligible to play for ONE CONTEST

Any Further Infractions: Ineligible to participate in competition FOR THE FOLLOWING WEEK (DEFINED AS MONDAY THROUGH SATURDAY).

4. Each coach and student athlete will be made ware of any unsatisfactory marks against them.

2012 Tax Rate Request (This form must be completed and submitted on or before September 30, 2012)
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes	2012 Taxable Value of ALL Properties in the Unit as of 5-29-12
Shiawassee and Ingham	\$244,870,045
Local Government Unit Requesting Millage Levy	For LOCAL School Districts: 2012 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.
Perry Public Schools	\$42,400,227

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2012 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5)** 2011 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2012 Current Year "Headlee" Millage Reduction Fraction	(7) 2012 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy*	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Election	Oper.	06/1994	18.0000	14.7771	1.00	14.7771	n/a	14.7771	7.3886	7.3885	06/2014
Election	94 Debt	06/13/94	3.9000	n/a	1.00	n/a	n/a	n/a	1.18	1.18	
Election	04 Debt	09/28/04	3.2000	n/a	1.00	n/a	n/a	n/a	1.95	1.95	
Election	11 Debt	02/22/11	n/a	n/a	1.00	n/a	n/a	n/a	.37	.37	

Prepared by **James A. Lockwood** Telephone Number **(517) 625-3108** Title of Preparer **Superintendent** Date

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.121(3).

Clerk
 Secretary
 Chairperson
 President

Signature	Print Name	Date
	Tracey Hammond	
Signature	Print Name	Date
	Charles Scovill	

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** IMPORTANT: See instructions on page 2 regarding where to find the millage rate used in column (5).

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	0
For Commercial Personal	2.7771
For all Other	14.7771

Perry Public Schools

Superintendent's Office Memo

To: Board of Education

From: Jim Lockwood

Date: 10/5/2012

Re: New position recommendations for Committee of the Whole meeting on October 8, 2012

The agenda for Monday's COTW meeting includes a recommendation from me for adding two new positions as soon as possible. The specifics follow:

1. I recommend that we add another Title I reading half-day paraprofessional at Perry Elementary School.
 - a. This would be a mornings-only position, 3.5 hours per day, and would bring our number of Title I aides to four (all four would be half-days). Four half-day paraprofessionals equates to two full-time ones, which is still less than what we had last year, which was three full-time Title I paraprofessionals.
 - b. Our total cost this year for this position would be about \$5,700.
 - c. This additional reading assistance person will help us more aggressively address the reading deficiencies we have on the elementary level.

2. I recommend that we add a lunch room/parking lot attendant to Perry High School.
 - a. Our elementary and middle schools already have a lunch room attendant, the high school does not. As it now stands, our high school principals must monitor the activity in the lunch room and the parking lot is not closely monitored.
 - b. This would free up our principals in the event that they have more important matters to attend to (parents, students, staff, etc.)
 - c. This would require a total time commitment of one-and-a-half hours per day. Therefore, I propose that we offer this position, if approved, to a bus driver. Our total cost this year for this position would be about \$2,450.



Campaign Finance Do's and Dont's

School employees are required to abide by Michigan's Campaign Finance Act while campaigning in support of or opposition to a ballot proposal. The following points may be used by school districts as a guide in determining the legal parameters of involvement for board members and school employees in *ballot proposal campaigns*:

All information disseminated by a school district relating to a ballot proposal must be factual without expressly advocating for or against the proposal if district funds are used.

Board members and school employees may engage in campaign activities which support or oppose a ballot proposal on their own time as long as district funds are not used.

A district may not give or loan paper, pencils, duplicating equipment, printing supplies and sundry items to a campaign committee supporting or opposing a ballot proposal.

Leasing school facilities, including office space or phones, to a community group supporting or opposing a ballot proposal for the purpose of contacting voters is prohibited.

The teachers lounge, school bulleting boards, and other areas within a district building may not be used to disseminate literature supporting or opposing a ballot proposal even if it was printed by an outside organization.

A school district may not use public resources to create and maintain Internet links to websites, organizations, commentary or editorials that expressly support or oppose a ballot proposal if the district does so for the purpose of influencing the outcome of the proposal.

School buildings may be used for presentations supporting or opposing a ballot proposal after school hours pursuant to board policy. Care should be taken to ensure that facilities are equally available to both proponents and opponents of the proposal and appropriate fees, if required by board policy, are administered consistently.

Board members and school employees may use their own materials to draft letters to the editor to express their opinions on a ballot proposal.

The occasional, incidental use of public resources by a superintendent to communicate his or her views on a ballot proposal to constituents or the media is permissible.

A school official is prohibited from sending a mass email or mailing that expressly advocates for or against a ballot proposal.

A school district may produce or disseminate debates, interviews, or commentary regarding a ballot proposal if it is done in the regular course of broadcasting or publication (e.g., the normal, routine publication schedule of the broadcast or publication).

A school board may discuss its support of or opposition to a ballot proposal at an open meeting as well as adopt a resolution supporting or opposing the proposal and record the resolution in the meeting minutes. However, the use of public resources to distribute or publicize the resolution beyond the regular provision of factual information regarding actions taken by the board is prohibited.

Board members may wear T-shirts or buttons that support or oppose a ballot proposal at board meetings if not prohibited by board policy. School employees may also wear these items at school if not prohibited by board policy or the district's collective bargaining agreement.

Unions and associations may communicate with their members about a ballot proposal by using school mailboxes provided that such communications are sent only to the collective bargaining representative's members.

“At-a-Glance” Overview:

Focus Schools

What are focus schools?

- Schools with the largest achievement gaps, defined as the difference between the average scale score for the top 30% of students and the bottom 30% of students.
- Derived from the achievement gap component within the Top-to-Bottom ranking.

How are they determined?:

- Based on the Top-to-Bottom (TTB) ranking methodology which includes data from achievement, improvement and achievement gap standardized scores.
- All open schools with 2 years of data for 30 or more students two or more tested subjects are included in the ranking to determine focus schools.

What happens once a school is named a Focus School?

- Michigan Department of Education will offer support in:
 - analyzing achievement data
 - facilitating professional dialogue
 - customizing interventions
- MDE will develop and provide a District Toolkit
- Designed for districts that have schools identified as Focus Schools
- It is meant to help districts identify where their schools need the most support.
- MDE will provide technical assistance to districts on the use of this toolkit in the form of MDE-trained and paid-for District Improvement Facilitators (DIFs).
- With the assistance of their DIFs, these districts will have one year to self-diagnose and self-

prescribe changes in their supports to Focus Schools based on the resources in the toolkit.

- If a district continues to have schools identified as Focus Schools in the 2013/14 school year, the district will purchase the services of the District Improvement Facilitator to conduct a data-based professional dialogue to determine the district-level needs to be put in place to support its school(s).

How does a school exit Focus School status?

- To exit Focus status, the school must:
 - Following the end of Year 4, make Adequate Yearly Progress (attaining Green, Lime, Yellow or Orange designation), including meeting the safe harbor target for the bottom 30% subgroup. (AYP designation made in August following end of Year 3).
 - Submit a report to MDE documenting the ongoing steps that will be taken to sustain the effort.
- If a school fails to exit Focus status following the beginning of Year 4, they continue on as a Focus School and have the opportunity on a yearly basis to exit if they meet the AYP criteria shown above.
- There is also an exit path from the Focus School category called Good-Getting-Great (G-G-G) schools.
- G-G-G schools will receive written a G-G-G designation from the state superintendent, upon submission of documentation from the facilitated professional dialogue that establishes eligibility



On Being Designated 'Focus Schools'

By Jim Bermingham, published on Sept. 10, 2012

Earlier this year, Berrien Springs Public Schools celebrated its best test results ever based on the latest state assessment, the Michigan Educational Assessment Program. Berrien Springs students exceeded state averages in every testing area except fifth grade science and ninth grade social studies. It appeared state assessments were validating that the district's curricular changes, professional development, formative assessments, interventions and extended learning opportunities were paying off for students.

At the beginning of August, however, the Michigan Department of Education informed me that Berrien Springs' upper elementary and middle schools were to be designated under the department's new statewide report cards as "Focus" schools. This was due to the [assessed gap](#) between the top 30 percent subgroup of students and the bottom 30 percent subgroup. Due to this new ranking, the district will have to offer residents district-funded transportation if they choose to leave for another district.

While Berrien Springs wholeheartedly endorses using achievement data to inform decisions about how to improve student performance (we do this constantly all on our own), these new state designations are problematic. In order to "improve," districts must make several unnecessary trade-offs that are sure to negatively impact at least some subgroup of students.

For instance, Berrien Springs could stop enrolling nonresident students through Michigan's "Schools-of-Choice" law. About 15 percent of the district's current enrollment is made up of such students from a nearby low-performing district. This option is not appealing for at least two reasons: 1) One of the district's missions is to provide a quality education to *all* students, not just ones who happen to live within our boundaries, and 2) Parents should be the ones allowed to select the district or school that provides a great education. Ironically, Gov. Rick Snyder is simultaneously trying to encourage districts to enroll *more* nonresident students with funding incentives.

Another undesirable option for closing our achievement gaps would be to stop challenging higher performing students with learning opportunities above their current age-based grade level. If their standardized test results begin to slip and the lowest performing students' scores remain flat, the gap will have been narrowed. This, obviously, doesn't seem fair to those high-performing students.

Still another option is to attempt to become a more homogeneous district. Nearly 70 percent of Berrien Springs students qualify for a free or reduced-price lunch through the National School Lunch Program. We also have large subgroups of English Language Learners, African-Americans, Hispanics and Asian-Americans. Our district has greatly profited from the spin-off diversity of being the district of choice for many of the employees at nearby Andrews University, the international flagship college of Seventh-day Adventists and labeled by U.S. News and

World Report as one of the most culturally diverse universities in the world. The more diverse Berrien Springs is, the more opportunity there is for achievement gaps to exist between subgroups, but the district is not going to abandon its tradition of serving a diverse group of students just to lower its chances of being labeled a "Focus" school.

As mentioned, none of these options are desirable, and it leaves Berrien Springs in an incredibly difficult position. Apparently, the only good option left is to try to make our lowest performing students improve their average performance on state assessments at a faster rate than the average of our highest performers. All the while, Berrien Springs will continue enrolling more nonresident students who may also be low performers through no fault of our own.

My district is up for any challenge, but this task borders on the impossible. It also puts Berrien Springs in a position where we could be accused for providing an unequal learning experience to students based on their performance on state assessments. This is not the type of learning environment we want to provide, and not one that any taxpaying parent should have to settle for.

#####

Copyright © 2012 Mackinac Center for Public Policy

www.mackinac.org