

**Committee of the Whole Board Meeting of the Perry Public Schools  
Monday, November 12, 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**

ITEM 2        **Pledge of Allegiance**

ITEM 3        **Roll Call**

Charles Scovill, President  
Tom Segó, Vice President  
Tracey Hammond, Secretary  
Greg Daenzer, Treasurer

Mark Briggs, Trustee  
Jack Kelly, Trustee  
Mark Ruzinsky, Trustee

ITEM 4        **Approval of Agenda**

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        2011-2012 Audit Report - Bill Morgan, Taylor & Morgan, P.C.

**SECTION B - Committee Meetings**

**Technology - Charles Scovill**

Old Business    None at this time

New Business

ITEM 7        Update from Jesse Hagensen, Director of Technology

**Finance/Personnel - Greg Daenzer**

Old Business

ITEM 8        Update: termination of our Adult & Alternative Education Consortium participation

ITEM 9        Update: Deficit Elimination Plan and General Fund Budget Revision

New Business

ITEM 10       Operating millage restoration or renewal

ITEM 11       Consideration of reversing the action taken at the previous board meeting to approve the payment of bills

**Buildings & Grounds/Policy - Tom Segó**

Old Business

ITEM 12       Policy 9250 - Use of District Facilities

New Business

ITEM 13       Policy 1320-R - Agenda

ITEM 14       Policy 1210 and 1210-2 - School-Community Organizations

ITEM 15       Policy 1260 - Board Recognitions

ITEM 16       Policy 1510 and 1550-2 - Bylaw and Policy Development System

**Public Relations/School Improvement - Tracey Hammond**

Old Business

ITEM 17       Update: Top-performing PHS students who are struggling

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, November 26, 2012  
7:00 PM – Board Meeting Room  
Administration Building

**Committee of the Whole Board Meeting**

Monday, December 10, 2012  
7:00 PM – Board Meeting Room  
Administration Building

**Adjourn**



# Perry Public Schools

2665 W Britton Road, Perry, MI 48872  
Office: 517-625-3108 Fax: 517-625-6256  
[www.goperry.org](http://www.goperry.org)

October 31, 2012

Dan Heckman, Interim Superintendent  
Morrice Area Schools  
111 Mason Street  
Morrice, MI 48857

Dear Dan,

The Perry Public Schools Board of Education, at its October 22 meeting, decided to terminate its participation with Morrice Area Schools in the Perry-Morrice Adult and Alternative Education Consortium effective at the conclusion of the current fiscal year. The most recent *Cooperative Education Agreement*, dated August 1, 1995 and signed on August 24, 1995, requires that this notice of termination reach you "by February 1 of any year."

So you know, the primary reason given for this Board action is that we wish to fully endorse and support Perry's own Success Academy program that was initiated at Perry High School this school year. The Board made it clear, in the discussion leading to the decision to terminate its cooperative arrangement with Morrice, that it does not wish ill upon the Consortium and its programs and our Board wishes it continued success in its service to students desiring an alternative education.

If you have any questions about this decision, Dan, please don't hesitate to contact me.

Sincerely,

James A. Lockwood  
Superintendent of Schools

## **Section 9000 – General Public and Organizational Relations**

### **9250 Use of District Facilities**

9250

#### **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.

Approved 8/16/07

**Perry Public Schools**

## **Section 9000 – General Public and Organizational Relations**

### **9250 Use of District Facilities**

9250-2

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.

Approved 8/16/07

**Perry Public Schools**

## **Section 9000 – General Public and Organizational Relations**

### **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.

Approved 8/16/07

**Perry Public Schools**

## **Section 9000 – General Public and Organizational Relations**

### 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.

Approved 8/16/07

**Perry Public Schools**

## **Section 9000 – General Public and Organizational Relations**

### **9250 Use of District Facilities**

9250-5

- 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 auditorum.

Approved 8/16/07

**Perry Public Schools**



## **Section 9000 – General Public and Organizational Relations**

### 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.

Approved 8/16/07

**Perry Public Schools**

## **Section 9000 – General Public and Organizational Relations**

### 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.

Approved 8/16/07

**Perry Public Schools**

## Section 9000 – General Public and Organizational Relations

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 \$300.00/1<sup>st</sup> 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

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**Perry Public Schools**

**Section 9000 – General Public and Organizational Relations**

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)

Approved 8/16/07

**Perry Public Schools**

## Section 1000 – Board Bylaws

1320-R Agenda

1320-R

### Agenda for the Organizational Meeting

1. Call to order by ~~Board Secretary~~ the secretary to the Superintendent and Board of Education
2. Election of officers (All voting shall be open - no secret ballots allowed)
  - a. President (who then presides)
  - b. Vice-President
  - c. Secretary
  - d. Treasurer
3. Designation of authorized signatures for various accounts
4. Designation of depository for school funds
5. Determination of dates, time and location of regular meetings
6. Designation of person responsible to post notices
7. Designation of the Board's liaison representative to Michigan Association of School Boards
8. Such other items of annual business as the President may wish to place on the agenda
9. Adjournment

Approved 8/16/07

**Perry Public Schools**

## **Section 1000 – Board Bylaws**

### **1210 School-Community-Booster Organizations**

1210

The Board looks upon **all school-community-booster** organizations ~~such as the PTO~~ as integral parts of the school community, which can aid substantially in promoting ~~a finer educational program~~ **school activities**.

~~Each school community organization should request official recognition by the Board and, in so doing, present its purposes and goals along with its by laws to assist the Board in its deliberations as to whether or not the organization should be recognized as a bona fide community school group supported by the Board. Once recognized, such organizations shall work closely with the Board and school personnel in the buildings or the departments which they represent in any projects carried on for the benefit of the school or school program.~~

The Board encourages active support and cooperation with school-community organizations by administrators, teachers and other employee groups.

#### **BOOSTER ORGANIZATIONS:**

The Board recognizes that endeavors of **school-community-booster** organizations can be a valuable means of stimulating interest in specific programs and activities carried on by the school system. Generally, actions initiated by these groups provide an atmosphere and climate which assists in welding together desirable community-school relationships.

~~Booster organizations, which are formed to promote and assist in the promotion and financing of specific activities on behalf of the school, must be approved and recognized by the Board. They shall keep on file, in the superintendent's office, a record of officers, by laws, mailing addresses and other pertinent information.~~

## Section 1000 – Board Bylaws

1210 ~~School-Community-Booster~~ Organizations

1210-2

~~School-community-~~booster proposed plans, projects or movements, should be evaluated and promoted in light of their contribution to academic as well as athletic, musical or other school programs. ~~Care must be taken to consider the total value to all students rather than to a specific group of students.~~ Care must also be taken to avoid compromising or diluting the responsibilities and authority of the Board.

Booster organizations shall handle their own accounting and bookkeeping procedures ~~through the district business office.~~ ~~and maintain their own separate accounts for income and expenditures.~~

~~All purchases by such organizations shall be billed directly to them and sent to their mailing addresses and not the school.~~

Equipment and material purchased by these organizations and presented to the school shall become property of the school and under the control of the Board of Education.

~~Board policies on “Gifts to Schools” and “Donations to Support Extra Curricular Activities” shall be adhered to by such organizations when making donations to the school or its organizations.~~

LEGAL REFL General School Laws, 380.1261

~~CROSS REF: File 3280 (Gifts to Schools) and 3281 (Donations to Support Extra Curricular Activities)~~

Approved 8/16/07

**Perry Public Schools**

## **Section 1000 – Board Bylaws**

### 1260 Board Recognitions

1260

The Board supports the concept of a recognition program for staff, students, community members, Board members and others who have demonstrated extraordinary service, achievements and accomplishments on behalf of the District. Any costs for such a program shall be paid in accordance with law.<sup>4</sup>

The Superintendent, in consultation with the Board President, shall be responsible for developing a recognition program for the District.

#### Board Member Recognition

A certificate of service shall be presented to each Board member who completes at least four years of service on behalf of the District.

The Board may give appropriate recognition to those members whose service extends for a period of ten or more years by passing a resolution recognizing the Board member's service or by other appropriate means as determined by the Board.

#### Staff Recognitions

~~The Board may provide appropriate recognition for staff members who have completed ten, fifteen, twenty, twenty five and thirty five years of service to the District.~~

#### Staff Retirements

~~Retiring staff members who have completed at least fifteen years of service to the District shall receive appropriate recognition by the Board. The Superintendent shall inform the Board at the beginning of each school year of potential retirees eligible for recognition.~~

App

LEGAL REF: MCL 380.11a

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<sup>4</sup> Should the Superintendent or Board President have a question as to what may, or may not, be a "legitimate" expenditure for "recognitions," it is urged that they contact MASB Legal Counsel or the District's retained counsel to discuss the issue of what costs are permissible "in accordance with law."

Approved 8/16/07



## **Section 1000 – Board Bylaws**

1510 Bylaw and Policy Development System

1510

The Superintendent, as the need arises, shall advise the Board when he/she is of the opinion that a bylaw or policy should be changed or supplemented and present to the Board the reasons therefore.

The Board shall oversee and review its bylaws and policies and shall, as needs dictate, delete, amend and supplement existing bylaws, policies and adopt new bylaws and policies. The Policy Committee will recommend needed changes in policy to the full Board.

### Draft Writer

~~The Superintendent shall draft all recommended policy changes. New bylaws proposals and recommendations for changes shall be drafted by the Superintendent in conjunction with the Board President.~~

### Attorney Involvement

Bylaws, policies and rules of the Board may be submitted to the Board's attorney to determine the legality of said bylaws and policies and rules before they are submitted to the Board for final approval.

The opinion of the attorney shall be made available to all Board members and Superintendent.

### Staff Involvement

In formulating policy recommendations to be made to the Board, the Superintendent may involve members of the staff in the formulation of such policy.

The Superintendent may solicit recommendations from the staff concerning the workability of present policies, needs for change and new policies. The Superintendent, in formulating recommendations to the Board, shall consider the recommendations made to him/her by the staff.

Approved 8/16/07

**Perry Public Schools**

## **Section 1000 – Board Bylaws**

1550 Bylaw and Policy Adoption

1550-2

The Board may elect to publish the Bylaw and Policy Manual of the District on the Internet. ~~through the auspices of the Michigan Association of School Boards as a means of a “paperless” and searchable retrieval system. If published on the Internet via MASH;~~ The Board shall determine whether the manual shall be password protected or open to retrieval and viewing by persons other than District staff and Board members.

The Board Secretary or his/her designee shall keep a ten-year running historical set of Board bylaws and policies that shall reflect all revisions, amendments or other such actions pertaining to every bylaw, policy and rule.

### Policy Review

The Board shall oversee and review its policies and rules as the needs arise.

Approved:

LEGAL REF: MCL 380.11a

Approved 8/16/07

**Perry Public Schools**