

**SALINE AREA SCHOOLS  
BOARD OF EDUCATION  
STUDY SESSION  
AGENDA  
Liberty School Board Room  
Tuesday, January 28, 2020  
6:30 PM**

**Mission**

*We, the Saline Area Schools, will equip all students with the knowledge, technological proficiency, and personal skills necessary to succeed in an increasingly complex society. We expect that our students, staff, and the Saline Community will share in these responsibilities.*

1. **CALL TO ORDER** of the Board Study Session of January 28, 2020
2. **PLEDGE OF ALLEGIANCE**
3. **PRESENTATION TO THE BOARD** – SEA President Boze
4. **PUBLIC COMMENT**

A member of the public may address the Board briefly, for up to three minutes, or request to be scheduled on the agenda of a future meeting. Please note that the first public participation portion of the meeting will be limited to one-half hour (30 minutes) normally and limited to agenda items. A second public participation portion will be offered at the end of the agenda to allow for any other comment.

Individuals addressing the Board should take into consideration the rules of common courtesy. The public participation portion of the meeting cannot be used to make personal attacks against a Board Member, District Employee, or Student.

5. **FSAS UPDATE** – Executive Director Kreitz
6. **ADMINISTRATION/BOARD UPDATES**
7. **RESPONSE TO PUBLIC COMMENT** – Board of Education Letter Discussion
8. **REVISIONS/APPROVAL OF AGENDA**

**RECOMMENDED MOTION . . . move to approve the agenda as printed/revised.**

9. **STUDY SESSION TOPIC(S)**
  - A. Halo Vape Sensors – Assistant Principal Evenson
  - B. SWWC Update – Executive Director Rowe

**10. DISCUSSION ITEMS**

- A. Policy 0144.2 – Board Member Ethics
- B. Board Operating Procedures
- C. Board Committee Assignments

**11. CONSENT AGENDA:** (The following are offered as part of the Consent Agenda. The motion noted will allow for the authorization of all listed items, without discussion, unless a member of the Board requests that any one or all be considered individually.)

**RECOMMENDED MOTION ... move to authorize the following items as part of the Consent Agenda:**

- A. Approval of the Regular Board of Education Meeting Minutes of January 14, 2020.
- B. Approval of the Board Retreat Meeting Minutes of January 21, 2020.
- D. Approval of Payment of the General Fund Accounts Payable of January 28, 2020, in the amount of \$1,027,348.60.
- E. Approval of Payment of Series II Bond Fund Accounts Payable of January 28, 2020, in the amount of \$15,144.49.
- G. Receive and File January Human Resources Report.
- H. Approval of the following field trips as submitted by Superintendent Graden:
  - Field Trip #101 DECA State Career Development Conference on March 5-7, 2020, in Detroit, MI.
- I. Approval of the Early Graduation Request as submitted by Superintendent Graden.

**12. ITEMS SCHEDULED ON THE NEXT AGENDA**

- A.

**13. NEXT MEETING**

The next Board of Education Meeting will be held on February 11, 2020, at 6:30 PM in the Liberty School Board Room.

**14. PUBLIC COMMENT** (if necessary)

**15. ADJOURNMENT**

**RECOMMENDED MOTION ... to adjourn the Board Study Session of Tuesday, January 28, 2020, at (?) PM.**



# Memorandum

**To:** Board of Education

**From:** Scot Graden   
Superintendent

**Date:** January 22, 2020

**Subject:** **HALO VAPE DETECTION**

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This is to inform you that we are currently piloting these Vape Detection Units at the High School this winter. Assistant Principal Evenson will be at the January 28<sup>th</sup> Board of Education Meeting to share more information on these units.

If you have any questions, please let me know.

SAG:pw



# HALO

## SMART SENSOR

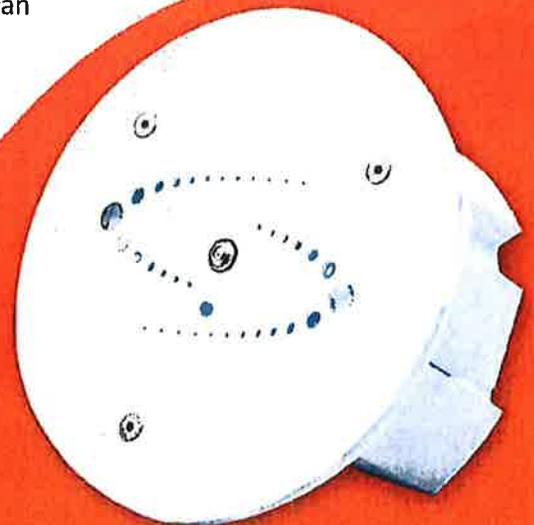
- VAPE DETECTION**
- CHEMICAL DETECTION**
- AIR QUALITY MONITORING**
- SOUND DETECTION**

Initially intended for schools to combat the vaping and school shooting epidemics, HALO IOT Smart Sensor has now expanded across industries. The HALO detects environmental changes that occur in privacy concern areas. As a device on the network, it will send alerts to security personnel.

With HALO, designated personnel will be alerted when environmental changes occur in typically unsupervised areas. HALO can detect flammables, hazardous chemicals, air quality changes such as vaping and smoking and changes in temperature and humidity. HALO can also detect noise level fluctuations and can send alerts when unusual activity occurs. HALO will also analyze room occupancy through light detection. HALO includes a built-in tamper detection alert.

Utilizing the latest in smart technology, HALO adds a layer of security in places not covered by traditional surveillance cameras.

With HALO, security staff can now monitor areas where cameras are not allowed. Staff can get these alerts through the web or traditional burglar, video management systems, access control or building management tools.



*\*HALO IOT Smart Sensor - Patent Pending\**

### Air Quality Monitoring

- Detection of vaping and smoking
- Detection of dangerous chemicals
- Temperature and humidity

### Room Occupancy

- Light detection

### Sound Frequency Monitoring

- Detection of aggressive behavior
- Detection of gunshots (optional)

### Chemical Detection

- Whippets (Nitrous Oxide)
- Propanol and Hydrogen levels
- Ammonia
- Total volatile organic compounds (glue solvents)
- Carbon Dioxide
- Carbon Monoxide

### Alerting

- Email or SMS text alerts
- Alerts to Video Management & Access Control
- Low voltage relay outputs

### Other Features

- Flush mounting to ceilings
- Unit is 5 3/4" diameter by 3" deep
- PoE connectivity

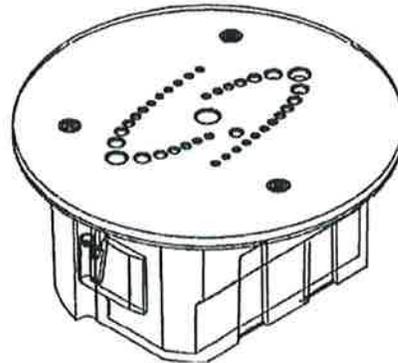
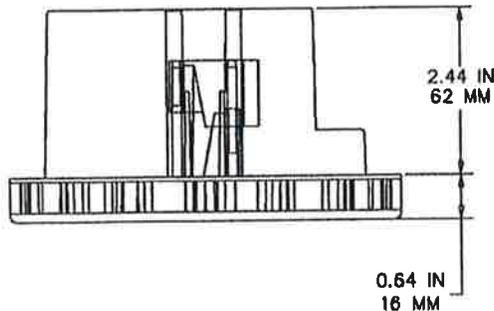


☎ 631.969.2601  
✉ info@ipvideocorp.com

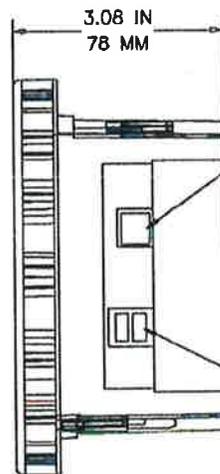
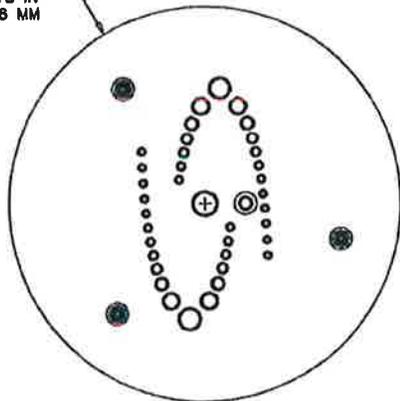
🏠 1490 North Clinton Avenue  
Bay Shore, NY 11706

## General Specifications

<b>Operating Temperature</b>	32°F - 122°F (0°C - 50°C)
<b>Operating Humidity</b>	0 to 90% Relative Humidity (non-condensing)
<b>Power Supply</b>	PoE (IEEE 802.3af Class 3 Compliance) 9W
<b>Dimensions</b>	5.75" x 5.08" (146mm x 78mm)
<b>Weight</b>	0.8 lbs (0.363 kgs)
<b>Mounting Options</b>	Ceiling Flush Mount, Surface Mount (optional)
<b>Vandal</b>	Vandal proof housing with Tamper Alert



DIAMETER  
5.75 IN  
146 MM



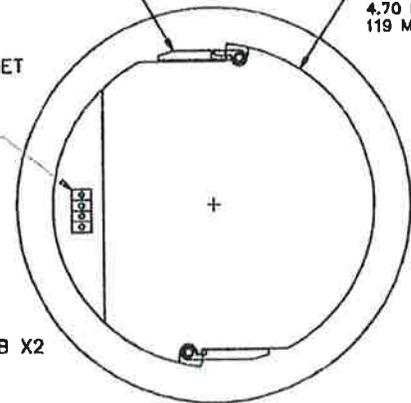
ETHERNET

RELAY  
PLUG

USB X2

LOCKING WINGS (2)

DIAMETER  
4.70 IN  
119 MM



## Interface Specifications

<b>Live Image Resolution*</b>	1024 x 768
<b>Frame Rate*</b>	1 FPS
<b>Video Compression*</b>	MJPEG
<b>Audio</b>	MEMS Microphones (2) [Audio Analysis Only] No Recording of Live Stream
<b>Relays Outputs</b>	2, Normally Open or Closed, 48VDC at 1 amp
<b>VMS Integrations</b>	Milestone, Panasonic, Axonsoft
<b>Status Light</b>	Alarm Condition, Multi-Color, Programmable
<b>Speaker</b>	Alarm Condition, Pre-Recorded Files, Programmable

\*Image display of  
sensor readings only.

## Network Specifications

<b>Ethernet</b>	RJ-45 (10/100 Base-T)
<b>Alarm Triggers</b>	Particulates, Carbon Dioxide Equivalents, Total Volatile Organic Compounds, Carbon Monoxide, Oxidizing Agents, Ammonia, Temperature/Humidity, Light Level, Sound Levels, Tamper, Vape, Vape THC, Aggression
<b>Protocols</b>	TCP/IP, UDP, IPv4/v6, HTTP, HTTPS, RTP, RTSP, DHCP, ARP, Bonjour
<b>Maximum Users Connections</b>	Live MJPEG Stream, 8 Users

\*\*All information is subject to change without notice.



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Bay Shore, NY 11706

## 0144.2 - BOARD MEMBER ETHICS

As members of the Board of Education, Board members will strive to improve public education and to that end they will:

- A. attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- B. recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
- C. render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- D. encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community and then refer any person to appropriate personnel;
- E. work with the other Board members to establish effective Board policies and to delegate authority for administration and day-to-day operations of the District to the Superintendent and will not seek to participate in the day-to-day operations;
- F. communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
- G. inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the State and National School Boards Associations;
- H. support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- I. avoid being placed in a position of conflict of interest, and refrain from using their Board positions for personal partisan gain;
- J. take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law, including closed session discussions;
- K. remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools;
- L. follow established Board Operating Procedures;
- M. exercise caution when communicating between and among Board members and will abide by the Open Meetings Act;
- N. be a personal advocate for the good work of the District and respect the consensus and decisions of the Board and support their implementation;
- O. understand that I have not only the right, but also the duty, to express my views and opinions and ask questions at the Board table, and will make a good faith effort to understand the views of others;
- P. give the Superintendent and the Board President notification of my concerns prior to the Board meetings, so that the concerns can be properly addressed;
- Q. recognize that while I am free to express my personal views, the Board President is the spokesperson for the Board and the Superintendent is the spokesperson for the District.

## 0144.2 - BOARD MEMBER ETHICS

### Importance of Ethical Behavior

1. A major source of conflict between a Board and the Superintendent is the crossing of boundaries by Board Members.
  - a) Superintendent is undermined
  - b) Superintendent's ability to lead staff is impaired
  - c) Staff triangulates between superintendent and individual board members
  - d) Superintendent quits
2. Hidden Symptoms of Conflict:
  - a) Superintendent expresses dissatisfaction privately
  - b) Staff confusion turns into disrespect for the Board
  - c) Physical and mental distress causes the Board to lose sight of mission
3. The superintendent is usually the primary witness to an ethical violation and can be reluctant to seek enforcement of the code.

### Compliance and Enforcement

1. The Code of Ethics for Saline Area Schools expresses standards of ethical conduct expected by members of the Board of Education. Board Members themselves have the primary responsibility to assure that they understand and meet the ethical standards expressed in this Code of Ethics and that the public can continue to have full confidence in the integrity of their actions.
2. Board Member Concerns About Another Board Member's Performance
  - a) If a Board member has a concern about another Board Member's performance, they should first discuss it with the Member. They may choose to enlist the aid of another Board member.
  - b) If still unsatisfied with the results of the first meeting, they should then discuss it with the Board President.
  - c) If still unsatisfied with the results, or if the concern relates to the Board President, then the concern should be taken to the Vice-President.
  - d) At any time in the process, the Superintendent may be enlisted to provide support by the Board President (unless the concern is with the Board President, then the Board Vice-President).
3. All Board Members have a responsibility to act when they learn of actions of another Board Member that appear to be in violation of the Code of Ethics and could not be addressed by "Board Member Concerns About Another Board Member's Performance" above. Upon being notified of reasonable suspicion of a violation of the Code of Ethics, the Board President shall set, or any three Board Members may require the setting of, a public hearing at a regular or special meeting of the Board of Education to determine whether a violation of the Code of Ethics occurred and, if so, what sanctions shall be imposed for the violation.

4. The Board of Education may impose sanctions on a Board Member whose conduct does not comply with the District's ethical standards. Sanctions may include reprimand, formal censure, loss of committee assignment(s), restrictions on budget or travel, and removal from office by the governor in the manner and for the causes provided by law.

#### **Annual Board Self-Evaluation**

1. Board self-evaluation is to be done annually. Process to be determined by the Board.
2. Board self-evaluation review is to be done as a Board and Superintendent team as a discussion item on a meeting agenda.

## 0171.1 - PRESIDENT

### **The Board President**

1. will ensure that persons addressing the Board follow established guidelines as outlined in Board policy.
2. will ensure that all Board members are given an opportunity to express their views and will work toward building consensus among all Board members.
3. will follow parliamentary procedure, to the extent that it does not conflict with Board policy.

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## 0166 - AGENDA

### **Suggested Agenda Outline for a Regular Board Meeting**

- A. Call to Order
- B. Pledge of Allegiance
- C. Student Showcase – Presentations by students and/or staff
- D. Public Comment – (Limited to 30 minutes and agenda items)
- E. Response to Public Comment – If applicable by presiding officer
- F. Administration/Board of Education Updates – Brief items of interest
- G. Approval of Agenda
- H. Scheduled Reports
- I. Action Items – Requires Board member motion and vote
- J. Discussion Items – Presentation/discussion of topics for Board members
- K. Consent Agenda – Items grouped together for approval
- L. Next Meeting – Date, time and location
- M. Public Comment – (If necessary)
- N. Next Meeting – Potential items on next agenda
- O. Closed Session – If applicable
- P. Adjournment

### **Suggested Agenda Outline for a Study Session Board Meeting**

- A. Call to Order
- B. Pledge of Allegiance
- C. Student Showcase – Presentations by students and/or staff
- D. Public Comment – (Limited to 30 minutes and agenda items)
- E. Response to Public Comment – If applicable by presiding officer
- F. Administration/Board of Education Updates – Brief items of interest
- G. Approval of Agenda
- H. Scheduled Reports
- I. Consent Agenda – Items grouped together for approval
- J. Next Meeting – Date, time and location
- K. Public Comment – (If necessary)
- L. Next Meeting – Potential items on next agenda
- M. Adjournment

## Typical Annual Calendar of Board Agenda Items

- A. In order to ensure smooth and efficient Board responsibilities, and to ensure appropriate oversight of district operations, the Board President and the Superintendent will maintain an annual agenda of tentative action items/reports to be completed. Sample follows:

<p style="text-align: center;"><b>JANUARY</b></p> <p><b><u>Business Meeting</u></b></p> <ul style="list-style-type: none"> <li>Organizational Meeting</li> <li>Election Board Officers</li> <li>Board Calendar</li> </ul> <p><b><u>Work Session</u></b></p> <ul style="list-style-type: none"> <li>Safety/Security</li> <li>Bid/Bond Action Items</li> </ul>	<p style="text-align: center;"><b>FEBRUARY</b></p> <p><b><u>Business Meeting</u></b></p> <ul style="list-style-type: none"> <li>Budget Amendment</li> </ul> <p><b><u>Work Session</u></b></p> <ul style="list-style-type: none"> <li>School Climate Report</li> </ul>	<p style="text-align: center;"><b>MARCH</b></p> <p><b><u>Business Meeting</u></b></p> <ul style="list-style-type: none"> <li>MTSS Presentation</li> </ul> <p><b><u>Work Session</u></b></p> <ul style="list-style-type: none"> <li></li> </ul>
<p style="text-align: center;"><b>APRIL</b></p> <p><b><u>Business Meeting</u></b></p> <ul style="list-style-type: none"> <li>Bid Pack #3</li> <li>National Clearinghouse</li> </ul> <p><b><u>Work Session</u></b></p> <ul style="list-style-type: none"> <li>Committee Update</li> </ul>	<p style="text-align: center;"><b>MAY</b></p> <p><b><u>Business Meeting</u></b></p> <p></p> <p><b><u>Work Session</u></b></p> <ul style="list-style-type: none"> <li>Budget</li> </ul>	<p style="text-align: center;"><b>JUNE</b></p> <p><b><u>Business Meeting</u></b></p> <ul style="list-style-type: none"> <li>Preliminary Budget Meeting</li> </ul> <p><b><u>Work Session</u></b></p> <ul style="list-style-type: none"> <li>Budget Adoption</li> <li>Set Retreat Date/August</li> </ul>
<p style="text-align: center;"><b>JULY</b></p> <p><b><u>Business Meeting</u></b></p> <p></p> <ul style="list-style-type: none"> <li>No Meeting</li> </ul>	<p style="text-align: center;"><b>AUGUST</b></p> <p><b><u>Business Meeting</u></b></p> <ul style="list-style-type: none"> <li>Superintendent Evaluation – Process</li> </ul> <p><b><u>Work Session</u></b></p> <ul style="list-style-type: none"> <li>Welcome Back Meeting</li> </ul>	<p style="text-align: center;"><b>SEPTEMBER</b></p> <p><b><u>Business Meeting</u></b></p> <ul style="list-style-type: none"> <li>R&amp;F Student Handbooks</li> </ul> <p><b><u>Work Session</u></b></p> <p></p>
<p style="text-align: center;"><b>OCTOBER</b></p> <p><b><u>Business Meeting</u></b></p> <ul style="list-style-type: none"> <li>Board Self Evaluation</li> </ul> <p><b><u>Work Session</u></b></p> <ul style="list-style-type: none"> <li>American Education Week Proclamation</li> <li>National Merit Semifinalists</li> </ul>	<p style="text-align: center;"><b>NOVEMBER</b></p> <p><b><u>Business Meeting</u></b></p> <ul style="list-style-type: none"> <li>Audit Report</li> <li>Review of Board Self-Evaluation</li> </ul> <p><b><u>Work Session</u></b></p> <ul style="list-style-type: none"> <li>Review of Board Superintendent Evaluation</li> </ul>	<p style="text-align: center;"><b>DECEMBER</b></p> <p><b><u>Business Meeting</u></b></p> <ul style="list-style-type: none"> <li>Approve Board Stipend</li> </ul> <ul style="list-style-type: none"> <li>No Meeting</li> </ul>

## **0164.1 - REGULAR MEETINGS**

### **Board Member Preparation for Meetings**

1. Board members will come to Board Meetings prepared to discuss and take action on all agenda items.
2. Board Members are responsible to study the material in the Board Packet sent to them prior to the meeting.
3. Requests for additional information will be addressed through the Superintendent and/or Board President as follows:
  - a) Board Members are always able to ask questions of the Superintendent/Board President
  - b) Requests to the Superintendent to provide documentation or reports shall be made via the Board President after a request of an individual or a majority of Board Members. Consideration of the resources necessary to provide requested documentation or reports and current workload of district personnel are determining factors by the Board President. Within 14 business days of request approval, the Superintendent shall respond by providing copies of the requested materials to all Board members, or provide reports as directed by the Board.

### **Board Member Conduct at Meetings**

1. A Board Member will maintain professional and courteous behavior before, throughout, and after the meeting.
2. A Board Member will demonstrate respect to fellow Board members and public participants by:
  - a) Directing comments solely to the business under deliberation.
  - b) Speaking only after acknowledgement from the Board President or Committee Chairperson.
  - c) Seek solutions and reasonable compromises or consensus when there are differences of opinions.
  - d) Setting electronic devices in a non-audible mode during Board Meetings. Emergency situations warrant exceptions.
  - e) NO SURPRISES at the Board table.

## 0167.3 - PUBLIC PARTICIPATION AT BOARD MEETINGS

### Board response to persons addressing the Board

1. During Public Comment Board members are to listen to comments without response.
2. Board Members do not respond to or enter into discussion with the audience during the meeting because:
  - a) Items on the agenda will be discussed as appropriate and scheduled on the agenda
  - b) Since all Board Members may not have had an opportunity to fully review the non-agenda issue being presented prior to the meeting, comments would not be appropriate
3. The Board President may direct Administration to investigate item(s) and report back to the Board and/or the individual stakeholder.
4. A response at a later time by the Board President (typically by email) to the individual stakeholder is permissible to make factual statements or refer the individual stakeholder to Board Policy.

## 0154 - MOTIONS

### Discussion of Motions

1. All discussions shall be directed solely to the business currently under deliberation.
2. The Board President or designated chair has the responsibility to keep the discussion to the motion at hand and shall halt discussions that do not apply to the business currently before the Board.

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## **0167.2 - CLOSED SESSION**

### **Participation by People other than Board Members in Closed Sessions**

Participants are limited to:

1. The person requesting the closed session, their counsel, a union representative, their caregiver(s) where applicable.
2. Representatives of the Administration who have pertinent information.
3. Additional persons that the Board approves.

## **0152 - OFFICERS**

### **Role and Authority of Officers**

1. No officer (or Board member) has authority outside the Board Meeting.
2. No officer (or Board member) can direct District staff (including the Superintendent) in regard to performance of their duties.
3. No officer (or Board member) has any authority unless voting at a properly noticed public meeting at which a quorum is present.

### **Board Officer Transition Process**

1. Present officers are to relate duties and responsibilities of the position to their replacements.
2. New officers to review written description of position before taking office.

### **Election of Officers**

A ballot listing all Trustee names for each position will be provided.

The presiding officer will ask for nominations for each officer position in the order of President, Vice-President and Secretary.

A Trustee may nominate themselves or another Trustee. A nominated Trustee may accept or decline the nomination.

A Trustee who is nominated for a position, but is not elected, is eligible for any subsequent position.

Once nominations are complete by position, each Trustee will complete their ballot and the Board secretary will tally the ballots.

The presiding officer will announce the results.

## **0155 - COMMITTEES**

### **Selection and Operation of Community/District Committees**

1. The Board President is authorized to appoint (taking into consideration Board member interest to serve), members of the Board to various Community/District committees where they shall serve a term of one (1) year.
2. Board members act as an ex-officio member of Community/District Committees.
3. A Board members role on Community/District Committees is to “listen and learn”.
  - a. A Board member will not request nor advance any agenda item for a Community/District committee
4. Board members will briefly report any pertinent updates back to the full Board at the next meeting
5. No more than three (3) Board Members should attend any Community/District Committee meeting unless the intent of that meeting is “Presentation” in nature or Committee-of-the-whole.

### **Selection and Operation of Stakeholder Committees**

1. Stakeholder Committees authorized by the Board are under the jurisdiction of the Superintendent (participants, schedule, locations, etc.) provided Board policy is followed.

## **0143.1 - PUBLIC EXPRESSION OF BOARD MEMBERS**

### **Board Member Communication With Each Other**

1. Board Members shall not deliberate issues outside of the Board meetings.
2. Board Members may have one-on-one conversations, as long as the content stays between those two individuals.
3. Round Robin Voting (approval for an action outside of a public meeting by passing around a sign-off sheet) is prohibited.
4. Electronic communications
  - a) Communications shall be recognized as potentially subject to FOIA.
  - b) One-on-one communications are permitted. Forwarding such messages is not permitted.
  - c) Sending informational messages to a group is permitted.
  - d) Members may not “reply all” or forward to other Board members a message that pertains to business before the Board.
  - e) Electronic communications may not be used to conduct official Board business. School email should not be used for personal communications.
  - f) The use of electronic communications is permitted to discuss non-Board business between individuals or in groups.
  - g) Electronic communication between Board Members during meetings is not permitted.

### **Board Member Responses to Community or Employee Contacts**

The Board recognizes that as elected officials there will be requests and contacts from the public and/or employees, therefore strict adherence to this procedure is required.

1. The Board Member should listen and then refer any employee, parent, student, community member or other stakeholder who contacts them with an issue to the appropriate staff member (refer to chain of command). When in doubt contact the Board President.
2. The Board Member should not become individually and personally involved in the issue.
3. The Board member should not request any district employee to provide reports, data or any other information to advance the cause or concern of individual stakeholders.
4. The Board Member should notify the Superintendent and Board President of potentially significant requests or issues from any stakeholder.

## **Board Member Communication with the Media**

1. The Superintendent or their designee shall be the spokesperson for the District.
2. The Board President or their designee shall be the spokesperson for the Board.
3. All Board Members who are contacted by the media should direct them to the Board President, Superintendent or their designee.
4. All Board Members are free to express their personal views, making it clear that the Board President speaks for the Board and that the Superintendent speaks for the District.

## **Board Member Communication with the Community**

1. The Board will communicate with the community through public hearings, Board Meetings, and publications.
2. Individual Board Members cannot communicate for the Board, or in an official capacity outside of the Board Room.
3. In their role as Members of the Board, Members regularly receive information that is not part of the public packet, but may be discussed in a future open meeting of the Board. Because such information is preliminary to a Board decision, individual Members are not at liberty to forward such information to any other individual. To the extent that Board Members receive requests for written information, they should refer to the Board President.

## **Administration Communications with Board Members**

1. The Superintendent will exercise their best judgment and discretion to determine what Board Members need to know based on the specific situation.
2. Communication with Board Members:
  - a) Not urgent or not in the media – Board Packet or Board Update email.
  - b) Very important but not crisis – Board Update email.
  - c) Crisis/Emergency situation – Communication to each Board Member (time permitting)
    1. The Superintendent or their designee will provide as much information as possible.
    2. Communication will be placed in the following order: President, VP, Secretary, and Trustees. In certain situations, the Board President will call remaining Board Members.
    3. The Superintendent or their designee will provide updates as practicable.

***Note: "Communication" can be either a phone call or an individual/group text message***

***REMINDER: The District acts on and communicates only the facts once they are known. We will never be faster than social media.***

## **Board Communications with District Personnel**

1. The Board President can be granted access and make use of the “District All” email address to send communication(s) District wide.
  - a) The content of this District communication must be approved by the Superintendent and at a minimum three other Board members (review by all Board members is preferred).

*Please also see Saline Area Schools guidelines for Social Media*

***REMINDER: Board Members are elected, non-partisan officials and should be cognizant that any individual communication should be devoid of any perception of influence over Board discussion/decisions whether current or in the future.***

## **0142.7 - ORIENTATION**

### **New Member Orientation**

1. Immediately upon election provide the newly elected a contact on the Board. They will have questions.
2. Encourage newly elected Members to attend all meetings until officially sworn in.
3. Meet with elected Members after meetings to answer any questions about the meeting.
4. Be aware that the “newness” lasts for a full year, until everything has been done once.
5. Be patient! The newly elected member doesn't know what they don't know.

### **Key items to be reviewed with a new Board member by the Superintendent and Board President:**

1. Meeting location and frequency
2. Meeting agenda
3. Committees
4. Board Policy
5. Administrative Regulations
6. Budget and Finance
7. Board and Superintendent Relations
8. Communication with the Superintendent
9. Communication with the Board President
10. Assistant Superintendent Areas of Responsibility
11. Student Handbook
12. Collective Bargaining Agreements
13. Michigan Association of School Boards (MASB)
14. Washtenaw Association of School Boards (WASB)
15. Washtenaw Intermediate School District (WISD)

## 0175.1 - SCHOOL BOARD CONFERENCES, CONVENTIONS, AND WORKSHOPS

### Procedures for Board Travel and Training Opportunities

1. Board members are expected to take the Michigan Association of School Board's CBA 101 Board Orientation class within the first six months of their Board term. They are also encouraged to complete CBA 102-109 for Board Certification within their first two years on the Board, in order to be educated on the diverse issues that they will be facing as a Board member. Board members are encouraged to attend the classes in person (particularly CBA 101), as opposed to taking them online, for maximum benefit.
2. Board members are expected to further their professional training and take advantage of available training or conferences within or outside of the district on an ongoing basis subject to budget and Board President approval.
3. Board Members should arrange travel, accommodations and classes through the Superintendent's office.
4. All Board Members are to comply with Board policy on travel expenditures and submitting travel/training expenses.

## **1110 - ASSESSMENT OF DISTRICT GOALS**

### **Establishment of the District's Vision and Mission**

1. The Superintendent shall ensure the development of District vision and mission statements.
2. District vision and mission shall be presented to the Board by the Superintendent and incorporated into Board policy.

### **Board Approval of District Goals (Strategic Framework)**

1. The Superintendent shall examine District goals (Strategic Framework) and if necessary, develop or revise them at regular intervals by a collaborative stakeholder process.
2. District goals (Strategic Framework) shall be presented to the Board by the Superintendent and approved by the Board.

### **Board Review of the District's Progress Toward Goals (Strategic Framework)**

1. Board Members will be continually guided by what is best for all students in the District.
2. Administration will present updates of the District's progress towards goals (Strategic Framework) at a Board meeting.

## 9150 - SCHOOL VISITORS

### Board Member Visits

1. Board Members are encouraged to attend **public** school events.
2. Personal visits to and/or tours of buildings when they are not attending a scheduled and/or a public event or normal caregiver activity can cause disruption to the normal operation of the building. If deemed necessary by a Board Member, the full Board must approve.
3. Board Members will not individually undertake to observe the performance of employees, including classroom teachers, for the purpose of “evaluating” an employee’s performance.
4. Board Members can be a member of and/or volunteer for a District endeavor (PTA, PTO, building event, club, sport, etc.).
5. Board Members cannot chair a committee/sub-committee/club (even those of a Board member student) of any District endeavor to avoid potential conflict of interest and perception of any undue influence.
6. A Board member should not post any pictures of building events (during the event or afterwards) with regard to individual permission rights unless District approved. Public meetings are exempt.

## **0131.1 - BYLAWS AND POLICIES**

### **Development, Review, and Update of Board Policy and Bylaws**

1. Board policies and bylaws are developed and updated as needed based on recommendations from NEOLA, required in response to legislative and other governmental actions, judicial rulings, district's attorney and administrative review, or current practice.
2. Board policies and bylaws are reviewed and updated annually on a four-year cycle based on recommendation of the Board Policy Committee.
3. New or revised Board policies and bylaws are approved by the voting procedure of the Board.

### **Development, Review, and Update Board Operating Procedures**

1. Board Operating Procedures are developed and updated in response to district or Board needs by the full Board.
2. Board Operating Procedures are reviewed annually by the full Board, preferably at the January organizational meeting.
3. New, updated or revised Board Operating Procedures are approved by a majority of the Board.

## **0132.2 - ADMINISTRATIVE GUIDELINES**

### **Development, review, and update of Administrative Regulations**

1. Administrative regulations are developed and updated as needed based on recommendations from NEOLA, required in response to legislative and other governmental actions, judicial rulings, district's attorney and administrative review, or current practice.
2. Administrative regulations are brought to the attention of the Board, but do not require Board approval.

DRAFT

## 1240 - EVALUATION OF THE SUPERINTENDENT

### Evaluation of the Superintendent (Full Cycle)

1. The Board shall do quarterly reviews of the Superintendent. Informal reviews occur in March and September. A formal review (school year and contract) occurs in July and the Superintendent's annual evaluation (calendar year) takes place in December.
2. The Superintendent evaluation form shall be mutually selected by the Superintendent and the Board, and shall meet the state guidelines.
3. The Board will complete the Superintendent evaluation together based on input from the Superintendent, Board members and any other information deemed appropriate by the Board. The Board and the Superintendent will meet together at a meeting to present the Superintendent evaluation.
4. The Superintendent may choose to have their formal/informal review during a closed or open session of the Board.
5. The result of any formal review must be accepted as an action item during a properly noticed public meeting at which a quorum is present.

## 1210 - BOARD - SUPERINTENDENT RELATIONSHIP

### Board Members' Concerns About the Superintendent's Professional Performance

1. We value the Superintendent's role in the community and how the District is represented. If this representation is less than favorable and witnessed by a Board member the Board member shall:
  - a) Communicate their concerns directly to the Superintendent and advise the Board President
  - Or
  - b) Communicate with the Board President to address questions and/or concerns

## 0122 - BOARD POWERS

### Hiring of Personnel Other than the Superintendent

1. The Board does not directly hire and refrains from providing input for any District personnel other than the Superintendent.
2. Personnel changes shall be presented to the Board (consent agenda) at least monthly by the administration and approved by the Board.



## **Guidelines for Effective School Social Media Use**

This document was developed to provide set of guidelines for the use of social media applications within the Saline Area Schools community. Facebook, Twitter, and other social media sites are an effective way to reach parents, teachers, and other stakeholders. Their rapid growth combined with the ease of use and pervasive nature make them attractive methods for communication. Like any other communication tool, it is important to have guidelines for these sites.

The following are general guidelines for using social media, personally or professionally.

### **Be Transparent**

How you represent yourself online is an extension of yourself. Be honest about who you are, where you work and what you do.

### **Posting as Entity**

Many of us post to accounts that are named as a school, team, or program. It is important that information posted (and liked, shared, etc.) to these accounts is solely focused on Saline Area Schools functions or directly related to the activity.

### **Share your Expertise**

Write what you know to be accurate. Add value to the discussion. Post something useful. Provide worthwhile information and perspective. A district's most valuable asset is its staff, represented by its people. What you publish may reflect back on the school. Speak in the first person with your own voice and perspective.

### **Respectful and Responsible**

Employees, parents, and students reflect a diverse set of customs, values, and points of view. Be respectful for others' opinions in your posts or comments. You are responsible for the content you post. Do your tags, descriptions, and images portray you and the school district in a professional manner?

### **Always a School Employee**

The lines between public and private, personal and professional, are blurred in the digital world. You will always be considered a school employee. Regardless of whether it is clearly communicated, you will be identified as an employee of the school district in what you do and say online. If you don't want it in the news, don't share it online.

## **Building Community/Positively Representing School**

Represent the school district and the students and parents you serve in the best light. Respect the privacy and feelings of others. Under no circumstances should offensive comments be made about students or colleagues (including administrators) or the district in general. Your posts and comments should help build and support the school community. Do not comment on or forward unsupported information (rumors). You are responsible for what you post, so be certain it's accurate and supports your organization. It is a good idea to monitor your profile page to ensure that all material posted by others doesn't violate these guidelines. Once something is posted, you can't take it back.

## **Confidential Information**

Online postings and conversations are not private. Do not share confidential information whether it is internal school discussions or specific information about students or other staff. What you post will be seen by others and will be online for a long time. It can be forwarded or shared in just a few clicks.

## **Responding to Negative Comments and Criticism**

How you respond to a negative comment or criticism will say more about you and your character than what you post. When in doubt, it's best not to give it credibility by acknowledging it with a public response; a private message is often the most appropriate course.

## **Response and Post Regularly**

To encourage readership, post regularly. Don't post to your blog and then not post for three weeks. Readers won't have a reason to follow you if they cannot expect new content regularly. Respond to others' posts. Answer questions, and thank people even if it's just a few words. Make it a two-way conversation.

## **Spell Check and Abbreviations**

Follow writing conventions including proper grammar, capitalization, and punctuation. Be cautious about using abbreviations, acronyms, and jargon. When in doubt, define the abbreviation at least once in a post or include a definitions page on your site.

## **Video**

The Internet is becoming an increasingly popular educational tool and place to share personally created movies. You are responsible for all you do, say, and post online – including video. Anything you post online should represent you in a professional manner, as others will see you as connected to your school district. You should preview anything you show in your classroom in its entirety, prior to any student seeing it. Consult a supervisor if you feel the content may be questionable.

**SALINE AREA SCHOOLS  
BOARD OF EDUCATION**

**MINUTES**

**Liberty School Board Room  
Tuesday, January 14, 2020  
6:30 PM**

**Mission**

*We, the Saline Area Schools, will equip all students with the knowledge, technological proficiency, and personal skills necessary to succeed in an increasingly complex society. We expect that our students, staff, and the Saline Community will share in these responsibilities.*

1. **CALL TO ORDER** of the Organizational Meeting of January 14, 2020, at 6:30 PM by Board President Hynek.

**Board Members Present**

Trustee Austin, Trustee Estep, Board President Hynek, Secretary McVey, Vice President Pfannes, Student Representative Thomas, Trustee Steben, and Trustee Valenti

**Central Administration Present**

Superintendent Graden, Assistant Superintendent Ellis, Assistant Superintendent Laatsch, and Assistant Superintendent Owsley

2. **PLEDGE OF ALLEGIANCE**

3. **ACTION ITEMS**

**A. Election of Board Officers**

**Board President**

**MOTION** made by Board President Hynek to **nominate Vice President Pfannes to serve as Board President for 2020.**

**Voting**

Vice President Pfannes – 7

**Vice President Pfannes will serve as the Board President for 2020.**

Vice President

**MOTION** made by Secretary McVey **nominating himself to serve as Vice President for 2020.**

**MOTION** made by Trustee Steben **nominating herself to serve as Vice President for 2020.**

**MOTION** made by Vice President Pfannes **nominating Trustee Austin to serve as Vice President for 2020. Trustee Austin – declined the nomination.**

**MOTION** made by Trustee Austin **nominating Board President Hynek to serve as Vice President for 2020.**

Voting

Board President Hynek – 4  
Secretary McVey – 2  
Trustee Steben - 1

**Board President Hynek will serve as the Board Vice President for 2020.**

Secretary

**MOTION** made by Secretary McVey **nominating himself to serve as Secretary to the Board for 2020.**

**MOTION** made by Trustee Austin **nominating himself to serve as Secretary to the Board for 2020.**

**MOTION** made by Vice President Pfannes **nominating Trustee Estep to serve as Secretary to the Board for 2020.**

**MOTION** made by Trustee Steben **nominating herself to serve as Secretary to the Board for 2020.**

Voting

Trustee Austin - 3  
Trustee Estep - 2  
Trustee McVey – 1  
Trustee Steben – 1

**Trustee Austin will serve as Secretary to the Board for 2020.**

**4. ADJOURN**

**MOTION** made by Trustee Valenti, seconded by Trustee Steben to **adjourn the Organization Meeting of January 14, 2020, at 6:38 PM.**

Ayes – All Present – **MOTION CARRIED**

**5. CALL TO ORDER** of the Regular Board of Education Meeting of January 14, 2020, at 6:38 PM, by Board President Pfannes.

Members Present

Secretary Austin, Trustee Estep, Vice President Hynek, Trustee McVey, Board President Pfannes, Student Representative Thomas, Trustee Steben, and Trustee Valenti

Central Administration Present

Superintendent Graden, Assistant Superintendent Ellis, Assistant Superintendent Laatsch, and Assistant Superintendent Owsley

**6. ITEMS OF INTEREST AND INQUIRY**

**A. Public Comment**

Lisa Slawson, Saline Area Schools Resident, congratulated Board President Pfannes on her presidency. She also spoke in support of the proposed switch to four-year terms on the agenda this evening.

Tiffanie Alexander, Saline Area School Resident, congratulated the new Board Officers. She also spoke against removing the ceiling tiles supporting the LGBTQ at the High School. She spoke in favor of the All Means All Board at the Middle School.

Darcy Berwick, Saline Area Schools Resident, spoke about the All Means All Board at the Middle School and commended the students for all the hard work they put into it. She encouraged the Board to stop in and take a look at it. It will be changing in February to honor Black History Month.

**B. Administration**

Superintendent Graden announced that the 2020-2021 school calendar will be posted on the website tomorrow morning. The first day of school for the 2020-2021 school year will be August 31<sup>st</sup>.

Superintendent Graden thanked the Maintenance and Transportation Departments for all the hard work they do to keep things running smoothly especially during the winter months.

Superintendent Graden thanked the Administrative Team Union Groups for combining to join one bargaining group.

**C. Board of Education Members**

Trustee Steben recently attended the CQC Meeting. The major topic of discussion centered around shortening the length of the meetings to one hour to hopefully encourage more participation. She thanked the Police Department for hosting the meetings in 2019 and announced that Community Education would host for 2020.

Trustee Steben will be coordinating the Board of Education Gift Basket for the Spring Craft Show. More details will be forthcoming. Proceeds from the baskets will go to Saline Social Services.

Trustee McVey thanked Heritage Principal Washington and Teacher, Mr. Spicer, for allowing him to participate in Heritage's Diorama project.

Trustee McVey recently attended the Goal Number 1 Meeting at the Middle School. He thanked Assistant Superintendent Laatsch for all the work he does to oversee it.

Trustee McVey will be visiting Washington, DC on February 3-4 to attend the NSBA Conference. He is also hoping to meet with some of the Michigan legislatures. If you have any items that you would like him to discuss, please contact him.

Secretary Austin, Trustee Steben, and Trustee Valenti recently attended Goal Number 4. It provided the committee members a good background on how school finances work as well as how complex they are. Trustee Valenti thanked the community for coming to the meetings and providing input.

Student Representative Thomas said the High School Students are excited to be back after the break. Juniors are currently preparing for the SAT and Seniors are starting to get excited about what lies ahead for them after graduation.

Board President Pfannes attended the Foundation for Saline Area Schools Meeting this morning where the grants were approved. More information highlighting the approved grants will be provided at a future meeting. She thanked all those that support the Foundation, which allows them to give so much back to the District.

**7. RESPONSE TO PUBLIC COMMENT**

There was no response to public comment at this time.

8. REVISIONS/APPROVAL OF AGENDA

**MOTION** made by Trustee McVey, seconded by Vice President Hynek to **approve the agenda as printed.**

Ayes – All Present – **MOTION CARRIED**

9. SCHEDULED REPORTS

A. **Presentation** – Superintendent Graden

Frank Rewold and Sons, Construction presented the Board of Education gift bags in honor of School Board Appreciation Month. Superintendent Graden also thanked the Board for their service.

10. ACTION ITEMS

A. **MOTION** made by Trustee McVey, seconded by Trustee Valenti to **appoint the Board's Recording Secretary, Patti Waltz, Tim Austin Board Secretary, and Superintendent Graden to serve as the Board's designees for posting legal notices.**

Ayes – All Present – **MOTION CARRIED**

B. **MOTION** made by Trustee Valenti, seconded by Trustee Steben to **approve the 2020 Board of Education Meeting schedule as submitted by Superintendent Graden.**

Ayes – All Present – **MOTION CARRIED**

C. **MOTION** made by Vice President Hynek, seconded by Trustee McVey to **approve Superintendent Graden's Evaluation as submitted by the Board of Education.**

Ayes – All Present – **MOTION CARRIED**

D. **MOTION** made by Secretary Austin, seconded by Trustee Valenti to **approve Bari Livsey and Chris Michalak to be the Saline Area Schools representatives on the Local Development Finance Authority for the City of Saline as recommended by Superintendent Graden.**

Ayes – All Present – **MOTION CARRIED**

E. **MOTION** made by Vice President Hynek, seconded by Secretary Austin to **approve the revisions to Policy 142.3 - Term Limits as submitted by Trustee Hynek.**

Ayes – 6 – Nay – 1 - **MOTION CARRIED**

**F. MOTION** made by Trustee Estep, seconded by Vice President Hynek to **approve the revision to Policy 167.3 – Public Participation at Board Meetings as submitted by Trustee Hynek.**

Ayes – All Present – **MOTION CARRIED**

**G. MOTION** made by Secretary Austin, seconded by Trustee Steben to **approve PCO Number 450 credit in the amount of \$74,892.44 and PCO Number 448 payment in the amount of \$24,300.10 from Clark Construction as submitted by Assistant Superintendent Owsley.**

Ayes – All Present – **MOTION CARRIED**

**11. CONSENT AGENDA**

**MOTION** made by Vice President Hynek, seconded by Trustee Steben to **authorize the following items as part of the Consent Agenda:**

- A. Approval** of the Regular Board of Education Meeting Minutes of December 10, 2019.
- B. Approval of Payment** of the General Fund Accounts Payable of January 14, 2020, in the amount of \$1,245,456.88.
- C. Approval of Payment** of Bond Fund Series II Accounts Payable of January 14, 2020, in the amount of \$359,519.41.
- D. Receive and File** January Curriculum, Finance, and Human Resources Reports.
- E. Receive and File** Employment Contracts for the Assistant Superintendents of Curriculum, Finance, and Human Resources as submitted by Superintendent Graden.
- F. Approval** of the Early Graduation Requests as submitted by Superintendent Graden.
- G. Approval** of the following field trips as submitted by Superintendent Graden:
  - Field Trip #79 Model UN Conference in East Lansing, MI on March 13-15, 2020.
  - Field Trip #80 Secondary Schools Writing Center Association Conference in Washington, DC on March 12-15, 2020.
  - Field Trip #84 LEAD Student Council Leadership Conference in Washington, DC on January 31-February 2, 2020.

Ayes – All Present – **MOTION CARRIED**

**12. ITEMS SCHEDULED ON NEXT AGENDA**

**A. Board Retreat – January 21**

**13. PUBLIC COMMENT**

Eze Enriquez, SCTN Employee, thanked everyone who donated to the recent sock drive. Through community efforts and with the help of Wal-Mart, SCTN was able to donate six boxes of socks to Saline Social Services.

Jessica Navan, Saline Area Schools Resident, thanked the Board for the changes made to the public comment policy. She also thanked the Board for adding the packet information to the website so that the community could see the proposed changes. She also commented that it was very upsetting to see a comment on social media from a District teacher about white supremacy. She also expressed concern about the All Means All Wall at the Middle School and some of the alarming content.

Lisa Slawson, Saline Area Schools Resident, spoke about the recent post on social media regarding the District Teacher. She indicated that a process is in place to express concerns about teachers, and social media is not the correct forum.

Tiffanie Alexander, Saline Area Schools Resident, also expressed concern for the public hate speech in the Saline Post. She stated that people who liked and made those comments are the same individuals who have issues with the LGBTQ community.

**14. CLOSED SESSION**

**MOTION** made by Trustee McVey, seconded by Trustee Estep to **enter Closed Session of the Board of Education at 7:52 PM, with the intent to re-enter Open Session at 8:00 PM, for the purpose of Collective Bargaining 8(c). Under Section 8(c) a simple majority vote is sufficient to enter closed session.**

Ayes – All Present – **MOTION CARRIED**

**15. RE-ENTER OPEN SESSION**

**MOTION** made by Trustee Valenti, seconded by Trustee Estep to **re-enter Open Session of the Regular Board of Education Meeting at 8:16 PM.**

Ayes – All Present – **MOTION CARRIED**

**16. ACTION ITEM**

**MOTION** made by Trustee Steben, seconded by Secretary Austin to **accept the tentative agreements with ESP and SASAA dated December 20, 2019.**

Ayes – All Present – **MOTION CARRIED**

**17. NEXT MEETING**

The next Board of Education Meeting will be held on January 28, 2020, at 6:30 PM in the **Liberty School Board Room**.

**18. ADJOURNMENT**

**MOTION** made by Secretary Austin, seconded by Trustee Steben to **adjourn the Regular Board of Education Meeting of January 14, 2020, at 8:20 PM.**

Ayes – All Present – **MOTION CARRIED**

Respectfully submitted,

Tim Austin, Secretary

By: Patti Waltz, Recording Secretary

SALINE AREA SCHOOLS  
BOARD OF EDUCATION  
RETREAT

**DRAFT**

Tuesday, January 21, 2020  
6:00 PM

Mission

*We, the Saline Area Schools, will equip all students with the knowledge, technological proficiency, and personal skills necessary to succeed in an increasingly complex society. We expect that our students, staff, and the Saline Community will share in these responsibilities.*

1. **CALL TO ORDER** of the Board of Education Retreat of January 21, 2020 at 6:20 PM, by Board President Pfannes.

Board Members Present

Secretary Austin, Trustee Estep, Vice President Hynek, Trustee McVey, Board President Pfannes, Trustee Steben, and Trustee Valenti

Central Administration Present

Superintendent Graden, Assistant Superintendent Ellis, Assistant Superintendent Laatsch, and Assistant Superintendent Owsley

2. **PUBLIC COMMENT**

No public comment at this time

3. **MOTION** made by Secretary Austin, seconded by Trustee Estep to **approve the agenda as printed.**

Ayes – All Present – **MOTION CARRIED**

4. **DISCUSSION ITEMS**

**A. Board Operating Procedures Review**

A review of the proposed Board Operating Procedures was conducted and a discussion was held. Revisions will be made and this will be placed on the January 28<sup>th</sup> agenda as a discussion item.

**B. Board Self Evaluation Review**

A review of the Board Self Evaluation was conducted. A discussion was held on potential improvement areas.

### C. Policy 144.2 - Ethics

A review and discussion was held on Policy 144.2 – Ethics. This will be on the January 28<sup>th</sup> agenda as a discussion item.

### D. Policy Committee

A discussion was held on the Policy Committee becoming an entity of the whole Board in order to ensure that all members' voices are heard and considered. It was decided that this would only strengthen the process.

A discussion on 2020 Committee Assignments was held and will be announced at the next Board Meeting.

### E. School of Choice

Superintendent Graden led the discussion on School of Choice. He outlined where the potential need is currently and how to establish a better balance of students.

## 5. ADJOURN

**MOTION** made by Trustee McVey, seconded by Trustee Steben **to adjourn the Board of Education Retreat of January 21, 2020, at 8:41 PM.**

Respectfully submitted,

Tim Austin, Secretary

By: Patti Waltz, Recording Secretary



**Board of Education**  
January 28, 2020

**TOPIC: Human Capital Recommendations**

Curt Ellis, Assistant Superintendent of Human Resources presents for your consideration the following human capital changes including resignations, new hires and changes in tenure status:

**RESIGNATIONS / TERMINATIONS:**

<b><u>NAME</u></b>	<b><u>BLDG./DEPT.</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>STATUS</u></b>	<b><u>REASON</u></b>	<b><u>EFFECTIVE</u></b>
Anna Kline	Saline HS	Custodian	Resignation	Personal	6.Jan.20
Carl McIntosh	Transportation	Bus Driver	Resignation	Personal	10.Jan.20
Kelly Rich-Narumi	Saline HS	Food Service Asst.	Resignation	Personal	31.Jan.20
Catherine Smith	Heritage	Paraeducator	Resignation	Personal	30.Jan.20

**NEW HIRES**

<b><u>NAME</u></b>	<b><u>BLDG./DEPT.</u></b>	<b><u>ASSIGNMENT</u></b>	<b><u>STATUS</u></b>	<b><u>STEP</u></b>	<b><u>EFFECTIVE</u></b>
Stephanie Prain	Harvest	Paraeducator	New Hire	Y5 - 6th LS 1	20.Jan.20
Jacob Terberg	Saline MS	Paraeducator	New Hire	Grades 6-12 LS 1	20.Jan.20
Jessica Vitti	Heritage	Paraeducator	New Hire	Y5 - 6th LS 1	20.Jan.20

**RECOMMENDATION:** That the Saline Area Schools Board of Education adopts the personnel report recommendations as presented.



**SALINE**  
AREA SCHOOLS

Saline High School  
**Field Trip Request**  
**Field Trip #: 101:CTE**

Saline Area Schools  
Educational Field Trip / Excursion Request Form

The Saline Board of Education, through its policies, has established rules regarding field trips. **All overnight trips and trips outside of the United States must be approved by the Board.** Trips requiring Board approval are to be submitted at least 30 days before the scheduled trip and **prior** to confirming with students and parents / guardians that the trip will occur.

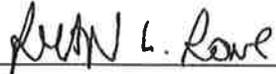
<b>Date(s) of Field Trip:</b> 03/05/2020 - 03/07/2020	<b>Overnight?</b> Yes	<b>Destination:</b> Detroit, MI
<b>Purpose:</b> DECA State Career Development Conference		

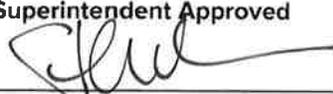
<b>Name of Teacher / Sponsor:</b> Kara Stemmer	<b>Departure Time:</b> 11:15 <b>Return Time:</b> 13:30
---	---

<b>Name of Class / Group:</b> DECA	<b>Method of Transportation:</b> School Bus
---------------------------------------	--

<b>Number of Students Attending:</b> 50
<b>Name(s) of Chaperones:</b> 6

<b>Scholarship Opportunities?:</b> No
<b>Scholarship Opportunity Explanation:</b>

<input checked="" type="checkbox"/> <b>Principal Approved</b>	<input type="checkbox"/> <b>Principal Denied</b>	
 _____ Signature		_____ Date

<input checked="" type="checkbox"/> <b>Superintendent Approved</b>	<input type="checkbox"/> <b>Superintendent Denied</b>	
 _____ Signature		_____ Date

<input type="checkbox"/> <b>Board Approved</b>	<input type="checkbox"/> <b>Board Denied</b>	
_____ Signature		_____ Date

Upon approval, you must email the list of students - referencing the Field Trip #: 101:CTE in the **Subject Line** - to [hs\\_teachers@salineschools.org](mailto:hs_teachers@salineschools.org).



# Memorandum

**To:** Board of Education

**From:** Scot Graden  
Superintendent

A handwritten signature in black ink, appearing to be "SAG", is written over the name "Scot Graden".

**Date:** January 22, 2020

**Subject:** WASHTENAW COMMUNITY COLLEGE ENROLLMENT - SALINE

---

Attached please find an information sheet from Washtenaw Community College outlining Saline students enrolled in classes from the 2018-2019 academic year.

If you have any questions, please let me know.

SAG:pw



Enrollment  
2018-19  
Academic Year

### CREDIT HEADCOUNT

**21,234** total enrollment

**650** (3.1%) reside in Saline

## 2018-19 TOTAL

### FINANCIAL AID

**6,121** of WCC students receive some form of financial aid.

Total aid awarded: **\$32,063,725**

### DEMOGRAPHICS

**1,969** First-generation college student (9.3%)

**939** Single parent (4.4%)

**604** Veteran (2.8%)

**514** International (2.4%)

**4,022**  
AWARDS  
GRANTED

**2,534** Certificates

**1,488** Associate Degrees

**DUAL ENROLLMENT** **787** Students **65** Schools

## SALINE

### FINANCIAL AID

**139 (21.4%)** of WCC students from Saline receive some form of financial aid.

Total aid awarded: **\$655,320**

### DEMOGRAPHICS

**35** First-generation college student (5.4%)

**20** Single parent (3.1%)

**9** Veteran (1.4%)

**9** International (1.4%)

**181**  
AWARDS  
GRANTED

**127** Certificates

**54** Associate Degrees

**DUAL ENROLLMENT** **21** Students **6** Schools

## FALL 2019 CREDIT HEADCOUNT

**12,045** total enrollment

**374** (3.0%) reside in Saline

## FALL 2019 TOTAL

### REGISTRATION STATUS

**3,014**  
25.0%

Full-time

**9,031**  
75.0%

Part-time

### REGISTRATION TYPE

**1,068**  
8.9%

Re-admit

**3,453**  
28.7%

New

**7,524**  
62.5%

Continuing

## SALINE

### REGISTRATION STATUS

**127**  
34.0%

Full-time

**247**  
66.0%

Part-time

### REGISTRATION TYPE

**27**  
7.2%

Re-admit

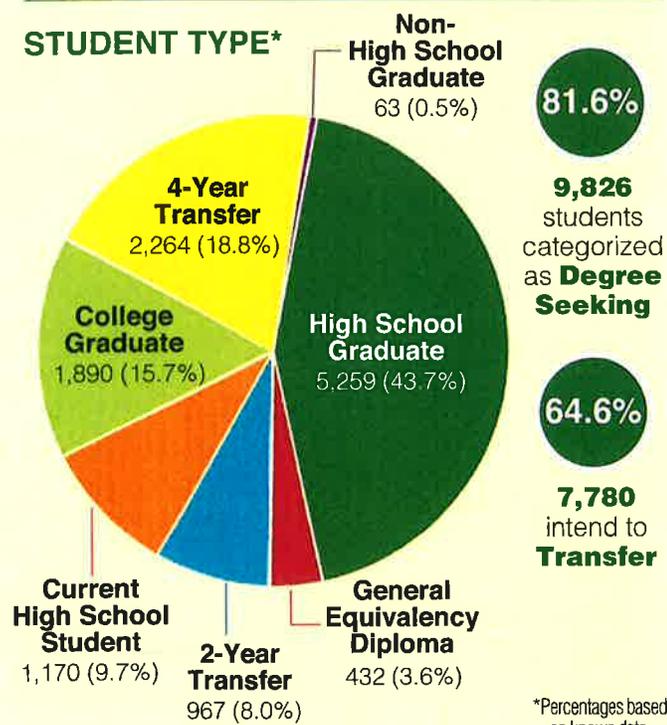
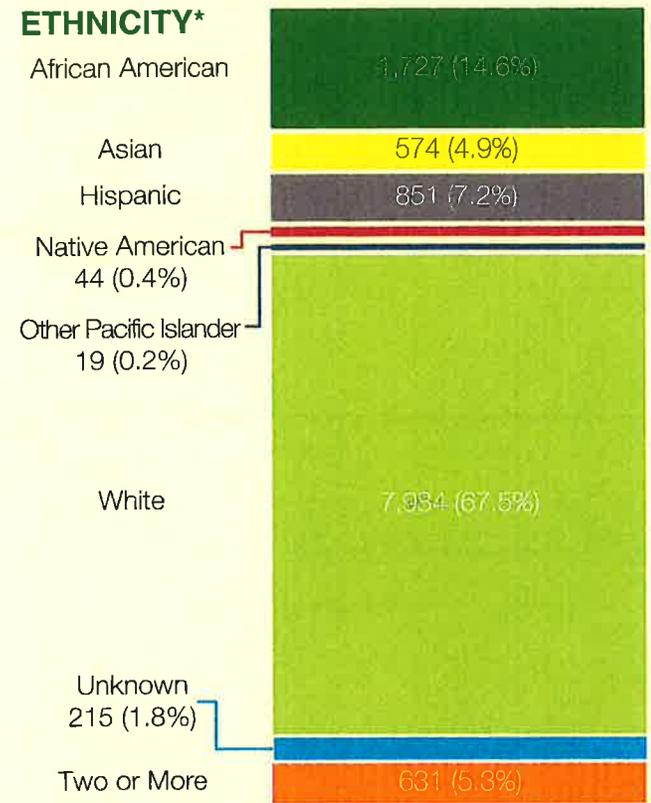
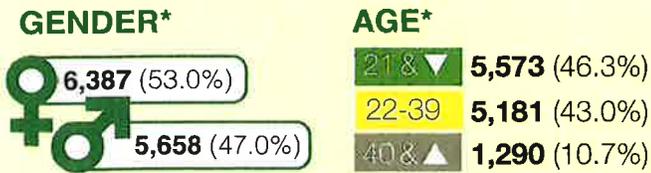
**91**  
24.3%

New

**256**  
68.4%

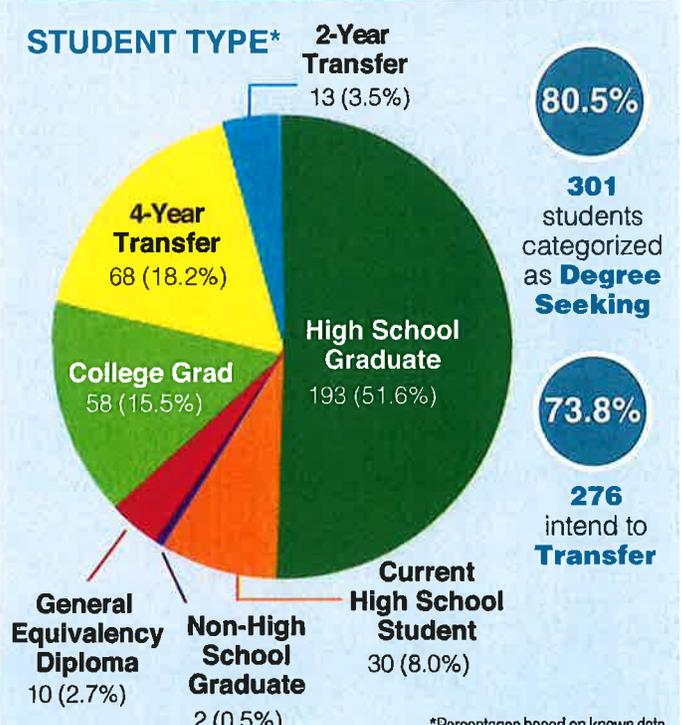
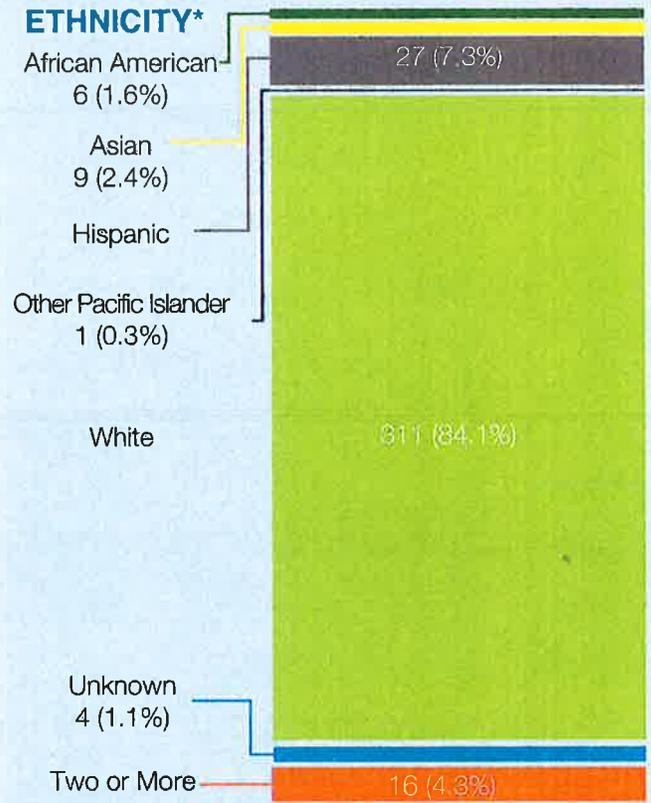
Continuing

# FALL 2018 TOTAL



\*Percentages based on known data.

# SALINE



\*Percentages based on known data.