

**DOLLAR BAY-TAMARACK CITY AREA SCHOOLS BOARD OF EDUCATION
REGULAR MEETING - DB-TC ACTIVITY ROOM - DECEMBER 19, 2022 - 5 P.M.**

- I. Opening of Meeting**
 - A. Pledge of Allegiance
 - B. Call to Order
 - C. Roll Call
- II. Recommendation to adopt Agenda**
- III. Public Comment**
- IV. Consent Agenda - Recommendation to approve the following:**
 - A. Regular Board Meeting Minutes (previous month)
 - B. Financial Statements through the previous month
 - C. Checks written in the previous month
- V. Reports**
 - A. Superintendent
 - B. MS/HS Principal
- VI. Action and Discussion Items**
 - A. Recommendation to approve 2022 NEOLA policy updates: 6110, 6114, 6325, 6108, 6460, 6700, 7440.03, 8805, and 9150.
 - B. Recommendation to approve off-schedule payments of support staff: 6.5+ hours/day and 10+ years=\$1,200, 6.5+ hours/day, less than 10 years in the district=\$800, less than 6.5 hours/day=\$300, and the same ancillary benefits package the teachers receive (Dental, Vision, Life \$10K, ADD [100-90-80-90], \$1,500 Class I, II, III, \$2,000 Ortho VSP 3 Plus vision plan).
 - C. Recommendation to increase Jesse Kentala's merit payment from 1% to 3%, to be issued December 2022.
 - D. Recommendation to accept the November 2022 evaluation of the superintendent.
 - E. Recommendation to thank Jeff Stevens and Tera Janke for their years of service to Dollar Bay-Tamarack City Area Schools.
 - F. Old and/or New Business
- VII. Adjournment**

-This meeting is a meeting of the Board of Education in public for the purpose of conducting the school district's business and is not to be considered a public community meeting. There is a time for public comment during the meeting as indicated in the agenda.

-Upon request to the superintendent, DB-TC Area Schools shall make reasonable accommodation for a person with disabilities to be able to participate in the meeting.

DOLLAR BAY-TAMARACK CITY AREA SCHOOLS BOARD OF EDUCATION
REGULAR MEETING - DB-TC ACTIVITY ROOM - NOVEMBER 21, 2022 - 6 P.M.

- I. Opening of Meeting
 - A. Pledge of Allegiance - 6:00 pm
 - B. Call to Order
 - C. Roll Call
 - Board Members: Donna Engman, Steve LeClaire, Jeff Stevens, David Maki, Jen Stout, Dallas Bond, Absent: Tera Janke
 - Administration: Christina Norland (S.I./K-5 Principal), Jesse Kentala (MS/HS Principal), Absent: Tom Sturos (Business Manager)
- II. Recommendation to adopt Agenda
 - Motion by Dallas Bond, support by Donna Engman. Motion carried unanimously.
- III. Presentation: Dollar Bay Travel Club
 - The Board heard the presentation by Jade Babcock (leader of Travel Club).
- IV. Public Comment
 - None
- V. Consent Agenda - Recommendation to approve the following:
 - A. Regular Board Meeting Minutes (previous month)
 - B. Financial Statements through the previous month
 - C. Checks written in the previous month
 - Motion by Jeff Stevens, support by Steve LeClaire. Motion carried unanimously.
- VI. Reports
 - A. Superintendent
 - B. MS/HS Principal
 - The Board heard the reports.
- VII. Action and Discussion Items
 - A. Recommendation to reschedule January meeting from 1/16/23 to 1/23/23.
 - Motion by David Maki, support by Donna Engman. Discussion to add an addendum to start at 5:30 pm. Motion carried unanimously.
 - B. Discussion of 2022 NEOLA policy updates: materials provided for First Reading.
 - No motion needed.
 - C. Personnel
 1. Recommendation to approve the hire of Julie Haege as para-professional.
 - Motion by Jeff Stevens, support by David Maki. Motion carried unanimously.
 2. Recommendation to approve the hire of Tatiana Luoma as junior high cheerleading coach.
 - Motion by Donna Engman, support by Dallas Bond. Motion carried unanimously.
 - D. Finance - Recommendation to approve school meal debt collection procedures.
 - Motion by David Maki, support by Dallas Bond. Motion carried unanimously.
 - E. Old and/or New Business
 - None
 - F. Recommendation to go into closed session to

-This meeting is a meeting of the Board of Education in public for the purpose of conducting the school district's business and is not to be considered a public community meeting. There is a time for public comment during the meeting as indicated in the agenda.
-Upon request to the superintendent, DB-TC Area Schools shall make reasonable accommodation for a person with disabilities to be able to participate in the meeting.

1. Discuss the periodic evaluation of the superintendent (as requested by superintendent),
 2. Discuss negotiations related to the current support staff contract.
- Motion by Donna Engman, support by Dallas Bond. Motion carried unanimously at 7:01 pm.
The Board went into closed session and reconvened at 8:04 pm.*

VIII. Adjournment - 8:05 pm

-Motion by Steve LeClaire, support by Donna Engman. Motion carried unanimously.

Respectfully submitted,

Tera Janke (Secretary)
Typed by Danielle Bausano

DRAFT

DOLLAR BAY - TAMARACK CITY AREA SCHOOLS

(SUMMARY-ONLY)

Check No.	Check Type	Status	Vendor	Vendor Name	Amount	Description	Date
2039	PAPER	VOID	1490	AMBUEHL, LOU	-voided-	REF - 11/1/22 JR HIGH BOYS BB	11/01/2022
2040	PAPER	VOID	1490	AMBUEHL, LOU	-voided-	REF - 11/1/22 JR HIGH BOYS BB	11/01/2022
2041	PAPER	Printed	1490	AMBUEHL, LOU	\$44.96	REF - 11/1/22 JR HIGH BOYS BB	11/01/2022
2042	PAPER	Printed	1076	KEWEENAW MUSIC EDUCATORS ASSOCIATION	\$30.00	Nov 2022 Middle School Brass Band Clinic	11/02/2022
2043	PAPER	VOID	1089	BRITZ, ROY	-voided-	REF - 11/7/22 Varsity Girls VB	11/07/2022
2044	PAPER	VOID	1478	DOW, DAVE	-voided-	REF - 11/7/22 Varsity Girls VB	11/07/2022
2045	PAPER	Printed	1089	BRITZ, ROY	\$39.86	REF - 11/7/22 JH Boys BB	11/07/2022
2046	PAPER	Printed	1528	RIMPELA, BRIAN	\$37.34	REF - 11/7/22 JH Boys BB	11/07/2022
2047	PAPER	Printed	1557	AMAZON CAPITAL SERVICES	\$180.35	Office Supplies; Classroom Supplies	11/08/2022
2048	PAPER	Printed	509	AT&T	\$221.51	9/14/22-10/13/22	11/08/2022
2049	PAPER	Printed	1080	AT&T Mobility	\$18.21	9/12/22-10/11/22	11/08/2022
2050	PAPER	Printed	1735	AUDETTE, SARAH	\$100.00	10/20/22 Volleyball Meet Mileage	11/08/2022
2051	PAPER	Printed	456	Bay Electric, Inc	\$1,405.12	Provide & Install Cabling	11/08/2022
2052	PAPER	Printed	1388	Capital One	\$913.83	September/October 2022	11/08/2022
2053	PAPER	Printed	128	COUNTRY FRESH GR, DEAN DAIRY	\$667.05	10/24/22 Invoice; 10/31/22 Invoice; 11/3/2	11/08/2022
2054	PAPER	Printed	1736	EDMENTUM	\$2,669.64	Online Curriculum	11/08/2022
2055	PAPER	Printed	102	GITZEN COMPANY	\$1,142.10	Custodial Supplies	11/08/2022
2056	PAPER	Printed	114	Houghton Mifflin Harcourt Publishing Co.	\$4,796.95	Classroom Resources	11/08/2022
2057	PAPER	Printed	1223	Lamers Bus Lines, Inc.	\$14,411.59	September 2022 Prebiling 1 Of 9; September 2022 Sports Trip	11/08/2022
2058	PAPER	Printed	467	McGann Building Supply, Inc.	\$505.44	October 2022	11/08/2022
2059	PAPER	Printed	1324	The Office Planning Group, Inc.	\$137.94	Meter Usage 9/30/22-10/29/22	11/08/2022
2060	PAPER	Printed	1737	RICHEY & SON INC	\$8,495.00	Athletics Equipment	11/08/2022
2061	PAPER	Printed	215	Thrun Law Firm, P.C.	\$522.50	October 2022	11/08/2022
2062	PAPER	Printed	650	Upper Pen. Region Of Library Coop., Inc.	\$490.98	Operating Fees 10/1/22-12/31/22	11/08/2022
2063	PAPER	Printed	1478	DOW, DAVE	\$37.94	Ref 11/14/22 JH Boys BB	11/14/2022
2064	PAPER	Printed	1738	KARIAINEN, ADELINE	\$37.40	Ref 11/14/22 JH Boys BB	11/14/2022
2065	PAPER	Printed	1458	Dollar Bay High School	\$669.00	Vet Mem Wall: Halloween Dance Activity Fd: fix deposit 11/9	11/16/2022
2066	PAPER	Printed	497	Northern Hardwoods Lumber, LLC	\$940.00	Lumber for wood shop (maple, oak, ash) 400 MBF	11/16/2022
2067	PAPER	Printed	868	DB-TC Sports Boosters	\$100.00	reimb for school logo apparel, HS PBIS/MTSS	11/18/2022
2068	PAPER	Printed	1557	AMAZON CAPITAL SERVICES	\$698.81	Classroom Supplies; Chairs; Custodial Supplies	11/21/2022
2069	PAPER	Printed	1431	BSN Sports, LLC	\$263.00	Classroom Supplies	11/21/2022
2070	PAPER	Printed	730	CCISD	\$182.03	VoIP, Printing	11/21/2022
2071	PAPER	Printed	128	COUNTRY FRESH GR, DEAN DAIRY	\$437.79	11/7/22 Invoice; 11/10/22 Invoice; 11/14/22 Invoice	11/21/2022
2072	PAPER	Printed	77	Daily Mining Gazette	\$166.32	Ad For Para Pro	11/21/2022
2073	PAPER	Printed	468	Dave's Hancock Service, Inc.	\$920.53	Brake Work On Ford E-250	11/21/2022
2074	PAPER	Printed	477	Fastenal Company	\$64.72	Supplies For SOAR	11/21/2022
2075	PAPER	Printed	94	CAMPIONI ENTERPRISES, INC.	\$75.33	October 2022	11/21/2022
2076	PAPER	Printed	356	Flowers By Sleeman	\$75.00	Flowers For Parent Night	11/21/2022
2077	PAPER	Printed	346	Gedda Electric Inc	\$30.00	Repairs To Drill	11/21/2022
2078	PAPER	Printed	1739	GOT TO TEACH LLC	\$258.00	Flow Reading Subscription	11/21/2022
2079	PAPER	Printed	523	Grizzly Industrial, Inc.	\$319.24	Shop Supplies	11/21/2022
2080	PAPER	Printed	589	HEINONEN, KRISTY	\$57.88	Reimb Assembly Supplies	11/21/2022

DOLLAR BAY - TAMARACK CITY AREA SCHOOLS

(SUMMARY-ONLY)

Check No.	Check Type	Status	Vendor	Vendor Name	Amount	Description	Date
2081	PAPER	Printed	1208	Jostens	\$352.67	Diplomas	11/21/2022
2082	PAPER	Printed	895	KENTALA, JESSE	\$42.14	Reimb Veterans Day Supplies	11/21/2022
2083	PAPER	Printed	281	Krist Oil Company, Inc	\$2,531.05	October 2022	11/21/2022
2084	PAPER	Printed	1223	Lamers Bus Lines, Inc.	\$1,991.74	October 2022 Sports/Field Trips	11/21/2022
2085	PAPER	Printed	1709	LEVEL UP	\$3,780.00	Basketball Uniforms	11/21/2022
2086	PAPER	Printed	700	MICHIGAN LABOR LAW POSTER SERVICE	\$116.07	Labor Law Posters	11/21/2022
2087	PAPER	Printed	188	PERFORMANCE FOODSERVICE	\$549.50	11/11/22 Invoice	11/21/2022
2088	PAPER	Printed	1526	ROWE, ROBERT	\$44.98	Reimb Bar Clamps	11/21/2022
2089	PAPER	Printed	778	Sayen's Enterprises	\$450.00	October 2022 Van Rentals	11/21/2022
2090	PAPER	Printed	1052	SCHOOL SPECIALTY	\$3.82	Desk Calendar	11/21/2022
2091	PAPER	Printed	1069	SEG WORKERS COMPENSATION FUND	\$416.00	Workers Comp 7/1/22-7/1/23 Q3	11/21/2022
2092	PAPER	Printed	14	SET SEG, ATTN: FINANCE	\$159.25	December 2022	11/21/2022
2093	PAPER	Printed	459	Waste Management, Inc	\$1,166.74	October 2022	11/21/2022
2094	PAPER	Printed	1634	XEROX CORPORATION	\$307.44	Meter Usage 9/30/22-10/21/22	11/21/2022
2095	PAPER	Printed	1401	FAY, ROB	\$39.80	Ref 11/28/22 JH Boys Basketball	11/28/2022
2096	PAPER	Printed	1580	VICK, LUCAS	\$37.40	Ref 11/28/22 JH Boys Basketball	11/28/2022
2097	PAPER	Printed	142	MSBOA-MI School Band & Orchestra Assoc	\$104.00	MSBOA - 3 participants & 4 meals District 13 & 14	11/30/2022
2098	PAPER	Printed	1740	MSBOA - District 14 Treasurer	\$96.00	MSBOA - solo/trio registration Distr 14	11/30/2022
2339	EFT	Printed	1597	GORDON FOOD SERVICE	\$2,340.99	11/7/22 Credit; 10/31/22 Invoice; 11/7/22 Invoice	11/08/2022
2340	EFT	Printed	229	Upper Peninsula Power Company	\$3,121.06	October 2022	11/08/2022
2341	EFT	Printed	1527	PCMI - WillSub, INC	\$1,834.38	11/11/22 Payroll	11/11/2022
2342	EFT	Printed	739	Semco Energy, Inc.	\$1,581.70	October 2022	11/16/2022
2344	EFT	Printed	3	EFTPS - Electronic Federal Tax Payment S	\$14,751.10	Payroll - FICA Tax Payable	11/10/2022
2345	EFT	Printed	961	Valic C/O Chase Bank	\$1,042.86	VALIC 403(b) Annuity	11/10/2022
2346	EFT	Printed	1268	Health Equity	\$1,548.26	Health Savings Account	11/10/2022
2347	EFT	Printed	9	MPERS	\$26,529.85	MIP VOYA DC Record	11/11/2022
2348	EFT	Printed	1597	GORDON FOOD SERVICE	\$1,116.12	11/14/22 Credit; 11/8/22 Credit; 11/15/22 Credit; 11/14/22 I	11/21/2022
2350	EFT	Printed	1455	Marlin Business Bank	\$149.66	October 2022	11/01/2022
2351	EFT	Printed	3	EFTPS - Electronic Federal Tax Payment S	\$14,415.61	Payroll - FICA Tax Payable	11/25/2022
2352	EFT	Printed	961	Valic C/O Chase Bank	\$1,042.86	VALIC 403(b) Annuity	11/25/2022
2353	EFT	Printed	1268	Health Equity	\$1,548.26	Health Savings Account	11/25/2022
2354	EFT	Printed	24	State Of Michigan W/H	\$2,507.98	Payroll - State Tax Payable	11/10/2022
2355	EFT	Printed	24	State Of Michigan W/H	\$2,472.46	Payroll - State Tax Payable	11/25/2022
2356	EFT	Printed	9	MPERS	\$27,573.11	MIP VOYA DC Record	11/25/2022
2357	EFT	Printed	9	MPERS	\$82.67	ORS	11/29/2022
2362	EFT	Printed	6	MESSA	\$35,169.17	November 2022; MESSA Insurance Options; MESSA Health Insuran	11/25/2022
GRAND TOTAL:					\$193,180.06		

78 checks

DOLLAR BAY - TAMARACK CITY AREA SCHOOLS

(SUMMARY-ONLY)

Check No.	Check Type	Status	Vendor	Vendor Name	Amount	Description	Date
FUND SUMMARY							
					Fund	Amount	
					11	187,853.39	
					25	5,326.67	
						\$193,180.06	

Dollar Bay - Tamarack City Area Schools
Statement of Revenue and Expenditures
FY: 2022-2023

REVENUE

Major Class-Description	Budget	07/01/22 -		Avail. Bal. %
		11/30/2022	Balance	
100-Local Sources	489,308	285,142	204,166	41.73%
300-State Sources	3,092,528	260,997	2,831,531	91.56%
400-Federal Sources	367,021	-	367,021	100.00%
500/600-Other Financing Sources	10,800	-	10,800	100.00%
Total Revenue	3,959,657	546,139	3,413,518	86.21%

EXPENDITURES

Major Function - Description	Budget	07/01/22 -		Avail. Bal. %
		11/30/2022	Balance	
100-Instruction				
111-Elementary	1,077,929	255,167	822,762	76.33%
113-High School	1,188,523	275,570	912,953	76.81%
118-Pre Kindergarten	106,788	28,895	77,893	72.94%
122- Special Education	165,215	57,779	107,436	65.03%
125-Compensatory Education	159,265	46,001	113,264	71.12%
200-Supporting Services		-		
210-Guidance/Truancy	2,088	-	2,088	100.00%
219-Other Pupil Support	-	396	(396)	#DIV/0!
220-Library	18,166	12,936	5,230	28.79%
230-Board of Education	31,700	6,586	25,114	79.22%
230-Executive Admin.	233,259	85,291	147,968	63.44%
240-Principals Office	189,048	88,795	100,253	53.03%
250-Fiscal Services	93,209	23,925	69,284	74.33%
260-Operation & Maintenance	328,293	136,408	191,885	58.45%
270-Pupil Transportation	163,850	22,992	140,858	85.97%
280-Central Support Services - Technology	52,550	17,904	34,646	65.93%
290-Athletics	105,684	31,674	74,010	70.03%
400-Payment to Other Gov. Agency, Facility Acq. And Prior Period Adj.				
450-Facility Acquisition/Improvements	-	-	-	
500/600-Other Financing Sources				
510-Debt Service	-	-	-	
6xx - Outgoing Transfer & Modifications	173	-	173	
Total Expenses	3,915,740	1,090,319	2,825,421	72.16%
Net Income	43,917	(544,180)		



Book	Policy Manual
Section	Vol. 36, No. 2 - February 2022
Title	Vol. 36, No. 2 - February 2022 Revised GRANT FUNDS
Code	po6110
Status	From Neola
Adopted	June 18, 2018

6110 - GRANT FUNDS

It is the objective of the Board of Education to provide equal educational opportunities for all students within the District. Government agencies, as well as foundations, businesses, and individuals, periodically offer both human and material resources to the District that would benefit students and the educational program. Therefore, it is the intent of the Board to consider grant proposals and applications for their potential to enhance educational opportunities, the educational environment, and the physical and mental growth for each student.

The Superintendent shall review new Federal education legislation and prepare proposals for programs s/he deems would be of aid to the students of this District. The Superintendent shall approve each such proposal prior to its submission, and the Board shall approve all grants resulting from such proposals.

The Board regards available Federal funds of aid to local school districts and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in accordance with Federal regulations and guidelines.

No Federal funds received by the District shall be used (1) to develop or distribute materials, or operate programs or courses of instruction directed at youth, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual; (2) to distribute or to aid in the distribution by any organization of legally obscene materials to minors on school grounds; (3) to provide sex education or HIV-prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence; or (4) to operate a program of contraceptive distribution in schools.

Grant Proposal Development

- A. All grant proposals must support at least one (1) District goal or priority.
- B. For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.

Grant Proposal Internal Review

- A. Each grant proposal shall be reviewed and approved by the Superintendent prior to submission to the funding source.
- B. ☒ The Superintendent shall present the following proposals to the Board for approval:
 1. ☐ Government-funded proposals, regardless of the amount;
 2. ☒ Proposals with budgets exceeding \$ 10,000.00; or
 3. ☐ Multi-school or District-wide proposals.

Grant Administration

- A. The administration of grants will adhere to all applicable Federal, State, local, and grantor rules and regulations, including the terms and conditions of the Federal awards, as well as District policies and administrative guidelines.
- B. The Superintendent is responsible for the efficient and effective administration of grant awards through the application of sound management practices.
- C. The Superintendent is responsible for administering grant funds in a manner consistent with underlying agreements, applicable statutes, regulations, and objectives, and the terms and conditions of the grant award.
- D. The District, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including the organizational and management strategies necessary to assure proper and efficient administration of grant awards.
- E. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. The Superintendent shall require that each draw of Federal monies be aligned with the District's payment process (whether reimbursement, cash advance, or a combination). If funds are permitted to be drawn in advance, all draws will be as close as administratively feasible to the related program expenditures and that, when restricted, such monies are used to supplement programs and funding and not to supplant or replace existing programming or current funding.

N Maintenance of Effort (MOE) and Maintenance of Equity (MOEquity) requirements of the Federal program will be met in accordance with the requirements of the specific funded program. The District shall maintain appropriate documentation and records to substantiate compliance or to justify allowable exceptions, exemptions, or waivers.

- F. **G** The Superintendent is authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.

~~G. () Written amendments requiring the Superintendent's signature shall be presented to the Board for approval.~~ **E**

~~H. () Employee positions established through the use of grant funding shall terminate if and when the related grant funding ceases.~~ **E**

- I. **G** Program reports including but not limited to audit, site visits, and final reports shall be submitted to the Superintendent for review and distribution to the Board and other appropriate parties.

Financial Management

The financial management of grant funds shall be in compliance with all applicable Federal, State, local, and grantor rules, regulations, and assurances as well as District policies and administrative guidelines.

The District shall provide for the following:

- A. Identification, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance (CFDA) title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, as applicable.
- B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant.
- C. Records that adequately identify the source and application of funds provided for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest and be supported by source documentation.
- D. Effective control over, and accountability for, all funds, property, and other assets. The District must adequately safeguard all assets and assure that they are used solely for authorized purposes.

Further, the District must:

1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;
2. comply with Federal statutes, regulations, and the terms and conditions of the Federal award;

3. evaluate and monitor the District's compliance with statutes, regulations, and the terms and conditions of the Federal award;
4. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings;
5. take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.

E. Comparison of expenditures with budget amounts for each Federal award.

F. Recordkeeping and written procedures to the extent required by Federal, State, local, and grantor rules and regulations pertaining to the grant award and accountability including, but not limited to, the following areas:

1. cash management
2. allowability
3. conflict of interest
4. procurement
5. equipment management
6. conducting technical evaluations of proposals and selecting recipients
7. compensation and fringe benefits
8. travel

G. Disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal awarding agency or pass-through agency in accordance with applicable Federal policy.

H. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

Program Income

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant's period of performance.

It includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. Additionally, taxes, special assessments, levies, fines, and other such revenues raised by a recipient are not program income unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income. Finally, proceeds from the sale of real property, equipment, or supplies are not program income.

Unless it has received prior approval to use a different method or the terms and conditions of the grant authorize a different method, the District uses the deduction method of accounting for program income. Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the Federal awarding agency or pass-through entity.



Book	Policy Manual
Section	Vol. 36, No. 2 - February 2022
Title	Vol. 36, No. 2 - February 2022 Revised COST PRINCIPLES - SPENDING FEDERAL FUNDS
Code	po6114
Status	From Neola
Adopted	June 18, 2018
Last Revised	December 20, 2021

6114 - COST PRINCIPLES - SPENDING FEDERAL FUNDS

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State, and local laws, the associated agreements/assurances, program objectives, and the specific terms and conditions of the grant award.

Cost Principles

Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal, and other laws and regulations;
3. market prices for comparable goods or services for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and
5. whether the cost represents any significant deviation from the established practices or Board of Education policy which may unjustifiably increase the expense.

While Federal regulations do not provide specific descriptions of what satisfies the "necessary" element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to whether:

1. the cost is needed for the proper and efficient performance of the grant program;
2. the cost is identified in the approved budget or application;

3. there is an educational benefit associated with the cost;
4. the cost aligns with identified needs based on results and findings from a needs assessment;
5. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received. This standard is met if the cost: is incurred specifically for the Federal award; benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; and is necessary to the overall operation of the District and is assignable to the Federal award in accordance with cost principles mentioned here.

N B. Conform to any limitations or exclusions set forth in the cost principles in Part 200 or in the terms and conditions of the Federal award, including prohibitions regarding costs incurred for telecommunications and video surveillance services or equipment.

- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
- D. Be accorded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost under another award.
- E. Be determined in accordance with generally accepted accounting principles.
- F. Be representative of actual cost, net of all applicable credits or offsets.

The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the State relating to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

- G. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
- H. Be adequately documented:

1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant-funded programs to assure that only permissible personnel expenses are allocated;
2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

1. Be incurred during the approved budget period.

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to carry out authorized work and expend the funds awarded, including any funds carried forward or other revisions pursuant to the law. Prior written approval from the Federal awarding agency or State pass-through entity may be required to carry forward unobligated balances to subsequent budget periods unless waived.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District, and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

The following rules of allowability must apply to equipment and other capital expenditures:

- A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the Federal awarding agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.

C. Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the Federal awarding agency or pass-through entity.

D. All Federally-funded contracts in excess of \$2,000 related to construction, alterations, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

E. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 C.F.R. 200.436 and 2 C.F.R. 200.465.

F. When approved as a direct cost by the Federal awarding agency or pass-through entity under Sections A-C, capital expenditures will be charged in the period in which the expenditure is incurred or as otherwise determined appropriate and negotiated with the Federal awarding agency.

G. If the District is instructed by the Federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

Cost Compliance

The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs, but may not be double charged or inconsistently charged as both.

Determining Whether a Cost Is Direct or Indirect:

A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; program evaluation costs or other institutional service operations; and infrastructure costs directly attributable to the program (such as long-distance telephone calls specific to the program, etc.). Direct costs may also include capital expenditures if approved by the Federal awarding agency or pass-through entity, as well as capital expenditures for special purpose equipment with a unit cost of less than \$5,000.

B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective and not readily assignable to the cost objectives specifically benefitted without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement, not supplant, provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Michigan Department of Education (MDE) or the pass-through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation).

Equipment and other capital expenditures are unallowable as indirect costs.

Timely Obligation of Funds

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions that require payment. This term is used when referencing a recipient's or subrecipient's use of funds under a Federal award.

The following list illustrates when funds are determined to be obligated under the U.S. Department of Education ("USDOE") regulations:

If the obligation is for:

- A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the District - when the services are performed.
- C. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.
- D. Performance of work other than personal services - on the date when the District makes a binding written commitment to obtain the work.
- E. Public utility services - when the District receives the services.
- F. Travel - when the travel is taken.
- G. Rental of property - when the District uses the property.
- H. A pre-agreement cost that was properly approved by the Secretary (USDOE) under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

Period of Performance

All financial obligations must occur during the period of performance. Period of performance means the total estimated time interval between the start of an initial Federal award when the District is permitted to carry out the work authorized by the grant and the planned end date. The period of performance may include one (1) or more funded portions or budget periods. The period of performance is dictated by statute and will be indicated in the grant award notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, financial obligations under a grant may not be made until the application is approved or is in substantially approvable form, whichever is later. In the case of a direct grant, a grantee may use grant funds only for obligations it makes during the grant period unless an agreement exists with the awarding agency or the pass-through entity (e.g., MDE) to reimburse for pre-approval expenses.

If a Federal awarding agency or pass-through entity approves an extension, or if the District extends under C.F.R. 200.308(e)(2), the Period of Performance will be amended to end at the completion of the extension. If a termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all financial obligations incurred under the award not later than ninety (90) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

2 C.F.R. 200.216



Book	Policy Manual
Section	Vol. 36, No. 2 - February 2022
Title	Vol. 36, No. 2 - Revised PROCUREMENT - FEDERAL GRANTS/FUNDS
Code	po6325
Status	From Neola
Adopted	June 18, 2018
Last Revised	July 19, 2021

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.

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]

[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 \$ 3,500 [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.

N 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 ~~\$25,288~~ ^{the amount designated by the State}. An eligible District may self-certify the micro-purchase threshold on an annual basis ~~(not to exceed \$25,288)~~ 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 ~~\$25,288 for the 2020-21 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 () _____ ^{The state of Michigan qualified source} an adequate number of [END OF OPTION] qualified sources. [Drafting Note: 1. The competitive threshold for the 2020-21 ~~2021-22~~ year is \$26,046, effective October 7, 2021. ~~25,288, effective October 8, 2020.~~ 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~~ ~~2020-21~~ 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 ~~25,288, effective October 8, 2020.~~]

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 () _____ ⁽¹⁾ 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: 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~~2020-21 year is \$26,046, effective October 7, 2021 ~~25,288, effective October 8, 2020~~. (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 () 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. 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; 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).

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

New

Policy: po6108
Section: Vol. 37, No. 1 - September 2022

Vol. 37, No. 1 - September 2022 New AUTHORIZATION TO USE ELECTRONIC FUND TRANSFERS AND AUTOMATED CLEARING HOUSE ARRANGEMENTS

NEW POLICY - VOL. 37, NO. 1

6108- AUTHORIZATION TO USE ELECTRONIC FUND TRANSFERS AND AUTOMATED CLEARING HOUSE ARRANGEMENTS

In accordance with the provisions of law, the Board of Education authorizes the acceptance and distribution/transmission of electronic fund transfers (ETFs) and automatic clearing house arrangements (ACH). The Superintendent shall put in place measures to protect the integrity and security of such transactions to comply with mandates of State and Federal agencies or programs, including Medicaid.

Definitions

"ACH arrangement" means the agreement between the originator of the ACH transaction and the receiver of the ACH transaction.

"ACH transaction" means an electronic payment, debit, or credit transfer processed through an automated clearing house

"Automated clearing house" or "ACH" means a national and governmental organization that has authority to process electronic payments including, but not limited to, the national automated clearing house association and the Federal reserve system.

"Electronic transactions officer" or "ETO" means the Superintendent or another person designated by the Board to have the responsibilities of the ETO as prescribed in the Michigan Electronic Transactions of Public Funds Act.

All District staff shall comply with all provisions of the Uniform Electronic Transaction Act when creating, generating, sending, communicating, receiving, storing, processing, using, and relying upon electronic records. Further, all District staff and other persons who use electronic signatures when completing transactions with the Board shall do so in compliance with State law.

ACH Transactions and Arrangements

The Superintendent or another employee designated by the ETO is authorized to engage in electronic transfer of funds and ACH arrangements in accordance with this policy. The Superintendent shall be responsible for overseeing the District's ACH transactions, including payment approval, accounting, reporting, and compliance with this ACH policy.

Internal Controls

The Superintendent is responsible for disbursement of funds and shall submit appropriate documentation to the Board. Such documentation shall include:

- A. information regarding the goods or services purchased;
- B. the cost of goods or services;
- C. the date of the payment; and
- D. departments serviced by the payment.

This documentation shall be contained in the District's electronic general ledger software system or in a separate report to the Board. ACH invoices must be reviewed and approved prior to payment.

The District's system of internal controls (see Policy 6111 - Internal Controls) shall be used to monitor the use of ACH transactions.

~~The Superintendent is authorized to develop administrative guidelines concerning the use of electronic fund transfers and ACH transactions.~~

M.C.L. 124.301 - 124.305

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Legal References: M.C.L. 124.301 - 124.305

Vol. 37, No. 1 - September 2022 Revised VENDOR RELATIONS

REVISED POLICY - VOL. 37, NO. 1

6460 - VENDOR RELATIONS

The Board of Education shall not enter a contract knowingly with any supplier of goods or services to this District under which any Board member or officer, employee, or agent of this School District has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any textbook of which the person is the author and which has been properly approved for use in the schools of this District.

For the purpose of this policy, "beneficial interest" shall be determined in accordance with M.C.L. 15.321 et seq.

Board members and school personnel shall not accept any gifts or favors from vendors which might, in any way, influence their recommendations on the eventual purchase of equipment, supplies, or services.

All sales persons, regardless of product, shall clear with the Superintendent's Office before contacting any teachers, students, or other personnel of the School District. Purchasing personnel shall not show any favoritism to any vendor. Each order shall be placed in accordance with policies of the Board on the basis of quality, price, and delivery with past service a factor if all other considerations are equal.

~~Preferred Vendors for Non-District Purchases~~

The District may provide a vendor with exclusive access to market its products to parents/guardians and/or students at school events that the District considers to be limited public forums or nonpublic forums. Students and/or parents/guardians are not required to purchase goods or services from a preferred vendor; however, the District may choose to limit access to a preferred vendor to minimize distractions and maximize its ability to educate and/or communicate with parents and students.

To select a preferred vendor, the Superintendent or purchasing agent ^{MAY} solicit proposals for exclusive access from vendors and specifically identify the particular school event(s) at which the successful vendor will have exclusive access. The Superintendent or purchasing agent may interview potential vendors as part of the selection process.

[END OF OPTION]

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Legal References:

M.C.L. 15.321 et seq.

Vol. 37, No. 1 - September 2022 Revised FAIR LABOR STANDARDS ACT (FLSA)

REVISED POLICY - VOL. 37, NO. 1

6700 - FAIR LABOR STANDARDS ACT (FLSA)

It is the Board of Education's policy to comply with the provisions of the Fair Labor Standards Act (FLSA) and its implementing regulations. The Board will pay at least the minimum wage required by the FLSA to all covered, non-exempt employees. Non-exempt employees are hourly employees, or salaried employees who do not qualify for a professional, administrative, computer, or executive exemption under the FLSA. Teachers are generally exempt, even if they are paid on an hourly basis.

Non-exempt employees who work more than forty (40) hours in a given work week will receive overtime pay in accordance with the FLSA for all hours worked in excess of forty (40).

Non-exempt employees who work overtime without prior approval from the Superintendent or a supervisor may be subject to disciplinary action, up to and including termination.

The work week is established as _____ (Day/Time) to _____ (Day/Time).

To the extent that an employee's individual contract or collective bargaining agreement provides for greater benefits than mandated by the FLSA, the contract or bargaining agreement will be honored.

Notwithstanding the fact that exempt school employees continue to meet the salary basis requirements and are not disqualified from exemption even if the employee's pay is reduced or the employee is placed on a leave without pay for absences for personal reasons or because of illness or injury of less than one (1) workday because accrued leave is not used for specific reasons, the Board reserves the right to make deductions from the pay of otherwise exempt employees under the following circumstances:

- A. the employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability
- B. the employee is absent from work for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness
- C. to offset amounts employees receive as jury or witness fees, or for military pay
- D. for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions
- E. for penalties imposed in good faith for infractions of safety rules of major significance

The Board shall also not be required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family & Medical Leave Act.

The Board recognizes that with limited legally permissible exceptions, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that an improper deduction has been made to their salary, the employee should immediately report this information to the Superintendent, Business Manager, or the immediate supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the Board will make a good faith commitment to avoid any recurrence of the error.

N

Prior to returning to work from maternity leave, it shall be the employee's responsibility to notify their supervisor of their intent to continue breastfeeding their infant(s), and of their need to express milk during work hours. Further, it shall be the responsibility of the employee to keep their supervisor informed of their needs in this regard throughout the period of lactation.

An employee shall be enabled to express milk during regularly scheduled break periods. The Principal or employee's supervisor shall make an accommodation if the time of regular breaks needs to be adjusted or if additional and/or longer breaks are needed. In the event that more breaks are needed or the break(s) need to be longer than legally required, the additional time required shall be unpaid, and the employee's work schedule or work day shall, therefore, be modified accordingly. The Principal or the employee's supervisor shall work with the employee to make these necessary modifications.

Notice

This policy is intended to comply with and explain the employees' rights under the Fair Labor Standards Act. To the extent there is any conflict, or the policy exceeds the statutory requirements, the statute and its implementing regulations prevail.

Legal References: 29 C.F.R. Part 541
29 U.S.C. 201 et seq.

29 U.S.C. 201 et seq.

Vol. 37, No. 1 - September 2022 Revised (Legal Code) SMALL UNMANNED AIRCRAFT SYSTEMS

REVISED POLICY (LEGAL CODE) - VOL. 37, NO. 1

7440.03 - SMALL UNMANNED AIRCRAFT SYSTEMS

☒ [OPTION 1]

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS), commonly known as drones, at any time on property owned or leased or contracted for by the Board by any individual, whether the individual is employed by the District or not.

The Board also prohibits the operation of a sUAS (drone) on property owned or leased or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Michigan High School Athletic Association (MHSAA). District officials may deny admission or entry to anyone attempting to use a sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.

Any individual who violates this policy () may be () shall be [END OF OPTION] referred to local law enforcement.

[END OF OPTION 1]

OR

☒ [OPTION 2]

The Board prohibits the operation of small Unmanned Aircraft Systems (sUAS) at any time by any individual who is not employed by the District, as well as by any District staff member or administrator who is not expressly authorized to do so by the Superintendent, on property owned or leased or contracted for by the Board.

The Board also prohibits the operation of a sUAS (drone) on property owned or leased or contracted for by the Board during District-sponsored contests (including scrimmages and previews), practices, tournaments, and activities under the auspices of the Michigan High School Athletic Association (MHSAA). District officials may deny admission or entry to anyone attempting to use a sUAS until the event has been completed. Any exceptions to this prohibition must be approved in advance by the Superintendent.

To be authorized to operate a drone on property owned or leased or contracted for by the Board, a staff member or administrator must have a Remote Pilot Certificate issued by the Federal Aviation Administration (FAA). Further, the drone must be registered with the FAA and properly marked in accordance with 14 C.F.R. Part 107. N

A staff member or administrator authorized to operate a drone on property owned or leased or contracted for by the Board, must also comply with all rules set forth in 14 C.F.R. Part 107. (SARAH) N

Vol. 37, No. 1 - September 2022 New FLAGS AND DISPLAYS

NEW POLICY - VOL. 37, NO. 1

8805 - FLAGS AND DISPLAYS

This policy is adopted by the Board of Education as a content-neutral policy with respect to the appropriate usage and display of items in District buildings and on/in District property, including flags, banners, posters, electronic insignia, and similar items (collectively "Displays"). In addition to the use of the American flag as addressed in Policy 8800, the only Displays that may be flown, posted, or affixed to the grounds, stadiums, fencing, walls, doors, ceilings, or any other furnishings or appurtenances of any public school system building, vehicle, or facility owned or operated by the Board or posted on any electronic messaging, including emails, on the District's network, are as follows:

- A. The current Michigan flag.
- B. ~~X~~ The current school flag.
- C. ~~X~~ Displays used in the classroom as a part of a temporary unit of study within the approved curriculum.
- D. ~~X~~ Displays that denote a recognition of achievement and are approved by the Superintendent as to content and location ~~of the display including, but not limited to~~ (examples may include)
- E. ~~X~~ Michigan High School Athletic Association or other similar sport tournament Displays recognizing the participation of or accomplishment of a school team and/or athlete.
- F. ~~X~~ Displays from colleges or universities ~~which may be placed in a District classroom or administrative office.~~
- G. ~~X~~ Flags of countries representing our Foreign Exchange Students ~~which may be placed in~~
- H. ~~X~~ Displays representing student organizations/clubs (see Policy 5840) ~~which may be placed in/on~~

Vol. 37, No. 1 - September 2022 Revised SCHOOL VISITORS

REVISED POLICY - VOL. 37, NO. 1

9150 - SCHOOL VISITORS

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

The Superintendent or the principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

N | Individuals who are registered sex offenders and wish to participate in school activities may be allowed on campus. Conditions may be imposed by the Superintendent on the individual's campus visit(s) governing the terms and conditions of the visit. These conditions may include, but are not limited to, the need to receive prior permission before entering campus, required check-in, an approved escort in the building or at an event, and time or location limitations while on campus.

~~() Parents/Guardians, who are registered sex offenders and wish to participate in their child's campus activities, may be allowed on campus at the discretion and under the direction of the principal. Conditions may be imposed including but not limited to: the following must have prior permission, must check in, must have approval prior to building or at event, must leave premises immediately upon conclusion of business, no contact with students, no access to school facilities.~~

Nonstaff access to students and classes must be limited and only in accordance with a schedule which has been determined by the principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be nonobtrusive to the educative process and learning environment and should not occur on an excessive basis.

| Parent concerns about any aspect of ~~their~~ his/her child's educational program should be presented through the procedure set forth in Board Policy 9130 - Public Complaints, a copy of which is available at the Board office and at each school.

~~()~~ Except as set forth in District policy, canines brought on the premises by law enforcement personnel for law enforcement purposes, or in the case of "service animals" required for use by a person with a disability, no other animals may be on school premises at any time ~~without~~ PERMISSION.

~~The Superintendent shall promulgate such administrative guidelines as are necessary to protect students and employees from disruption to the educational program or the efficient conduct of their assigned tasks.~~

~~Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.~~

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the principal. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such.

~~by the Board.~~

~~by the President.~~

~~by the Committee Chairman.~~

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, ~~the Board members~~ he should discuss the situation first ~~with the principal~~ with the Superintendent (END OF OPTION) as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

~~X~~ If the Board member believes the situation or condition serious enough, ~~the Board members~~ he may wish to also inform the Superintendent.

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Superintendent Evaluation - November 2022

A. Governance & Board Relations

					Weight: 20%
	Ineffective (1 pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
A1 Policy/budgetment Professional Standards for Educational Leaders: 3, 9	Makes decisions without regard to adopted policy	Provides correspondence from policy provide with recommendations for adoption. Follows as written.	Is actively involved in the development, recommendation and administration of district policies	Is proactive in the determination of policy and policy priorities. Has a system in place to ensure timely administration of district policies	4
A3 Goal development Professional Standards for Educational Leaders: 1, 8, 10	Goals are not developed	Goals are defined by implementing state curriculum and relating to majority of student success	Facilitates the development of short-term goals for the district. Provides the necessary financial strategies to meet these goals	Has a system in place for establishing, reporting on and monitoring goals. Budgetary practices help to ensure alignment of resources to goals	3
A3 Information Professional Standards for Educational Leaders: 3, 7, 9	Does not provide the information the board needs to perform its responsibilities	Issues only some members informed, making it difficult for the board to perform its responsibilities	Keeps all board members informed with appropriate information as needed so it may perform its responsibilities	Has established mutually agreed upon protocols with the board regarding communication. Executes these protocols consistently	4
A6 Materials and background Professional Standards for Educational Leaders: 7, 9	Meeting materials aren't readily available. Members arrive at meetings without enough prior information regarding agenda or background information	Meeting materials are incomplete, and don't include adequate background information or historical perspective	Materials are provided. Background and historical perspective are included	Meeting materials are comprehensive with all adequate background information and previous action included. Recommendations are well thought out	4
A8 Board questions Professional Standards for Educational Leaders: 3, 7, 9	Board questions aren't answered fully nor in a timely manner	Most board questions are answered. All members aren't aware of all relevant questions/answers	Board questions are addressed with follow-up to all board members	Has a system in place for receiving and responding to board member questions in a timely and thorough manner	4
A6 Board development Professional Standards for Educational Leaders: 8	Doesn't promote and does not budget for board development	When prompted, provides members with information about board development	Provides all board members with information regarding board development opportunities when they arise and budgets for board development	Actively encourages board development by seeking and communicating opportunities. Board development is aligned to board development plan	3
Category rating: 3.6666667					

B. Community Relations

					Weight: 15%
	Ineffective (1 pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
B1 Parent feedback Professional Standards for Educational Leaders: 1, 8	Doesn't accept input from or engage parents	Accepts suggestions and input from parents but fails to seek it. Does not engage parents in decision-making or district-wide goal setting	Readily accepts parent input and engages parents in district-wide goal setting and decision-making	Actively seeks parent input, creates methods for parents to be actively involved in decision-making as well as setting and supporting district-wide goals	3
B3 Communication with community Professional Standards for Educational Leaders: 1, 8	Isn't readily available for parents, business, governmental and civic groups. Avoids direct communication unless absolutely necessary	Is available for parents, business, governmental and civic groups, providing them with information, but doesn't seek their input. Is not proactive	Actively seeks two-way communication with the community as appropriate	Develops and ensures implementation of a community communication plan that fosters positive relations	3
B3 Community feedback Professional Standards for Educational Leaders: 1, 8	Doesn't accept input or engage community	Accepts suggestions and input from community but fails to seek it. Does not engage community in decision-making or district-wide goal setting	Readily accepts community input and engages community in district-wide goal setting and decision-making	Actively seeks community input, creates methods for community to be actively involved in decision-making as well as setting and supporting district-wide goals	3
B4 Media relations Professional Standards for Educational Leaders: 1, 8	Communicates with the media only when requested	Isn't proactive, but is cooperative with the media when contacted	Promotes positive relations and provides the media with district event information	Initiates and establishes a system for actively engaging the media to promote the district and provide timely and effective information	4
B6 District image Professional Standards for Educational Leaders: 1, 8	Is indifferent or negative about the district. Does not speak well or represent the district well in front of groups	Doesn't actively promote the district. Speaks adequately in public	Projects a positive image of the district as reported. Well spoken	Projects a positive image at all times, is a champion for the district. Articulate, knowledgeable and well-spoken	4
B6 Approachability Professional Standards for Educational Leaders: 1, 8	Is neither visible nor approachable by members of the community	Is not consistently visible at events or in the community. Is not consistently approachable by members of the community	Is consistently visible at events and approachable by members of the community	Is consistently visible at a variety of events and has developed methods of being approachable to members of the community	4
Category rating: 3.0					

C. Staff Relations

					Weight: 15%
	Ineffective (1 pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
C1 Staff feedback Professional Standards for Educational Leaders: 6, 7	Doesn't accept input or engage teachers and staff in decision-making or goal setting	Accepts suggestions and input from staff but does not seek it. Does not engage staff in district-wide goal setting or decision-making	Readily accepts staff input and engages staff in district-wide goal setting and/or decision-making	Actively seeks staff input and creates methods for staff to be actively involved in decision-making as well as developing and supporting district-wide goals	4
C3 Staff communication Professional Standards for Educational Leaders: 7, 7, 9	Doesn't inform staff of matters that may be of concern	Is inconsistent in keeping staff informed of important matters	Consistently keeps staff informed of important matters	Develops and ensures implementation of a staff communication plan that keeps positive relations and keeps staff informed of important matters	4
C3 Personnel matters Professional Standards for Educational Leaders: 9	Personnel matters are not handled in a consistent manner. Some situations may be handled with bias	Many personnel matters are handled, but not always in a consistent manner	Personnel matters are handled with consistency, fairness, discretion, and transparency	A system is in place for handling personnel matters that is proactive, consistent, fair, discrete, and impartial. Personnel procedures are regularly reviewed, communicated to staff, and updated as needed	4
C6 Delegation of duties Professional Standards for Educational Leaders: 9, 10	Doesn't delegate duties. Maintains too much personal control over all district operations	Delegates duties to staff members request additional responsibilities	Delegates responsibility to staff within their abilities and then provides support to ensure their success	Delegates responsibility to staff that will foster professional growth, leadership and decision-making skills	4
C5 Recruitment Professional Standards for Educational Leaders: 6	There is no formal or informal recruitment process and/or hiring is completed in an arbitrary manner	An informal recruitment and hiring process is in place, but is not used consistently	A formal recruitment and hiring process is followed for hiring opportunities	A formal recruitment and hiring process is followed for each hiring opportunity. Actively recruits the best staff available and encourages their application to the district	4
C6 Labor relations Professional Standards for Educational Leaders: 9	Is unable to work with union leadership. Doesn't work to improve relations	Is inconsistent in working with union leadership in regard to bargaining and labor relations	Consistently works to work with union leadership. Shares appropriate information and effectively manages the dynamics of the relationship	Proactively works with union leadership to build relationships with staff groups and establishes trust and effective sharing of information in the bargaining process as appropriate	3

C. Staff Relations - continued

					Weight: 15%
	Ineffective (1 pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
C7 Visitation in district Professional Standards for Educational Leaders: 3, 4, 5, 6	Seldom visits buildings	Is occasionally present at building programs and special activities	Consistently visits buildings/classrooms and special activities	Conducts regular and purposeful visits to buildings and classrooms. Consistently attends special activities	4
Category rating: 3.8333333					

D. Business & Finance

					Weight: 20%
	Ineffective (1 pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
D1 Budget development and management Professional Standards for Educational Leaders: 1, 2, 9	Budget knowledge is limited. The budget is developed and managed without taking into consideration current needs of the district	Works to develop and manage the budget to meet the immediate fiscal issues. Decisions are primarily reactive to current needs of the district	Budget knowledge is limited. The budget is developed and managed without taking into consideration current needs of the district	Works to develop and manage the budget to meet the immediate fiscal issues. Decisions are primarily reactive to current needs of the district	4
D2 Budget reports Professional Standards for Educational Leaders: 1, 2, 9	Doesn't report financial information to the board except with the annual audit	Reports the status of financial accounts as requested by the board	Reports to the board concerning the budget and financial status on a regular basis (monthly, quarterly, etc. as agreed upon by governance board)	Has a system in place for the monitoring and reporting of all budgetary and financial information to the board. Information provided is adequate and timely, and includes potential ramifications of any changes	4
D3 Financial controls Professional Standards for Educational Leaders: 1, 9	Annual audit has revealed areas that are in need of improvement. Financial accounts aren't in order	Annual audit is used to reveal any discrepancies. Internal controls are acceptable	Is up-to-date with GAAP and state accounting limitations. All accounts are reconciled	Promotes appropriate financial controls, including third-party audits and reconciliation of accounts to practice	4
D4 Facility management Professional Standards for Educational Leaders: 1, 9	A facility management plan is not created annually, but a plan is not created. Issues are addressed on an as-needed basis	Facilities needs are discussed annually, but a plan is not created. Issues are addressed on an as-needed basis	A facility management plan is in place that includes the current status of the buildings and the need to improve facilities in the future	Facilities management plan is in place that includes current status of buildings and the need to improve facilities in the future, with a projected plan to secure funding	3
D5 Resource allocation Professional Standards for Educational Leaders: 1, 9	Resources are allocated inconsistently and without consideration of district needs	Resources are allocated to meet immediate needs	Resources are distributed consistently based upon district goals/needs and seek to meet immediate allocation	Resources are distributed consistently based upon district goals/needs and seek to meet immediate allocation	4
Category rating: 3.8					

E. Instructional Leadership

					Weight: 30%
	Ineffective (1 pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
E1 Performance evaluation system Professional Standards for Educational Leaders: 6, 9, 10	The performance evaluation system is in place, but not all evaluations have been completed as required	Most performance evaluations are completed in a timely manner and are in compliance with state law	All required performance evaluations are completed in a timely manner and are in compliance with state law	Performance evaluation system has been established that is in compliance with state law, provides opportunities for growth in teaching practice, and a system is in place to ensure the district's continuous improvement	4
E2 Building-level leadership Professional Standards for Educational Leaders: 4, 6, 7	No effort is made to foster leadership at school buildings. Expectations regarding learning and instruction have not been shared	Little effort is made to foster leadership at school buildings. Expectations regarding learning and instruction are shared or unclear	Efforts are made to foster leadership at school buildings. Expectations regarding learning and instruction are shared and clear	Efforts are made to foster leadership at school buildings. Expectations regarding learning and instruction are shared and clear	4
E3 Staff development Professional Standards for Educational Leaders: 6, 10	Staff development isn't consistently provided. Staff members are responsible for their own improvement	Staff development programs are offered based upon available opportunities	Staff development programs are offered based upon available opportunities	Staff development programs are individualized, targeted toward district-specific goals and are tailored to the needs of the district	4
E4 School improvement Professional Standards for Educational Leaders: 6, 9, 10	School improvement efforts are limited. There is no comprehensive plan in place	School improvement plans are in place at all buildings and align to the district's goals	School improvement plans are in place at all buildings and align to the district's goals	School improvement plans are in place at all buildings and align to the district's goals	4
E5 Curriculum Professional Standards for Educational Leaders: 4, 7	Curriculum isn't a priority in the district and/or is inconsistent across grade levels	Teachers are allowed to define their own curriculum. There is little coordination	A curriculum is in place that seeks to meet the state standards	Curriculum is in place, aligned to state standards and is consistent with state standards	4
E6 Instruction Professional Standards for Educational Leaders: 4, 6, 7	There is little to no focus on instruction. Technology is not utilized in classroom instruction	Teachers are encouraged to utilize technology, but no comprehensive plan is in place	Instruction is in place that seeks to meet the state standards	Instruction is in place that seeks to meet the state standards	4
E7 Professional practice Professional Standards for Educational Leaders: 3, 5	Doesn't accept input or seek student feedback	Accepts suggestions and input from students but does not seek it	Actively seeks student input and engages students in district-wide goal setting and/or decision-making	Actively seeks student input, creates methods for students to be actively involved in decision-making as well as setting and supporting district-wide goals	4

E. Instructional Leadership - continued

					Weight: 30%
	Ineffective (1 pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
E8 Student attendance Professional Standards for Educational Leaders: 5	Attendance isn't addressed in a policy plan. Attendance rates are low	Attendance is an area of focus, but attendance rates are low	Attendance is an area of focus. There are plans and resources in place to address chronic attendance problems. Attendance rates are improving or at a high level	Attendance is an area of focus. Individual student attendance problems are addressed early and supports are put in place. Attendance rates are being maintained at a high level	4
E9 Support for students Professional Standards for Educational Leaders: 5	Academic supports are in place, but are inconsistent	Academic supports are in place, but are inconsistent	Academic supports are in place to meet the needs of students who are struggling	Academic supports are in place to meet the needs of students who are struggling	3
E10 Professional knowledge Professional Standards for Educational Leaders: 1, 4, 6	Is not involved in current instructional programs. Relies on others for information. Does not hold appropriate superintendent certificate	Is somewhat knowledgeable of current instructional programs. Relies on others for information. Does not hold appropriate superintendent certificate	Demonstrates knowledge of current instructional programs. Relies on others for information. Does not hold appropriate superintendent certificate	Demonstrates knowledge of and comfort in applying current instructional programs. Participates actively in professional growth and improvement for the benefit of the district and personal professional growth. Holds and maintains appropriate superintendent certificate	3
Category rating: 3.8					

F. Determining the Professional Practice Rating

Superintendent name:	Christina Norland	School year:	
Item	Weight of Category	Category Score (%)	Category Weighted Score
A. Governance & Board Relations	20% (.2)	3.66666667 x 20%	= 0.73333333
B. Community Relations	15% (.15)	3.5 x 15%	= 0.525
C. Staff Relations	15% (.15)	3.857142857 x 15%	= 0.578571429
D. Business & Finance	20% (.2)	3.8 x 20%	= 0.76
E. Instructional Leadership	30% (.3)	3.8 x 30%	= 1.14
Total Possible	100%	Score:	3.736904762
		Adjusted (Score / 4) =	93%

G. Other Required Components of Evaluation

Superintendent name:	Christina Norland	School year:	2022-23
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Student Growth

Weight: 40%

Student growth and assessment data used for superintendent evaluation must be the combined student growth and assessment data used in annual evaluation for the entire district. Districts should establish a student growth model to be used for teacher and administrator evaluations that incorporates the most recent three consecutive years of student growth data. NOTE: Beginning in 2018-19 and moving forward, 50% of student growth must be based on state assessment data (from subject areas and grades administered).

	Ineffective (1pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
	Fewer than 60% of students met growth targets	60-74% of students met growth targets	75-89% of students met growth targets	90% or more students met growth targets	3.5
Growth:	In 2021-22, PreK-8th grade students improved in both Reading/ELA and Mathematics, based on Early Literacy and Math Benchmark Assessments and Renaissance Star Assessments. The same measures are being used for 2022-23.				
Evidence:	District Growth Model: 98b Goal Progress Report				
Component score:					3.5

* For superintendents who are regularly involved in instruction, 25% of the annual evaluation must be based on student growth and assessment data.

1 Measuring student growth: A guide to informed decision making, Center for Public Education

Progress Toward District-Wide Goals

Weight: 10%

Progress made by the school district in meeting the goals set forth in the school district's school improvement plans is a required component for superintendent evaluation.

	Ineffective (1 pt)	Minimally Effective (2 pt)	Effective (3 pt)	Highly Effective (4 pt)	Rating
	Progress was made on fewer than 60% of goals	Progress was made on 60-74% of goals	Progress was made on 75-89% of goals	Progress was made on 90% or more of goals	4
Progress:	DB-TC students are making progress in the area of Mathematics, due to a system-wide focus on this core content area, based upon additions and improvements in staffing, assessments, and curricula.				
Evidence:	As indicated In District-Wide Improvement Plan				
					Component score: 4

H. Compiling the Summative Evaluation Score

Component	Weight of Component	Component Score (%)	Component Weighted Score
Professional Practice (Adjusted score, p. 14)	50% (.50)	3.736904762 x 50%	= 1.868452381
Student Growth (Component score, p. 15)	40% (.40)	3.5 x 40%	= 1.4
Progress Toward District-Wide Goals (Component score, p. 15)	10% (.10)	4 x 10%	= 0.4
Total Possible	100%	Total Score:	3.668452381
		Total Score / 4 =	92%

Evaluation rating as follows: 90% - 100% = Highly Effective; 75% - 89% = Effective; 60% - 74% = Minimally Effective; Less than 60% = Ineffective

Comments by Board of Education:

The board thanks Mrs. Norland for her dedicated service to the district and looks forward to more good years ahead.

Comments by the Superintendent:

Thank you for the continued opportunity to serve the students, families, staff, and faculty of Dollar Bay-Tamarack City Area Schools. It is an honor and a privilege to serve in this unique and outstanding school district.