



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

Agenda

Regular Meeting

Ford Administration Building

1620 E Elza Avenue

Hazel Park, MI 48030

April 18, 2022

7:00 PM

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA (ACTION ITEM)

PUBLIC COMMENT

The Board of Education recognizes the value of public comment on education items and the importance of allowing members of the public to express themselves on District matters. During this portion of public comment, each statement made by a participant shall be limited to three (3) minutes and participants must identify themselves by name and address.

SPECIAL ORDER OF BUSINESS

A. Sports Recognition

CONSENT AGENDA (Action Items)

The Board of Education shall use a consent agenda to keep routine matters within a reasonable time frame. A member of the Board may request any item to be removed from the consent agenda and defer it for more discussion and specific action.

A. <u>Approval of Minutes</u>	
1) Board Meetings	3
2) Committee Meetings	9
B. <u>Monthly Financial Reports</u>	16
C. <u>Personnel Recommendations</u>	29
D. <u>Conference Requests</u>	

NEW BUSINESS

A. Teacher Appreciation Resolution (Action Item)	30
B. Mental Health Awareness Month Resolution (Action Item)	31

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SUPERINTENDENT REPORT

A. Strategic Plan Update	
B. Attendance	109
C. Jardon	

REQUESTS FOR FUTURE AGENDA ITEMS

CALENDAR DATES

PUBLIC COMMENT

During this portion of public comment, each statement made by a participant shall be limited to one (1) minute and participants must identify themselves by name and address.

BOARD MEMBER AND ADMINISTRATION COMMENTS

ADJOURNMENT

Any person with a disability who needs accommodation for participation in this meeting should contact the Superintendent's office at (248) 658-5220 at least five (5) days in advance of the meeting to request assistance.

All Official minutes of school board meetings are stored and available for inspection in the Ford Administration office at the above address.

This notice is given in compliance with Act No. 267 of the Public Acts Michigan, 1976



**SCHOOL DISTRICT OF THE
CITY OF HAZEL PARK
COUNTY OF OAKLAND AND STATE OF MI
AGENDA
REGULAR MEETING
MARCH 14, 2022 7:00 PM**

CALL TO ORDER

The Regular Meeting of the Hazel Park Board of Education was held at the Ford School Administration Office on March 14, 2022 and was called to order by President Adkins at 7:00 pm.

ROLL CALL

Members Present: Adkins, Baldwin, Fortress, Hinton, Schlak

Members Absent: Noth, Rice (arrived at 7:51 pm)

Others Present: Kruppe, Zirnis, Dillard, Dulmage, Miller, Nugent, Pleiness, Postell, Wilkins

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA (ACTION ITEM)

Moved by Melissa Baldwin, supported by Kristy Schlak , that the Board of Education approve the agenda as written.

Discussion

Roll Call Vote

Yeas Baldwin, Schlak, Fortress, Hinton, Adkins

Nays:

Motion carried.

PUBLIC COMMENT - None

CONSENT AGENDA (Action Items)

A. Approval of Minutes

1) Board Meetings

2) Committee Meetings

B. Monthly Financial Reports

C. Personnel Recommendations

D. Conference Requests

Moved by Melissa Baldwin, supported by Kristy Schlak, that the Board of Education approve the consent agenda as presented, with the removal of the Personnel Minutes.

Roll Call Vote

Yeas: Baldwin, Schlak, Fortress, Hinton, Adkins

Nays:

Motion carried.

NEW BUSINESS

A. MSP Grant (Action Item)

Motion made by Kristy Schlak, supported by Melissa Baldwin, that the Board of Education approve the submission of the school safety grant, as presented.

Discussion

Roll Call Vote:

Yeas: Schlak, Baldwin, Fortress, Hinton, Adkins

Nays:

Motion carried.

B. Technology Support (Action Item)

Motion made by Kristy Schlak, supported by Melissa Baldwin, that the Board of Education approve the hiring of one intern for the technology department for the remainder of the 2021-2022 school year, as presented.

Discussion

Roll Call Vote:

Yeas: Schlak, Baldwin, Fortress, Adkins

Nays: Hinton

Motion carried.

C. Budget Amendment (Informational Action Item)

Motion made by Kristy Schlak, supported by Melissa Baldwin, that the Board of Education approve the Budget Amendment #2 for fiscal year 2021-2022, as presented.

Discussion

Roll Call Vote:

Yeas: Schlak, Baldwin, Fortress, Hinton, Adkins

Nays:

Motion carried.

D. Administrative Assistant for HR (Action Item)

Motion made by Kristy Schlak, supported by Melissa Baldwin, that the Board of Education approve the Superintendent Administrative Assistant for HR Support, as presented.

Discussion

Roll Call Vote:

Yeas: Baldwin, Schlak, Adkins

Nays: Fortress, Hinton

Motion failed.

E. Locker Room RFP (Action Item)

Motion made by Kristy Schlak, supported by Melissa Baldwin, that the Board of Education approves the RFP for the pool renovations to be charged to the sinking fund, as presented.

Discussion

Roll Call Vote:

Yeas: Schlak, Baldwin, Fortress, Hinton, Adkins

Nays:

Motion carried.

F. Cafeteria and Staff Bathroom RFP (Action Item)

Motion made by Kristy Schlak, supported by Melissa Baldwin, that the Board of Education approve the renovation of the cafeteria and staff bathroom, as presented.

Discussion

Roll Call Vote:

Yeas: Schlak, Baldwin, Fortress, Hinton, Adkins

Nays:

Motion carried.

G. Spring Coaches (Informational Item)

H. Professional Development and Summer Learning (~~Informational~~ Action Item)

Motion made by Kristy Schlak, supported by Melissa Baldwin, that the Board of Education approve the Professional Development and Summer Learning, as presented.

Discussion

Roll Call Vote:

Yeas: Schlak, Baldwin, Fortress, Hinton, Rice, Adkins

Nays:

Motion carried.

I. Mid Year Reporting for Grade 9 - 12 (~~Informational~~ Action Item)

Motion made by Kristy Schlak, supported by Melissa Baldwin, that the Board of Education approve the request to travel to the National Championships, as presented.

Discussion

Roll Call Vote:

Yeas: Schlak, Baldwin, Fortress, Hinton, Rice, Adkins

Nays:

Motion carried.

J. Dance Team Trip (Action Item)

Motion made by Kristy Schlak, supported by Melissa Baldwin, that the Board of Education approve the request to travel to the National Championships, as presented.

Discussion

Roll Call Vote:

Yeas: Baldwin, Fortress, Hinton, Rice, Schlak, Adkins

Nays:

Motion carried.

Motion made by Melissa Baldwin, supported by Dawn Rice, to take a five minute break to review Robert's Rules of Order at 8:31pm.

Meeting called to order at 8:36pm.

Motion made by Dawn Rice, supported by Melissa Baldwin, that the Board of Education approve to reopen for reconsideration of the Administrative Assistant to the Superintendent for HR position.

Discussion

Roll Call Vote:

Yeas: Rice, Baldwin, Schlak, Adkins

Nays: Hinton, Fortress

Motion made by Dawn Rice, supported by Kristy Schlak, that the Board of Education approve to reopen vote for the Administrative Assistant to the Superintendent for HR position.

Discussion

Roll Call Vote:

Yeas: Rice, Schlak, Baldwin, Adkins

Nays: Hinton, Fortress

Motion made by Dawn Rice, supported by Melissa Baldwin, that the Board of Education approve to reopen the Technology Support agenda item.

Discussion: Dawn stated verbal approval support for the hiring of an IT Intern.

Motion rescinded by Dawn Rice.

Heidi Fortress left the meeting at 8:41pm.

SUPERINTENDENT REPORT

A. Certificate of Appreciation for Edison (Informational Item)

B. Academies for Machinery & Fire (Informational Item)

CALENDAR DATES

PUBLIC COMMENT

Deb Laframboise

1317 Andresen Court

Inquired on if a HR director would be hired.

Hazel Park MI 48030

BOARD MEMBER AND ADMINISTRATION COMMENTS

Kristy Schlak, Trustee

Thank you, thank you presenters. Congrats student sport teams!

Good luck to the spring sports!

Dawn Rice, Trustee

Thank you for the hard work. Apologize for my lateness but it's that time of the year for me (taxes).

The kids are shining with sports and on Facebook! The Pulse is great, thank you for all the hard work.

Melissa Baldwin, Vice President

Promise Zone was amazing! It was so great to see everyone. Reading month, my favorite time! I love reading to the kids.

Dr. Amy Kruppe, Superintendent

I read to students on Friday, thank you Webb! Spoke to the committee, posted both the Hr Director and Manager positions. This will be based on experience and we will only be hiring one.

Laura Adkins, President

Promise Zone was wonderful, it had a great turnout this year! Band festival received 1's, great job! It's Reading Month and Wednesday is the OCSBA meeting with Melissa Baldwin and Dr. Kruppe.

ADJOURNMENT 8:47 PM



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**Personnel Committee Meeting
March 10, 2022
5:00 PM**

Board Members Present: Kristy Schlak
Board Members Absent: None
Administrators Present: Dr. Amy Kruppe, Jason Zirniss
Audience: None

Meeting start time - 5:08 pm

Public Comment: None

- A. **Technology** - Reviewed the salary rate for the technology temporary help to replace an individual on leave. Current rate is \$12.00 and hours and administration is recommending \$14.00 to retain quality personnel.
- B. **Administrative Assistant** - Administration is recommending a full time Administrative Assistant to aid with processing paperwork in the Human Resources Office. Other duties would include; fingerprinting, file audits, file reviews, and other areas as outlined by the job description reviewed. Recommended pay rate based on experience would be \$45,000 to \$55,000.
- C. **Human Resource Update** - Numerous items of concerns were noted in the review of files and employee onboarding. It was identified that personnel were assigned the wrong rate of pay, files were incomplete prior to starting and there was a lack of follow-up through the onboarding process. We are assessing the issues and making the necessary corrections. The Administrative Assistant noted above would be integral to making sure the information is collected and flowing to the necessary departments to ensure accuracy and completeness.
- D. **Staffing Update** - We are waiting on several schools to complete the building schedules for the fall before we assess the impact on staffing. A review will be taking place shortly when all the necessary information is received to make an accurate assessment of staffing needs based on course selection.
- E. **Administrative Pay Rates** - In review of the pay rates for several Central Office staff it was noted that there was a discrepancy between the rates the District is compensating several employees well below their counterparts. We will bring forth a recommendation to the Board at the time of contract renewal to make the necessary equity changes.
- F. **Personnel Leave Request** - A teacher has asked (as outlined by the HPEA contract) to take 10 personal days for a wedding overseas. Administrative recommendation is to allow the personal days, committee agreed

Meeting end time - 5:25 pm

Minutes submitted by Jason Zirniss, Assistant Superintendent of Business and Operations





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Buildings & Grounds Committee Meeting

April 11, 2022

6:15 PM

Board Members Present: Melissa Baldwin, Heidi Fortress and Kristy Schlak
Board Members Absent: None
Administrators Present: Dr. Amy Kruppe, Jason Zirniss
Audience: None

Meeting start time - 6:15 pm

Public Comment: None

A. A. Sinking Fund Projects Update

- 1) **Pool** - The scaffolding is going up next Monday for the ceiling work. We were able to demo two walls in the locker rooms for a more direct access to the exterior doors behind the aux gym for disposal. We are looking at tile selection for the deck and hoping to have the sample mosaics in very soon.
- 2) **Locker Rooms** - There was one bidder. Kingscott has done a review of the RFP and Schedule of Values and I am pleased to report that they are recommending them for the project. We will be adding that for Board approval at the May 18th meeting. The cost of the project came in significantly lower than estimated. \$543,000 versus the estimate \$783,000.
- 3) **Cafeteria Wall** - No bids were received, we are rebuilding the cafeteria wall to be completed in December instead of the summer of 2022.
- 4) **Staff Bathrooms** - No bids were received, we are rebidding the project to see where the price points are going to come in if we do the project next summer.
- 5) **District Cameras** - Bids are due on thursday, there has been a significant amount of interest. With over 10 vendors attending either the pre bid call or walkthrough.

B. Webb Staff Toilet Room Repairs - The bathrooms down the back hall at Webb used by the Transportation and Food Service Staff are experiencing a clogging issue that requires some work to correct due to corroded drains. We currently have a cost of \$9,400.

C. HS Gym Floor and Hallways - Waiting on final flooring samples to come in. Looking at summer timeline to complete the project

D. Nova Environmental Asbestos Review - Nova completed the annual inspection for the District. There was one area of concern that we are reviewing some material for removal.

E. Split AC Unit for High School Head End Room - Discussed the installation of a secondary cooling unit to serve as a redundant backup to the current cooling unit for the main unit that is cooling the Head end room at the High





**HAZEL PARK
SCHOOLS**

School. The reason for the installation is if the main unit goes down we have no means to cool the servers and would lose all internet connectivity. The current quote is \$13,200 to install the unit. We are getting additional quotes.

Meeting end time - 6:45pm

Minutes submitted by Jason Zirnis, Assistant Superintendent of Business and Operations



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Finance Committee Meeting

April 11, 2022

5:15PM

Ford Administration Building

Board Members Present: Heidi Fortress, Beverly Hinton, Laura Adkins

Board Members Absent: None

Administrators Present: Dr. Amy Kruppe, Jason Zirnis, Matthew Miller

Audience: None

Meeting start time - 5:15pm

- A. **Food Service Contract** - MDE has allowed Food Service contracts to be raised up to 7% for the next year in administration costs. Chartwells has done a wonderful job, so the District is pleased to honor this 7%. This increase will cost the District about \$3,000 for the year. The District has excess fund balance of about \$17,000 therefore this slight increase will help offset some of those funds. The District is anticipating a fund balance increase of significant proportions which will allow the Cafeteria rehabilitation at the High School to occur. The recommendation will be to keep Chartwells for another year in the 2022-2023 school year.
- B. **Shirts for Staff Appreciation** - The District is requesting \$3,200 from the board to procure new HP shirts for staff. The funds would be either raised by the District or board to help offset this cost.
- C. **Loss of FTE** - The District took a hit on the audit of 26.45 FTE at \$8,700 per student. This was done for the Fall count at 90% funding. The total cost is about \$200k but some of those students are virtual with MCA and Invest therefore the final cost will reduce the District's revenue by \$131k. This is significant when the budget in March posted \$460k under budget. The District will put a plan in place to prevent this in the future.
- D. **Chaperones for Prom** - The District is requesting paying for their dinner. The board would like the number of chaperones to be consistent with the student population and have a reasonable ratio of 10:1 or so. The District had to prepay for 200 at the Barrister Gardens Banquet Center in St. Clair Shores. The cost per meal is \$41.40 and the students are paying \$55 to attend.



- E. **L-4029** - The District received the L-4028 on Friday and is requesting levying 15 mills for Debt, 18 Mills for Operating and 2.7944 Mills for sinking funds. This millage will generate about \$1m more than last year for Debt and Sinking funds. This increase was considered when the District did the refunding in February.
- F. **Girls on the Run** - The District has 4 girls participating in Girls on the Run. The cost for shoes is about \$45 therefore the District would like to have sponsored some students and increased participation.
- G. **Check Register Review** - Any and all questions were reviewed and answered.

Meeting end time - 6:15pm

Minutes submitted by Matthew Miller



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Personnel Committee Meeting
April 11, 2022
7:30 PM

Board Members Present: Kristy Schlak, Rachel Noth
Board Members Absent: Dawn Rice
Administrators Present: Dr. Amy Kruppe
Audience: None

Meeting start time - 7:30 pm

Public Comment: None

A. Staffing - Reviewed proposed changes and updates for the staffing for the 2022/23 school year.

Meeting end time - 8:30 pm

Minutes submitted by Jamie Buczko, Administrative Assistant to the Superintendent





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Policy Committee Meeting

April 11, 2022

4:00 PM

Board Members Present: Laura Adkins, Melissa Baldwin
Board Members Absent: Dawn Rice
Administrators Present: Dr. Amy Kruppe
Audience: None

Meeting start time - 4:00 pm

Public Comment: None

- A. Therapy Dog** - Reviewed proposed updates to Animals on District Property.
- B. Updated Policies/Administrative Guidelines** - Reviewed proposed updates and changes.

Meeting end time - 5:00 pm

Minutes submitted by Amy Kruppe, Superintendent



Ford Administration
Matthew Miller, Business Office Manager
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5213 | F: 248-544-5443
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TO: The School District of the City of Hazel Park
Board of Education

FROM: Jason Zirniss
Assistant Superintendent, Business & Operations

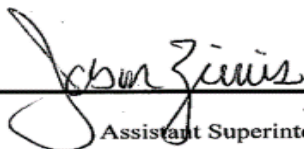
RE: Treasurer's Report March, 2022

DATE: April 12, 2022

Attached is the check register (including current period voids), a listing of ACH debits, wire transfers, and P-Card purchases made during the period

GENERAL FUND (11)		1,016,259.92	
	<i>Total - General Fund</i>	<u>\$ 1,016,259.92</u>	
CENTER PROGRAM (22)		13,629.45	
COMMUNITY SERVICE (23)		0.00	
FOOD SERVICE FUND (25)		92,344.22	
COMMON DEBT (31-39)		0.00	
CAPITAL PROJECTS (41-49)		13,138.45	
	<i>Total - Special Revenue Funds</i>	<u>\$ 119,112.12</u>	
INTERNAL ACCOUNT FUNDS (29)		2,516.20	
	<i>Total - Other Funds</i>	<u>\$ 2,516.20</u>	
TOTAL CHECK DISBURSEMENTS		<u><u>\$ 1,137,888.24</u></u>	\$ 1,137,888.24
ACH DEBITS			1,740,112.43
PAYROLL			1,254,874.44
OUTGOING WIRE TRANSFERS			2,347,473.35
P-CARD PURCHASES			131,118.12
			<u>5,473,578.34</u>
TOTAL DISBURSEMENTS IN PERIOD			<u><u>\$ 6,611,466.58</u></u>

I certify that the disbursements listed on the attached check registers and listing of ACH debits, wire transfers, and P-Card purchases were payments made for obligations of The School District of the City of Hazel Park and that all materials or services listed on the invoices have been received or performed.



Jason Zirniss
Assistant Superintendent, Business & Operations

Monthly Summary of EFT's from HP Bank Accounts

Mar-22

<u>Date</u>	<u>Amount</u>	<u>Bank Acct Taken From</u>	<u>Reason</u>
3/1/2022	\$192.39	Gen Funds	Latchkey Fees
3/11/2022	\$3,751.50	Gen Funds	Health Equity Payment March 11th Payroll
3/25/2022	\$3,631.50	Gen Funds	Health Equity Payment March 11th Payroll
3/10/2022	\$5,903.13	Gen Funds	EduStaff Payment
3/24/2022	\$48,664.53	Gen Funds	EduStaff Payment
3/14/2022	\$22,495.45	Gen Funds	Penserv Payment March 11th Payroll
3/28/2022	\$22,654.20	Gen Funds	Penserv Payment March 25th Payroll
3/9/2022	\$30,275.38	Tax W/H	Payroll State Tax Withholding March 11th
3/25/2022	\$32,365.71	Tax W/H	Payroll State Tax Withholding March 25th
3/11/2022	\$203,119.07	Tax W/H	Payroll Federal Tax Withholding March 11th
3/25/2022	\$218,858.86	Tax W/H	Payroll Federal Tax Withholding March 25th
3/9/2022	\$388,712.14	Ret W/H	Payroll Retirement Withholding February 25th
3/24/2022	\$380,864.07	Ret W/H	Payroll Retirement Withholding March 11th
3/23/2022	\$331,988.89	UAAL	Payroll UAAL Payment March
3/1/2022	\$38,782.40	DTE	March DTE Payments
3/1/2022	\$7,853.21	Consumers	March Consumers Payments
<hr/>			
	\$1,740,112.43	Total ACH Debits	

<u>Date</u>	<u>Amount</u>	<u>Payroll</u>
3/11/2022	\$601,785.24	General Payroll on March 11th
3/25/2022	\$653,089.20	General Payroll on March 25th
<hr/>		
	\$1,254,874.44	Total Payroll

<u>Date</u>	<u>Amount</u>	<u>Wires</u>
3/23/2022	\$2,347,473.35	MVCA Wire State Aid
<hr/>		
	\$2,347,473.35	Total Wires

<u>Date</u>	<u>Amount</u>	<u>P-Card Purchases</u>
3/22/2022	\$131,118.12	General P-Card charges Huntington Bank
<hr/>		
	\$131,118.12	Total P-Card Purchases

Hazel Park Schools
Budget to Actual by St Revenue and St Function

As of 03/31/2022

St Revenue/Function	Description		Original Budget	1st Amended Budget	2nd Amended Budget	Encumbrance	Actual	Balance	Percent
Type: 4 Revenue									
St Revenue: 100	Revenue from Local Sources	Total:	5,565,278.40	5,301,863.00	5,704,514.00	0.00	3,761,722.49	1,942,791.51	65.94%
St Revenue: 300	Rev from State Sources	Total:	27,440,953.46	28,260,564.00	28,907,259.00	0.00	16,418,948.13	12,488,310.87	56.80%
St Revenue: 400	Rev from Federal Sources	Total:	5,323,130.00	7,055,186.00	7,553,087.00	0.00	5,340,575.23	2,212,511.77	70.71%
St Revenue: 500	Incoming Transfer/Oth Transact	Total:	2,380,209.40	2,929,867.00	2,430,209.40	0.00	1,821,242.81	608,966.59	74.94%
St Revenue: 600	Fund Modifications	Total:	1,569,040.36	1,619,040.00	1,619,040.36	0.00	0.00	1,619,040.36	0.00%
Type: 4	RevenueTotal:		42,278,611.62	45,166,520.00	46,214,109.76	0.00	27,342,488.66	18,871,621.10	59.16%
Type: 5 Expense									
St. Function:110	Basic Programs	Total:	19,059,579.88	20,268,503.00	19,723,089.00	60,742.64	12,472,950.11	7,250,138.89	63.24%
St. Function:120	Added Needs	Total:	8,221,581.26	7,822,408.00	8,625,893.00	7,514.40	5,455,928.37	3,169,964.63	63.25%
St. Function:210	Support Services-Pupil	Total:	2,449,653.37	2,526,515.00	2,945,113.00	5,136.20	1,930,911.75	1,014,201.25	65.56%
St. Function:220	Support Services-Instr Staff	Total:	1,610,429.25	2,221,870.00	2,435,416.00	8,165.27	1,654,114.84	781,301.16	67.92%
St. Function:230	Support Services-General Admin	Total:	646,988.52	648,807.00	733,326.00	950.00	524,608.92	208,717.08	71.54%
St. Function:240	Support Services-School Admin	Total:	2,081,369.84	2,059,557.00	2,085,235.00	1,453.53	1,432,483.83	652,751.17	68.70%
St. Function:250	Support Services-Business	Total:	757,166.28	688,081.00	729,720.00	1,045.11	532,294.53	197,425.47	72.95%
St. Function:260	Operations and Maintenance	Total:	4,471,426.19	5,286,186.00	5,340,085.00	116,946.85	3,582,775.53	1,757,309.47	67.09%
St. Function:270	Pupil Transportation Services	Total:	317,126.07	201,941.00	319,683.00	26,126.50	252,712.64	66,970.36	79.05%
St. Function:280	Support Services-Central	Total:	1,325,197.03	1,446,099.00	1,477,348.00	675.52	1,100,159.74	377,188.26	74.47%
St. Function:290	Support Services-Other	Total:	580,337.23	479,649.00	516,730.29	19,619.96	385,868.34	130,861.95	74.67%
St. Function:330	Community Activities	Total:	15,912.00	10,400.00	18,530.61	0.00	3,380.56	15,150.05	18.24%
St. Function:390	Other Community Services	Total:	57,846.47	251,514.00	212,222.86	0.00	83,778.74	128,444.12	39.48%
St. Function:440	Pymts to Other Govnmt	Total:	209,706.64	266,665.00	266,665.00	0.00	266,665.00	-	100.00%
St. Function:510	Debt Services - Long Term Only	Total:	33,000.00	33,000.00	33,000.00	0.00	33,000.00	-	100.00%
St. Function:600	Transfers Out	Total:	292,088.00	292,088.00	292,088.00	0.00	26,043.75	266,044.25	8.92%
Type: 5	ExpenseTotal:		42,129,408.03	44,503,283.00	45,754,144.76	248,375.98	29,737,676.65	16,016,468.11	64.99%
Grand Total:			149,203.59	663,237.00	459,965.00		-2,395,187.99	2,855,152.99	

Hazel Park Schools
Check Register by Fund
Check Date From 3/1/2022 TO 3/31/2022

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
Fund: 110					
03/04/2022	HP 00500833	100350	ASCENSION MICHIGAN EMPLOYER SOLUTIONS		190.00
03/04/2022	HP 00500834	100544	ASCENSION MICHIGAN EMPLOYER SOLUTIONS		76.00
03/04/2022	HP 00500835	100735	BURKES SPORT HAVEN		157.50
03/04/2022	HP 00500836	100111	CLARK, DENNIS		60.00
03/04/2022	HP 00500838	100031	DEAF COMMUNITY ADVOCACY NETWORK		330.00
03/04/2022	HP 00500839	100023	HOUGHTON MIFFLIN HARCOURT	P2200299	424.55
03/04/2022	HP 00500840	100839	K 12 MANAGEMENT DBA FuelEd		26,340.40
03/04/2022	HP 00500841	100846	KALPA PROFESSIONAL DEV, LLC		4,913.00
03/04/2022	HP 00500843	100750	MADISON PARK BOWL		1,837.50
03/04/2022	HP 00500846	100380	OAKLAND SCHOOLS		2,469.25
03/04/2022	HP 00500847	100639	PAUL MCBRIDE		100.00
03/04/2022	HP 00500849	100345	WESTERN PSYCHOLOGICAL SERVICES	P2200293	253.00
03/10/2022	EH 00000249	100550	AMAZON CAPITAL SERVICES INC		3,802.67
03/10/2022	EH 00000250	100860	BALDWIN, MELISSA	P2200005	40.00
03/10/2022	EH 00000253	100861	FORTRESS, HEIDI	P2200286	40.00
03/10/2022	EH 00000254	100056	HINTON, BEVERLY	P2200007	40.00
03/10/2022	EH 00000255	100044	HP PROMISE ZONE	P2200012	40.00
03/10/2022	EH 00000256	100574	INSTITUTE FOR EXCELLENCE IN ED	P2200009	3,000.00
03/10/2022	EH 00000257	100125	SCHLAK, KRISTY	P2200017	40.00
03/10/2022	EH 00000258	100357	STAPLES BUSINESS ADVANTGE	P2200290	682.35
03/10/2022	HP 00500850	100350	ASCENSION MICHIGAN EMPLOYER SOLUTIONS		38.00
03/10/2022	HP 00500851	100544	ASCENSION MICHIGAN EMPLOYER SOLUTIONS		38.00
03/10/2022	HP 00500852	100735	BURKES SPORT HAVEN		96.00
03/10/2022	HP 00500853	100512	CHAPT 13 TRUSTEE-TAMMY L TERRY		420.00
03/10/2022	HP 00500854	100080	CITY OF FERNDAL-DALE-WATER		3,952.40
03/10/2022	HP 00500855	100321	CITY OF HAZEL PARK		4,742.00
03/10/2022	HP 00500856	100111	CLARK, DENNIS		120.00
03/10/2022	HP 00500857	100958	DEVIN HUGHES ENTERPRISES		500.00
03/10/2022	HP 00500858	101036	GROSSE POINTE SOUTH HIGH SCHOOL		100.00
03/10/2022	HP 00500859	100451	J W PEPPER & SONS	P2200248	27.98

Hazel Park Schools
Check Register by Fund
Check Date From 3/1/2022 TO 3/31/2022

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
03/10/2022	HP 00500860	100327	MICHIGAN EDUCATION SPECIAL		430,177.21
03/10/2022	HP 00500861	100387	MISDU		912.65
03/10/2022	HP 00500863	100461	NOVA ENVIRONMENTAL INC		3,902.50
03/10/2022	HP 00500865	100585	PITNEY BOWES		2,018.50
03/10/2022	HP 00500866	100338	QUICK MADE SIGNS & TROPHY SALE		120.50
03/10/2022	HP 00500867	101033	RHOADES, SAMANTHA		80.00
03/10/2022	HP 00500868	100609	RUSKIN, DAVID		1,119.67
03/10/2022	HP 00500869	100740	SPECTRUM WIRELESS USA INC	P2200236	125.00
03/10/2022	HP 00500872	100020	UNDERWOOD DISTRIBUTING COMPANY	P2200289	3,927.00
03/10/2022	HP 00500873	101035	VERBEKE HOME IMPROVEMENTS		12,000.00
03/10/2022	HP 00500874	100613	WARREN FITZGERALD HIGH SCHOOL		250.00
03/10/2022	HP 00500875	101037	WARREN LINCOLN HIGH SCHOOL		250.00
03/10/2022	HP 00500876	100960	WENGER CORPORATION	P2200057	3,825.60
03/14/2022	HP 00500877	100322	CITY HAZEL PARK WATER		3,845.58
03/24/2022	EH 00000260	100045	A & I ENTERPRISES		168,500.85
03/24/2022	EH 00000261	100550	AMAZON CAPITAL SERVICES INC	P2200330	1,013.41
03/24/2022	EH 00000262	100495	C G NEWSPAPERS		555.00
03/24/2022	EH 00000264	100851	EXECUTIVE ENERGY SERVICES LLC		600.00
03/24/2022	EH 00000265	100292	INVEST CENTERS LLC		189,317.25
03/24/2022	EH 00000266	100520	PEDIATRIC HEALTH CONSULTANTS INC		5,171.26
03/24/2022	EH 00000267	100548	SEG SELF INSURERS WORKERS DISABILITY		37,292.00
03/24/2022	EH 00000268	100241	SPINA ELECTRIC	P2200036	205.00
03/24/2022	EH 00000269	100357	STAPLES BUSINESS ADVANTGE	P2200322	53.47
03/24/2022	EH 00000270	100550	AMAZON CAPITAL SERVICES INC		139.44
03/24/2022	EH 00000271	100292	INVEST CENTERS LLC		26,605.48
03/24/2022	HP 00500878	100458	ACE TRANSPORTATION		3,618.00
03/24/2022	HP 00500879	100544	ASCENSION MICHIGAN EMPLOYER SOLUTIONS		264.00
03/24/2022	HP 00500880	100391	BALE COMPANY		116.05
03/24/2022	HP 00500881	100512	CHAPT 13 TRUSTEE-TAMMY L TERRY		420.00
03/24/2022	HP 00500882	100111	CLARK, DENNIS		300.00
03/24/2022	HP 00500883	100888	CONSTELLATION		23,006.33

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Current Date: 04/12/2022

Report: OSAP5009 - OSAP5009: Check Register by Fund

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Current Time: 11:11:59

Selection:

OH_DTL.[oh_ck_dt] <= '03/31/2022' AND OH_DTL.[oh_ck_dt] >= '03/01/2022'

Hazel Park Schools
Check Register by Fund
Check Date From 3/1/2022 TO 3/31/2022

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
03/24/2022	HP 00500884	100459	CONVERGENT TECH PARTNERS		118.75
03/24/2022	HP 00500885	100443	CTS COMPANIES		3,753.90
03/24/2022	HP 00500886	100891	DAKOTA HIGH SCHOOL		250.00
03/24/2022	HP 00500887	100953	DAVID BADER P67307		146.11
03/24/2022	HP 00500888	100031	DEAF COMMUNITY ADVOCACY NETWORK		220.00
03/24/2022	HP 00500889	100085	EASTERN MICHIGAN UNIVERSITY		350.00
03/24/2022	HP 00500890	100446	FAR THERAPEUTIC & PERFORMING ARTS	P2200059	136.02
03/24/2022	HP 00500891	100640	FIBER LINK INC		336.75
03/24/2022	HP 00500892	100371	HAZEL PARK AUX POLICE		2,625.00
03/24/2022	HP 00500893	100488	HOME DEPOT CREDIT SERVICES	P2200038	666.81
03/24/2022	HP 00500894	100023	HOUGHTON MIFFLIN HARCOURT	P2200299	44.58
03/24/2022	HP 00500896	100569	INTEGRITY BUSINESS SOLUTIONS LLC	P2200320	1,359.60
03/24/2022	HP 00500897	100451	J W PEPPER & SONS	P2200267	139.24
03/24/2022	HP 00500898	100411	LOWES COMPANIES		470.00
03/24/2022	HP 00500899	100969	MARTIN, ANDREW		40.00
03/24/2022	HP 00500900	100413	MCGRAW HILL BOOK CO		4,331.43
03/24/2022	HP 00500901	100589	MILLENNIUM BUSINESS SYSTEMS	P2200010	3,011.46
03/24/2022	HP 00500902	100387	MISDU		508.28
03/24/2022	HP 00500903	100481	OAKLAND COMMUNITY COLLEGE		3,838.88
03/24/2022	HP 00500904	100015	PARINC	P2200307	273.24
03/24/2022	HP 00500905	101003	PHOENIX MACHINERY MOVERS INC.		9,745.00
03/24/2022	HP 00500906	100468	PROGRESSIVE PLUMBING SUPPLY	P2200090	135.55
03/24/2022	HP 00500908	100609	RUSKIN, DAVID		1,127.58
03/24/2022	HP 00500909	101008	SCHOOLSIN	P2200251	1,118.60
03/24/2022	HP 00500910	100013	SECREST WARDLE LYNCH HAMPTON		201.36
03/24/2022	HP 00500911	101042	SZAWALA, KEVIN		1,500.00
03/24/2022	HP 00500912	101039	TRACKCENTRAL.NET		64.00
03/24/2022	HP 00500913	101044	UNITED STATES POST OFFICE		3,265.00
03/24/2022	HP 00500915	100463	WINDSTREAM		1,880.43
				Fund 110 Total:	1,016,259.92

Fund: 220

Hazel Park Schools
Check Register by Fund
Check Date From 3/1/2022 TO 3/31/2022

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
03/10/2022	EH 00000249	100550	AMAZON CAPITAL SERVICES INC		205.64
03/10/2022	HP 00500855	100321	CITY OF HAZEL PARK		5,311.03
03/10/2022	HP 00500864	100543	PETTY CASH		208.48
03/10/2022	HP 00500870	100515	STAFF CONNECTIONS LLC		2,758.00
03/24/2022	EH 00000261	100550	AMAZON CAPITAL SERVICES INC		716.74
03/24/2022	EH 00000263	100870	EVERYDAY SPEECH LLC	P2200306	399.99
03/24/2022	HP 00500890	100446	FAR THERAPEUTIC & PERFORMING ARTS	P2200059	2,940.24
03/24/2022	HP 00500901	100589	MILLENNIUM BUSINESS SYSTEMS	P2200010	586.78
03/24/2022	HP 00500914	100356	UNITY SCHOOL BUS PARTS INC		502.55
				Fund 220 Total:	13,629.45
Fund: 250					
03/10/2022	EH 00000252	100118	CHARTWELLS DINING SERVICES		91,627.68
03/24/2022	HP 00500895	100569	INTEGRITY BUSINESS SOLUTIONS LLC	P2200314	339.90
03/24/2022	HP 00500901	100589	MILLENNIUM BUSINESS SYSTEMS	P2200010	78.84
03/24/2022	HP 00500907	100954	RITEWAY SERVICE INC		297.80
				Fund 250 Total:	92,344.22
Fund: 290					
03/04/2022	HP 00500837	101030	COOK, KATHYRN		266.14
03/04/2022	HP 00500842	101032	LAILE, MARY		363.20
03/04/2022	HP 00500844	100969	MARTIN, ANDREW		600.00
03/04/2022	HP 00500845	101031	NICOLL, KIMBERLY		150.00
03/04/2022	HP 00500848	101029	SCHWARTFIGURE, KACIE		317.62
03/10/2022	HP 00500862	100240	MUSIC THEATRE INTERNATIONAL		740.00
03/10/2022	HP 00500871	100255	TURNER III, JOE		79.24
				Fund 290 Total:	2,516.20
Fund: 420					
03/10/2022	EH 00000251	100495	C G NEWSPAPERS		189.00
03/10/2022	EH 00000259	100087	TMP ARCHITECTURE INC		12,949.45
				Fund 420 Total:	13,138.45

Hazel Park Schools
Check Register by Fund
Check Date From 3/1/2022 TO 3/31/2022

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
				Grand Total:	1,137,888.24

End of Report

Huntington Bank
Commercial Card Summary (P-Card)
For Month Ending - March 2022

<u>Date of Trans</u>	<u>Card Holder</u>	<u>Vendor</u>	<u>Amount</u>
03/31/2022	KIMBERLY HART	IN *PLAY 1ST MOBILE GA	539.00
03/31/2022	CHRISTINE LUPTAK	PITNEY BOWES PI	282.60
03/31/2022	GREG RICHARDSON	TONYS ACE HDWE	17.46
03/31/2022	KIMBERLY HART	IN *PLAY 1ST MOBILE GA	539.00
03/31/2022	KIMBERLY HART	IN *PLAY 1ST MOBILE GA	364.00
03/31/2022	KIMBERLY HART	IN *PLAY 1ST MOBILE GA	539.00
03/30/2022	BRADLEY WILKINS	COURSRA236T7CAIC2C7ZL	498.75
03/29/2022	ACCOUNTS PAYABLE	CLEAR RATE COMMUNICATI	1,867.01
03/29/2022	CORRI NASTASI	AMAZON.COM*1673A3GP0 A	12.54
03/29/2022	KIMBERLY HART	MACMHB	35.00
03/28/2022	MEGAN PAPASIAN-BROADWELL	ADOBE PRODUCTS	10.59
03/28/2022	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*162J033K0	37.99
03/27/2022	KIMBERLY HART	AMZN MKTP US*1N6DO3W30	303.10
03/27/2022	CHRISTINE LUPTAK	PB LEASING	516.78
03/27/2022	CORRI NASTASI	LITTLE CAESARS #174	55.50
03/27/2022	KIMBERLY HART	AMAZON.COM*1N2SD1WT0	220.46
03/27/2022	CORRI NASTASI	TARGET 00002782	16.00
03/27/2022	SHEILA OKANE	HIGHSCOPE EDUCATIONAL	100.00
03/25/2022	KIMBERLY HART	PP*RAZEITPRINT	68.90
03/25/2022	CHRISTINE LUPTAK	VIGILANTE SECURITY INC	144.50
03/25/2022	CHRISTINE LUPTAK	MORTIMER LUMBER	2,323.74
03/25/2022	CHRISTINE LUPTAK	ORKIN LLC 002	123.00
03/25/2022	CHRISTINE LUPTAK	ROYAL ROOFING INC	2,150.00
03/25/2022	THOMAS OESTRIKE	HOLLYWOOD HOTEL	36.60
03/25/2022	THOMAS OESTRIKE	HOLLYWOOD HOTEL	36.60
03/25/2022	MEGAN PAPASIAN-BROADWELL	SAMSClub #6659	92.64
03/25/2022	KIMBERLY HART	AMZN MKTP US*1653G41J1	48.65
03/25/2022	KIMBERLY HART	QUALITY LOGO PRODUCTS	321.84
03/25/2022	CORRI NASTASI	MEIJER # 227	55.69
03/25/2022	GREG RICHARDSON	UNIVERSAL WHOLESale PL	43.16
03/25/2022	GREG RICHARDSON	TONYS ACE HDWE	21.82
03/25/2022	THOMAS OESTRIKE	PEPSIBEVERAGECO	562.38
03/24/2022	CHRISTINE LUPTAK	KNOX COMPANY INC	460.00
03/24/2022	JAMIE BUCZKO	A 1 FINGERPRINT	70.00
03/24/2022	LISA COX	LARRY'S PERFORMANCE R/	358.49
03/24/2022	DEBRA DIMAS	TST* NEW YORK BAGEL -	112.00
03/24/2022	BRADLEY WILKINS	APPLE.COM/US	(5.94)
03/24/2022	CORRI NASTASI	LITTLE CAESARS #174	210.90
03/24/2022	CORRI NASTASI	LITTLE CAESARS #174	55.50
03/24/2022	CORRI NASTASI	GFS STORE #0960	56.98
03/24/2022	CORRI NASTASI	LITTLE CAESARS #174	64.50
03/23/2022	SHEILA OKANE	AMZN MKTP US*1N9L521L2	86.21
03/23/2022	JAMIE BUCZKO	MI ASSOC SCH ADM	1,000.00
03/23/2022	JAMIE BUCZKO	TAYLOR AUTO MAINTENANC	1,594.76
03/23/2022	THOMAS OESTRIKE	JIMMY JOHNS - 2213	103.25
03/23/2022	DEBRA DIMAS	SAMS CLUB #6659	295.70
03/23/2022	CORRI NASTASI	TST* NEW YORK BAGEL -	100.00
03/23/2022	GREG RICHARDSON	TONYS ACE HDWE	14.22
03/23/2022	BRADLEY WILKINS	APPLE.COM/US	(5.94)
03/23/2022	BRADLEY WILKINS	APPLE.COM/US	(5.94)
03/23/2022	BRADLEY WILKINS	APPLE.COM/US	(5.94)
03/23/2022	LINDA YATES	KROGER #602	50.00
03/23/2022	GREG RICHARDSON	TONYS ACE HDWE	13.27
03/23/2022	GREG RICHARDSON	TONYS ACE HDWE	23.34
03/23/2022	BRADLEY WILKINS	MSBO	(85.00)
03/22/2022	DEBRA DIMAS	AMZN MKTP US*1N04A0G40	104.98
03/22/2022	DEBRA DIMAS	AMZN MKTP US*1N35J35B0	67.94
03/22/2022	KIMBERLY HART	PAYPAL *MHHPCHAMBER	50.00
03/22/2022	DEBRA DIMAS	AMZN MKTP US*1N62O9M90	116.88

03/22/2022	CORRI NASTASI	GFS STORE #0960	69.97
03/22/2022	BRADLEY WILKINS	APPLE.COM/BILL	99.60
03/22/2022	LINDA YATES	SQ *KURT'S KUSTOM PROM	281.80
03/22/2022	CORRI NASTASI	GFS STORE #0960	17.99
03/22/2022	JAMIE BUCZKO	THE ATS STORE LLC RP	25.67
03/22/2022	MICHELLE KRAUSE	SAMS CLUB #6659	94.24
03/22/2022	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*1N0K64ZE2	121.21
03/22/2022	AMY KRUPPE	MDE EDUCATOR LICENSE	45.00
03/22/2022	TAMMY SCHOLZ	AMAZON.COM*1N47G8V40 A	20.24
03/22/2022	CORRI NASTASI	GFS STORE #0960	33.99
03/21/2022	DEBRA DIMAS	AMZN MKTP US*1N4BS4F42	354.81
03/21/2022	CORRI NASTASI	SAMSCLUB #6664	47.60
03/21/2022	MICHELLE KRAUSE	PEWABIC POTTERY	170.00
03/21/2022	CORRI NASTASI	SAMSCLUB #6664	171.72
03/21/2022	DEBRA DIMAS	AMZN MKTP US*1N0AQ7K41	18.84
03/21/2022	CORRI NASTASI	SAMSCLUB #6664	153.16
03/21/2022	THOMAS OESTRIKE	EDDIES PIZZA	45.53
03/20/2022	MATTHEW MILLER	SAMS CLUB RENEWAL	100.00
03/20/2022	CORRI NASTASI	AMZN MKTP US	(55.20)
03/20/2022	GINA BREW	OAKLAND SCHOOLS-RC INT	90.00
03/20/2022	SHEILA OKANE	AMZN MKTP US*1N7QX6TX0	34.97
03/20/2022	ACCOUNTS PAYABLE	A AND G CENTRAL MUSIC	70.00
03/20/2022	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*1N0B66531	30.99
03/20/2022	GREG RICHARDSON	TONYS ACE HDWE	42.87
03/20/2022	GREG RICHARDSON	TONYS ACE HDWE	18.78
03/20/2022	GREG RICHARDSON	TONYS ACE HDWE	6.64
03/20/2022	GREG RICHARDSON	TONYS ACE HDWE	64.56
03/20/2022	CORRI NASTASI	DOLLAR TREE	62.50
03/18/2022	MEGAN PAPASIAN-BROADWELL	PAYPAL *EMILYILANDI	82.90
03/18/2022	GREG RICHARDSON	TONYS ACE HDWE	37.96
03/18/2022	GREG RICHARDSON	TONYS ACE HDWE	27.54
03/18/2022	GREG RICHARDSON	TONYS ACE HDWE	39.88
03/18/2022	MEGAN PAPASIAN-BROADWELL	SAMS CLUB #6659	227.21
03/18/2022	GINA BREW	SULLIVANS FLEET SERVIC	120.34
03/18/2022	ACCOUNTS PAYABLE	REPUBLIC SERVICES TRAS	280.07
03/18/2022	CHRISTINE LUPTAK	REPUBLIC SERVICES TRAS	3,171.24
03/18/2022	GINA BREW	SULLIVANS FLEET SERVIC	501.98
03/18/2022	DEBRA DIMAS	TST* NEW YORK BAGEL -	112.00
03/18/2022	CORRI NASTASI	AMAZON.COM*1N2UA1FP0 A	15.29
03/18/2022	ACCOUNTS PAYABLE	OCC WEB PAYMENT	91.87
03/17/2022	BRADLEY WILKINS	SQ *LION TECHNOLOGIES	175.00
03/17/2022	ROCHELLE TASSIE	AMZN MKTP US*1N6O14TT1	101.60
03/17/2022	CHRISTINE LUPTAK	MCNAUGHTON MCKAY ELECT	1,595.60
03/17/2022	TAMMY SCHOLZ	AMAZON.COM AMZN.COM/BI	(87.63)
03/17/2022	GINA BREW	SULLIVANS FLEET SERVIC	102.34
03/17/2022	ACCOUNTS PAYABLE	DTE ENERGY	25,234.38
03/17/2022	BRADLEY WILKINS	BESTBUYCOM806624767436	1,394.98
03/17/2022	CHRISTINE LUPTAK	R L DEPPMANN CO	704.25
03/16/2022	DEBRA DIMAS	AMAZON.COM*1Z2OW09F0	14.97
03/16/2022	LINDA YATES	KROGER #602	50.00
03/16/2022	CHRISTINE LUPTAK	APOC SALES INC.	6,902.56
03/16/2022	THOMAS OESTRIKE	SYNERGEE	674.90
03/16/2022	MATTHEW MILLER	MSBO	435.00
03/16/2022	CORRI NASTASI	AMAZON.COM*1Z9YV20Y2 A	33.98
03/16/2022	ACCOUNTS PAYABLE	CORRIGAN MOVING SYSTEM	430.00
03/16/2022	CORRI NASTASI	AMAZON.COM*1N54K8LK1 A	6.99
03/16/2022	CORRI NASTASI	AMAZON.COM*1Z0D36K20 A	15.99
03/16/2022	CORRI NASTASI	AMZN MKTP US*1Z04X3U40	53.89
03/16/2022	GREG RICHARDSON	TONYS ACE HDWE	16.69
03/16/2022	BRADLEY WILKINS	MSBO	705.00
03/16/2022	MICHELLE KRAUSE	JOE RANDAZZO'S FRUIT	105.73
03/16/2022	AMY KRUPPE	TAYLOR AUTO MAINTENANC	344.88
03/16/2022	DEBRA DIMAS	AMAZON.COM*1Z7FC4920	69.98
03/15/2022	GREG RICHARDSON	TONYS ACE HDWE	27.14
03/15/2022	SHEILA OKANE	LIBIB.COM	11.00

03/15/2022	ACCOUNTS PAYABLE	TMOBILE*AUTO PAY	421.72
03/15/2022	CORRI NASTASI	AMAZON.COM*1Z6XJ18Q0 A	11.99
03/15/2022	CORRI NASTASI	TST* NEW YORK BAGEL -	280.00
03/15/2022	AMY KRUPPE	CCI*HOTEL RES	(815.37)
03/15/2022	GREG RICHARDSON	TONYS ACE HDWE	40.62
03/15/2022	AMY KRUPPE	TAYLOR AUTO MAINTENANC	707.50
03/15/2022	CORRI NASTASI	AMZN MKTP US*1Z8WG4YJ1	47.57
03/15/2022	CORRI NASTASI	AMZN MKTP US*1Z8ZY86O0	15.89
03/15/2022	AMY KRUPPE	SOCIETYFORHUMANRESOURC	229.00
03/15/2022	JAMIE BUCZKO	IDENTOGO - MI FINGERPR	64.25
03/14/2022	CORRI NASTASI	AMAZON.COM*1Z06Z1R1 A	45.49
03/14/2022	THOMAS OESTRIKE	EDDIES PIZZA	45.53
03/14/2022	CORRI NASTASI	AMAZON.COM*1Z5LD4BJ0	3.99
03/14/2022	CORRI NASTASI	AMZN MKTP US*1Z8UG2BC0	113.15
03/14/2022	CORRI NASTASI	SAMSCLUB #6664	209.72
03/14/2022	CORRI NASTASI	AMAZON.COM*1Z53O6K21 A	13.80
03/14/2022	CORRI NASTASI	AMAZON.COM*1Z40B6LF2 A	156.44
03/14/2022	CORRI NASTASI	AMAZON.COM*1Z5IJ8HV0 A	55.54
03/14/2022	CORRI NASTASI	SAMS CLUB #6664	60.70
03/14/2022	CORRI NASTASI	WM SUPERCENTER #3487	95.24
03/14/2022	CORRI NASTASI	WAL-MART #3487	7.82
03/13/2022	ROCHELLE TASSIE	AMZN MKTP US*1Z7P51E10	57.87
03/13/2022	LINDA YATES	CENGAGE LEARNING, INC	335.68
03/13/2022	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	234.96
03/13/2022	ROCHELLE TASSIE	AMZN MKTP US*1W5YT3762	25.95
03/13/2022	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	348.13
03/13/2022	CHRISTINE LUPTAK	TEXAS METAL INDUSTRIES	1,479.04
03/13/2022	CHRISTINE LUPTAK	DOWNRIVER REFRIGERATIO	114.48
03/13/2022	CHRISTINE LUPTAK	GRAINGER	40.49
03/13/2022	CHRISTINE LUPTAK	GEMINI FORMS AND SYSTE	391.47
03/13/2022	CHRISTINE LUPTAK	AIRGAS USA, LLC	162.61
03/13/2022	MEGAN PAPASIAN-BROADWELL	EMAGINE ROYAL OAK	1,075.00
03/13/2022	CORRI NASTASI	AMAZON.COM*1Z60V66Y1	15.87
03/13/2022	CORRI NASTASI	#45 LAKESHORE LEARNING	39.99
03/13/2022	BRADLEY WILKINS	ZOOM.US 888-799-9666	3,600.00
03/13/2022	LINDA YATES	PAYPAL *LTUROBOFEST	75.00
03/13/2022	ROCHELLE TASSIE	PURPLETRAIL.COM	89.16
03/11/2022	DEBRA DIMAS	TST* NEW YORK BAGEL -	112.00
03/11/2022	CHRISTINE LUPTAK	STAX *BISON PLUMBING	660.00
03/11/2022	CHRISTINE LUPTAK	VIGILANTE SECURITY INC	999.00
03/11/2022	DEBRA DIMAS	AMZN MKTP US*1Z8XS45J1	273.77
03/11/2022	ACCOUNTS PAYABLE	AMERICAN ARBITRATION A	325.00
03/11/2022	CORRI NASTASI	AMZN MKTP US*1W09A62C2	55.20
03/11/2022	TAMMY SCHOLZ	NAEIR	37.00
03/11/2022	GREG RICHARDSON	UNIVERSAL WHOLESAL PL	109.76
03/11/2022	GREG RICHARDSON	TONYS ACE HDWE	79.76
03/11/2022	TAMMY SCHOLZ	EDDIES PIZZA	40.00
03/11/2022	GREG RICHARDSON	AJAX TRAILERS LLC	52.00
03/11/2022	BRADLEY WILKINS	MICRO CENTER #055-RETA	1,231.83
03/11/2022	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US	(24.35)
03/11/2022	CORRI NASTASI	DETROIT TIGERS	102.00
03/10/2022	CHRISTINE LUPTAK	GRAINGER	7.25
03/10/2022	LINDA YATES	CENGAGE LEARNING, INC	140.80
03/10/2022	CHRISTINE LUPTAK	FERRELLGAS L P	49.00
03/10/2022	CHRISTINE LUPTAK	GNE PAINT & SUPPLIES I	149.32
03/10/2022	CHRISTINE LUPTAK	ECOLAB INC	150.00
03/10/2022	CHRISTINE LUPTAK	AERO FILTER INC	4,918.51
03/10/2022	CHRISTINE LUPTAK	GRAINGER	6.76
03/10/2022	CHRISTINE LUPTAK	COCHRANE SUPPLY AND EN	668.44
03/10/2022	CHRISTINE LUPTAK	AUTOZONE #2254	37.49
03/10/2022	CHRISTINE LUPTAK	BATTERY WAREHOUSE OF M	80.00
03/10/2022	CHRISTINE LUPTAK	BILLINGS LAWN EQUIPMEN	1,450.68
03/10/2022	CHRISTINE LUPTAK	BIGD LOCK & KEY	368.20
03/10/2022	THOMAS OESTRIKE	JETS PIZZA - MI05	68.85
03/10/2022	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	139.38

03/10/2022	THOMAS OESTRIKE	PAYPAL *NORTHERNLIG	(175.00)
03/10/2022	MATTHEW MILLER	ROMEO UNIVERSAL MALL	212.00
03/10/2022	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	1,312.31
03/10/2022	KIMBERLY HART	GRANTWATCH	199.00
03/10/2022	KIMBERLY HART	CADCA ALEXANDRIA VA	200.00
03/10/2022	KIMBERLY HART	PAYPAL *MHHPCAMBER	75.00
03/10/2022	KIMBERLY HART	FERNDALE CHAMBER OF CO	200.00
03/10/2022	JAMIE BUCZKO	MASB	180.00
03/10/2022	GREG RICHARDSON	TONYS ACE HDWE	11.55
03/10/2022	AMY KRUPPE	TAYLOR AUTO MAINTENANC	641.74
03/10/2022	TAMMY SCHOLZ	AMAZON.COM*1Z3LN4PI1 A	87.63
03/10/2022	ROCHELLE TASSIE	AMZN MKTP US*1Z7NF41M1	59.95
03/09/2022	GREG RICHARDSON	TONYS ACE HDWE	28.49
03/09/2022	CHRISTINE LUPTAK	ECOLAB INC	1,013.00
03/09/2022	THOMAS OESTRIKE	MICHIGAN TICKET OFFICE	18.00
03/09/2022	THOMAS OESTRIKE	MICHIGAN TICKET OFFICE	18.00
03/09/2022	THOMAS OESTRIKE	MICHIGAN TICKET OFFICE	18.00
03/09/2022	THOMAS OESTRIKE	MICHIGAN TICKET OFFICE	18.00
03/09/2022	LINDA YATES	KROGER #602	50.00
03/09/2022	GREG RICHARDSON	TONYS ACE HDWE	64.81
03/09/2022	BRADLEY WILKINS	CDW GOVT #T126310	490.87
03/09/2022	MICHELLE KRAUSE	KENSINGTON METROPARK	45.00
03/09/2022	JAMIE BUCZKO	STAPLS7351735765000001	344.06
03/08/2022	LINDA YATES	BENCHMARK EDUCATION CO	435.00
03/08/2022	ROCHELLE TASSIE	AMZN MKTP US*1Z0MT54A1	71.79
03/08/2022	CORRI NASTASI	TST* NEW YORK BAGEL -	100.00
03/08/2022	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	1,333.34
03/08/2022	ACCOUNTS PAYABLE	PROCARE SOFTWARE	320.50
03/08/2022	THOMAS OESTRIKE	WESTIN	451.44
03/07/2022	BRADLEY WILKINS	COURSRA912JCJZ2MXTRY9	39.00
03/07/2022	CORRI NASTASI	FRG*MLBSHOP.COM	100.00
03/06/2022	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	1,180.44
03/06/2022	LINDA YATES	CENGAGE LEARNING, INC	463.38
03/06/2022	THOMAS OESTRIKE	KROGER #447	19.24
03/06/2022	THOMAS OESTRIKE	KROGER #447	19.24
03/06/2022	THOMAS OESTRIKE	KROGER #447	19.24
03/06/2022	THOMAS OESTRIKE	KROGER #447	19.25
03/06/2022	THOMAS OESTRIKE	AMZN MKTP US*1I9022IU2	21.31
03/06/2022	GINA BREW	UNITY SCHOOL BUS PARTS	502.55
03/06/2022	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	22.80
03/06/2022	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	27.73
03/06/2022	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	3,526.56
03/06/2022	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	1,922.02
03/06/2022	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	1,613.34
03/06/2022	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	1,670.05
03/06/2022	ACCOUNTS PAYABLE	A AND G CENTRAL MUSIC	91.00
03/06/2022	BRADLEY WILKINS	JUMPCLOUD INC	178.00
03/06/2022	CORRI NASTASI	RALLY HOUSE MI - SHELB	14.99
03/06/2022	GREG RICHARDSON	TONYS ACE HDWE	26.56
03/06/2022	GREG RICHARDSON	TONYS ACE HDWE	18.99
03/06/2022	JASON ZIRNIS	ULINE *SHIP SUPPLIES	6,466.47
03/06/2022	TAMMY SCHOLZ	AMAZON.COM*1W3111VB0	204.47
03/06/2022	TAMMY SCHOLZ	AMZN MKTP US*1W0HU76W1	41.99
03/06/2022	THOMAS OESTRIKE	WESTIN	902.88
03/04/2022	CHRISTINE LUPTAK	DECKER EQUIPMENT	546.11
03/04/2022	CHRISTINE LUPTAK	DETROIT AIR COMPRESSOR	258.80
03/04/2022	CHRISTINE LUPTAK	AIRGAS USA, LLC	3,839.99
03/04/2022	GREG RICHARDSON	TONYS ACE HDWE	30.50
03/04/2022	THOMAS OESTRIKE	STAX *QUICK MADE TRO	6.75
03/04/2022	THOMAS OESTRIKE	STAX *QUICK MADE TRO	6.75
03/04/2022	THOMAS OESTRIKE	STAX *QUICK MADE TRO	6.75
03/04/2022	THOMAS OESTRIKE	STAX *QUICK MADE TRO	6.75
03/04/2022	THOMAS OESTRIKE	WEISSMAN'S THEATRICAL	79.02
03/04/2022	THOMAS OESTRIKE	WEISSMAN'S THEATRICAL	158.04
03/04/2022	THOMAS OESTRIKE	THEGRINDFITNESS.C	1,946.25

03/04/2022	THOMAS OESTRIKE	KROGER #447	35.94
03/03/2022	THOMAS OESTRIKE	DANCER'S EDGE	450.00
03/03/2022	ROCHELLE TASSIE	AMZN MKTP US*1W6VZ9EA0	77.97
03/03/2022	CHRISTINE LUPTAK	LEGO EDUCATION	879.60
03/03/2022	THOMAS OESTRIKE	PEPSIBEVERAGECO	1,012.77
03/03/2022	THOMAS OESTRIKE	DANCER'S EDGE	450.00
03/03/2022	STEPHANIE DULMAGE	VEXROBOTICS	256.82
03/03/2022	SHEILA OKANE	INSECT LORE	94.27
03/03/2022	DEBRA DIMAS	TST* NEW YORK BAGEL -	106.00
03/03/2022	TAMMY SCHOLZ	AMAZON.COM*1W1ST5A00	292.10
03/03/2022	CORRI NASTASI	KROGER #759	68.04
03/03/2022	GREG RICHARDSON	TONYS ACE HDWE	17.09
03/03/2022	THOMAS OESTRIKE	DANCER'S EDGE	450.00
03/02/2022	GREG RICHARDSON	TONYS ACE HDWE	30.39
03/02/2022	DEBRA DIMAS	AMAZON.COM*1W2V61L60	161.26
03/02/2022	KARLA GRAESSLEY	SCHOOLKIDZ KFK	1,310.00
03/02/2022	LINDA YATES	KROGER #602	50.00
03/02/2022	ACCOUNTS PAYABLE	DTE ENERGY	90.52
03/02/2022	CORRI NASTASI	TST* NEW YORK BAGEL -	100.00
03/02/2022	MEGAN PAPASIAN-BROADWELL	SAMS CLUB #6659	268.45
03/02/2022	ACCOUNTS PAYABLE	DTE ENERGY	1,158.65
03/01/2022	THOMAS OESTRIKE	PAYPAL *NORTHERNLIG	175.00
03/01/2022	ACCOUNTS PAYABLE	CLEAR RATE COMMUNICATI	1,867.01
03/01/2022	GREG RICHARDSON	TONYS ACE HDWE	11.80
03/01/2022	LINDA YATES	DIDAX INC	679.89
03/01/2022	JASON ZIRNIS	JOHNSON'S WORKBENCH-CH	1,571.40
03/01/2022	LINDA YATES	CONTINENTAL PRESS	960.96
03/01/2022	GREG RICHARDSON	TONYS ACE HDWE	29.24

131,610.24



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent
Subject: Personnel Recommendations Report
Date: April 18, 2022

Please see the personnel actions as indicated on the [Hazel Park Board of Education Personnel Recommendations](#) report for the April 18, 2022 Board of Education regular meeting. The packet also includes supporting documentation.

Goal Statement - Resources

The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Recommendation

That the Board of Education approve the Personnel Recommendations as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent

**SCHOOL DISTRICT OF THE CITY OF HAZEL PARK
COUNTY OF OAKLAND
STATE OF MICHIGAN
RESOLUTION IN SUPPORT OF TEACHER APPRECIATION**

WHEREAS, teachers mold future citizens through guidance and education; and

WHEREAS, teachers encounter students of widely differing backgrounds; and

WHEREAS, our country's future depends upon providing quality education to all students; and

WHEREAS, teachers spend countless hours preparing lessons, evaluating progress, counseling and coaching students and performing community service; and

WHEREAS, our community recognizes and supports its teachers in educating the children of this community.

NOW, THEREFORE, BE IT RESOLVED that the School District of the City of Hazel Park proclaims May 2 - 6 , 2022 to be TEACHER APPRECIATION WEEK; and

BE IT FURTHER RESOLVED that the School District of the City of Hazel Park strongly encourages all members of our community to join with it in personally expressing appreciation to our teachers for their dedication and devotion to their work.

AYES: Members:

NAYS: Members:

Adopted this 18th day of April , 2022.

**SCHOOL DISTRICT OF THE CITY OF HAZEL PARK
COUNTY OF OAKLAND
STATE OF MICHIGAN
RESOLUTION IN SUPPORT OF MENTAL HEALTH AWARENESS**

WHEREAS, mental health is important for our individual well-being and vitality, as well as that of our families, communities, and businesses; and

WHEREAS, the COVID-19 pandemic has been a reminder of the importance of integrating mental health into preparedness and public health response plans; and

WHEREAS, younger adults, racial/ethnic minorities, essential workers, and adult caregivers reported having disproportionately worse mental health outcomes, increased substance use, and elevated suicidal ideation associated with COVID-19; and

WHEREAS, according to the World Health Organization: as many as one in six U.S. children ages 6-17 has a treatable mental health disorder such as depression, anxiety problems or attention deficit/hyperactivity disorder (ADHD), and

WHEREAS, according to the Center for Disease Control and Prevention (CDC), between 2016-2019, approximately 5.8 million children ages 3-17 years were diagnosed with anxiety and 2.7 million were diagnosed with depression; and

WHEREAS, May 5, 2022 is designated the National Children's Mental Health Awareness Day and May 1 through May 7, 2022, is designated as Children's Mental Health Awareness week; and

WHEREAS, the School District of the City of Hazel Park is committed to being a Zero Suicide organization and cultivate a network of providers who are engaged in the Zero Suicide philosophy; and,

WHEREAS, mental illness is a biologically based brain disorder that cannot be overcome through "will power" and is not related to a defect in a person's "Character" or intelligence;

WHEREAS, mental health recovery not only benefits individual with mental health disorders by focusing on their abilities to live, work learn, and fully participate and contribute to our society, but also enriches the culture of our community life; and

WHEREAS, improved systems of care for children and families; enhanced and expanded access to non-emergent and crisis service; advanced integrated physical and behavioral health care

collaborative provider relations; and a strengthened workforce and are identified priorities for the School District of the City of Hazel Park; and

WHEREAS, the School District of the City of Hazel Park, and its service provider agencies, are committed to inspiring hope, empowering people, and strengthening communities.

NOW, THEREFORE BE IT RESOLVED that, the School District of the City of Hazel Park, hereby recognized May 2022 as Mental Health Awareness Month. The School District of the City of Hazel Park calls upon our citizens, government agencies, public and private institutions, businesses and schools to recommit our state to increasing awareness and understanding of mental illness, and the need for appropriate and accessible services for all people with mental illnesses to promote recovery.

AYES: Members:

NAYS: Members:

RESOLUTION DECLARED ADOPTED.

Secretary, Board of Education



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To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent *AK*
Date:
Subject: Extended School Year Services - Jardon Vocational Program

Extended School Year Program:

At this time, we are seeking approval from the Board of Education to provide Extended School Year services to those students who qualify, as indicated in their Individualized Education Plans (IEP's).

The need for extended school year (ESY) services must be considered for every student with a disability at each Individualized Education Program (IEP) Team meeting. ESY services must be provided if the IEP Team determines that such services are necessary for the provision of a free appropriate public education (FAPE) to the student. The need for ESY must be determined individually and may not be provided or denied based upon category of disability or program assignment. A student may be determined to need ESY services due to:

- 1) A serious potential for regression of skills beyond a reasonable period of recoupment;
- 2) The nature or severity of the disability; or
- 3) Critical stages or areas of learning.

In delivering Extended School Year services to students at Jardon, special education personnel adhere to the programs and services indicated on the students' Individualized Education Plans. We are seeking approval for the following staff:

- 2 teachers
- 1 speech and language pathologist
- 6 paraprofessionals
- 1 administrator
- 1 secretary



Financial Details

Jardon is a center program in Oakland County. For students enrolled at Jardon, resident districts pay a set tuition amount to Hazel Park Schools to send their students to the ESY program over the summer months. The following is a cost analysis for staffing to include the hourly rate for ESY staff, plus benefits. The cost breakdown is as follows:

Cost	Days	Hours	# of Staff	Program	Total
\$53	30	3.5	2	Teachers	\$11,130
\$22.34	30	3	7	Paraprofessional	\$14,074
\$53	5	3	.5	Speech/Language	\$795
\$22.34	5	1.5	1	Secretary	\$167.55
\$53	12	3	1	Admin	\$1908
Other Districts Reimbursement					\$54,000
District Made					Total
					\$25,925.45

Goal Statement/Strategic Plan

The Hazel Park School District, through strong community relations and collaboration with all stakeholders, will develop high-achieving students.

I respectfully request that the Board of Education approves the provision for Extended School Year services, and approve the hiring of aforementioned personnel, so as to deliver these services to students with IEP's who meet the aforementioned qualifications as set forth by IDEA law.

Respectfully,

Tamaran Dillard



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www.hazelparkschools.org

To: Hazel Park Board of Education
From: Tamaran Dillard, Director of Student Support Services
Subject: Request for a paraprofessional for the United Oaks ASD classroom
Date: April 18, 2022

At this time, we are seeking approval from the Board of Education to hire one full time special education paraprofessional for our United Oaks elementary categorical classroom for students with autism.

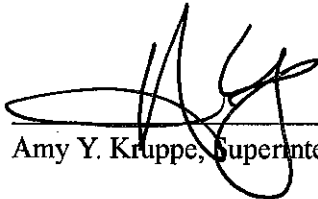
In an effort to increase support for the students in this program, it will be essential to provide additional paraprofessional support. This paraprofessional will perform various duties such as, but not limited to facilitating social stories; transitions; lunchroom support; classroom work such as redirection, maintaining focus at lessons; facilitation of testing (standardized); independent work; IEP goals; executive functioning tasks; and small group work. Additionally, this professional will provide instructional and behavior support; sensory breaks; and strategies to assist their partner teacher.

This position will be funded through the General Fund.

Goal Statement: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Recommendation
Based on the above information, I am asking that the Board approves the request to hire one full time special education paraprofessional for the elementary program servicing students with autism.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Amy Y. Kruppe, Superintendent





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To: Hazel Park Board of Education
From: Dr. Stephanie Dulmage, Director of 21st Century Learning
Subject: 2022-2023 Before and After School Latchkey Program
Date: April 18, 2022

Staff Before and After School Latchkey Option

As a district, we are continually looking for ways to support our staff. A staff option for before and after-school child care, free of charge, is one way to accomplish this goal. We are seeking approval to offer free latchkey to staff members who enroll their child or children in our school district at Webster, United Oaks, Hoover, or Webb. A number of staff members took advantage of this opportunity during the 2021-2022 school year.

2022-2023 Latchkey Fees

As a district, we have always maintained that it is important to offer quality, affordable child care. Based on a review of the expenditures and revenue, it has been determined that the fee structure for the school-age and preschool latchkey programs should remain the same for the 2022-2023 school year. We have been fortunate enough to take advantage of the funding from the Child Care Stabilization grants. This grant funding has allowed us to keep the fees low and provide a financially stable program.

Elementary Aged Children Registration: 40.00 Bi-Yearly Activities Fee: 50.00	GSRP Latchkey Registration: 40.00 Bi-Yearly Activities Fee: 40.00	Preschool Academy Latchkey Registration: 40.00 Bi-Yearly Activities Fee: 50
Morning & Afternoon Sessions: <ul style="list-style-type: none"> \$55/week each child paid weekly Morning Sessions Only: <ul style="list-style-type: none"> \$25/week each child paid weekly Afternoon Sessions Only: <ul style="list-style-type: none"> \$40/week each child paid weekly 	Morning & Afternoon Session <ul style="list-style-type: none"> \$55.00 per week/per child Morning Session Only: <ul style="list-style-type: none"> \$25.00 per week/per child Afternoon Session Only: <ul style="list-style-type: none"> \$40.00 per week/per child Full Day <ul style="list-style-type: none"> \$25.00/Day (Start date To Be Determined) 	Morning & Afternoon Session <ul style="list-style-type: none"> \$70.00 per week/per child Morning Session Only: <ul style="list-style-type: none"> \$30.00 per week/per child Afternoon Session Only: <ul style="list-style-type: none"> \$45.00 per week/per child





Funding Source (s):

- Latchkey Fund
- Childcare Stabilization Grant

Strategic Goal Alignment:

- Climate and Culture: The Hazel Park School District will provide a unified system of support for all students, embracing diversity, and fostering a positive school climate.
- Community Relations: The Hazel Park School District through strong community relations and collaboration with all stakeholders will develop high-achieving students.

Recommendation

That the Board of Education approves the recommendation for the 2022-2023 Latchkey Fee Structure

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent



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To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent
Dr. Stephanie Dulmage, Director of 21st Century Learning
Tamaran Dillard, Director of Student Services
Subject: 2022-2023 Oakland University ABA Onsite Clinical Support
Date: April 18, 2022

Providing a safe and secure environment, which supports all students and staff members, is a high priority. Throughout the past few years, we have noticed an increase in students with challenging behaviors. While our staff puts tremendous care and thought into working with students that need behavioral interventions, additional training and coaching opportunities are needed.

In an effort to address this need, we have reached out to our partners at Oakland University. Specifically, we have connected with Dr. Michael Kranak and Dr. Jessica Korneder from the on-campus Applied Behavioral Analysis (ABA) Clinic. The clinic specializes in using ABA techniques to improve skills such as communication, social relationships, play skills, and self-regulation. The clinic also supports graduate students pursuing a certification in ABA therapy.

As always, our partners at Oakland University have worked with our team to develop a plan for support. Under the oversight of Dr. Michael Kranek and Dr. Jessica Korneder, two graduate students would be onsite in Hazel Park for 20 hours per week. During onsite hours, the graduate students would support our students and staff members through consultation, training, and embedded student support. Dr. Kronek and Dr. Korneder would also be providing onsite support, consultation, and training. To implement this proposal, we are recommending the approval of a year-long contract in an amount not to exceed 67,087 for the 2022-2023 school year.

Personnel	Hours/# of Weeks	Compensation
Faculty Member	6 hours/week; 45 weeks in total	12,851
Faculty Member	1 hour/week; 45weeks in total	2,748
Graduate Student (s)	20 hours/week; 2 semesters	51,488
	Total Compensation	67,087





Funding Source (s):

- General Fund

Strategic Goal Alignment:

- Climate and Culture: The Hazel Park School District will provide a unified system of support for all students, embracing diversity, and fostering a positive school climate.
- Curriculum & Instruction: Hazel Park Schools will develop innovative, independent, and persistent learners who think critically, communicate effectively and positively influence the local and global community.

Recommendation

That the Board of Education approves the recommendation for a year-long contract with Oakland University in an amount not to exceed 67,087 for the 2022-2023 school year.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent



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To: Hazel Park Board of Education
From: Jason Zirnig, Assistant Superintendent of Business and Operations
Subject: Food Service Contract
Date: April 14, 2022

I am recommending the approval of the second year of the contract with Chartwells for the 2022/23 school year. MDE has allowed Food Service contracts to be raised up to 7% for the next year in administration costs. Chartwells has done a wonderful job, so the District is pleased to honor this 7%. This increase will cost the District about \$3,000 for the year and is for administration costs charged by Chartwells. The District has an excess fund balance of about \$17,000 for the year ended June 30, 2021. The District is anticipating a fund balance increase at the end of June 30, 2022. The excess fund balance will allow for the rehabilitation of the Cafeteria at the High School into a more collegiate atmosphere next summer.

Chartwells has been running a very good program for Hazel Park and with the transition to CEP the fund has begun to generate revenues in excess of expenses allowing for the improvement of kitchen equipment and the food offerings to our students.


Funding Sources:
Food Service Fund

Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Recommendation

That the Board of Education approve the second year of the Chartwells contract with the 7% increase in administration costs.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Amy Y. Kruppe, Ed.D.
Superintendent





Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Jason Zirnig, Assistant Superintendent of Business and Operations
Subject: HVAC for HS Head End Room
Date: April 13, 2022

We have been assessing the service life of the HVAC unit in the head end room at the high school. Due to delays in manufacturing a replacement unit is 8-10 months out. In discussion with our HVAC consultants a short term solution would be to place a redundant back-up that could be utilized for short periods of time to supplement the unit on hot days or service the area if the main unit is in need of repair.

Vendor	Amount
Mechanical Systems Services	\$13,200
Arrow Heating and Cooling	\$17,352
MRM	\$15,824

We are recommending the split be installed to serve as a backup to the main unit in case of emergencies.


Funding Source: Sinking Fund

Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Recommendation

That the Board of Education approve the spending of an amount not to exceed \$15,000 for the installation of the new HVAC unit at Hazel Park High School.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Amy Y. Kruppe, Ed.D.
Superintendent





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www.hazelparkschools.org

To: Hazel Park Board of Education
From: Jason Zirnig, Assistant Superintendent of Business and Operations
Subject: Plumbing Repair - Webb
Date: April 13, 2022

We have been having issues with a drain at the back of Webb that services a set of bathrooms that are used by staff. It has been serviced several times without resolve. The root cause of the issue is a section of the drain pipe at an elbow is degraded and needs replacement. We have received an estimate for the replacement which entails breaking up the concrete floor and digging to the pipe pipe for replacement. The current estimate from

Vendor	Amount
Bison Plumbing	\$9,400

We are recommending the repairs be made to avoid paying unnecessary fees to service and snake the service in the future. We are working with other companies to provide three quotes.


Funding Source: General Fund

Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Recommendation

That the Board of Education approves the spending an amount not to exceed \$9,400 for the service repair.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Amy Y. Kruppe, Ed.D.
Superintendent





Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
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To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent
Date: April 14, 2022
Subject: Recommendation for Approval of 2022 Tax Rate Request

Each year the Board of Education must approve the property tax millage to be levied on the community. We are recommending the following millage rates for the 2022 tax year, which will provide revenue for the 2022/2023 fiscal year:

- 18.0000 mills for General Fund operations
- 13.0000 mills for retirement of principal and interest in the Qualified Debt Service Fund
- 2.0000 mills for retirement of principal and interest in the Unqualified Debt Service Fund
- 2.6957 mills for Capital Projects Sinking Fund

The General Fund levy of 18.000 mills is part of the State Aid funding formula and will be levied on all non-primary residency property and 6.0000 mills on commercial personal property. This operating millage was approved by voters on August 7, 2018 to be levied through the 2037/2038 year. This millage provides the local portion of state aid equivalent to \$4.306 million in property taxes for 2022/2023 General Fund operations.

The Qualified Debt Service tax rate of 13.0 mills will be levied on all classes of property for the purpose of retiring the principal and interest obligations on the 2011, 2012, 2019, and 2020 refunding bonds. The millage in this fund is statutorily required by the Michigan Department of Treasury each year, as the School District participates in the School Loan Revolving Fund for qualified debt. This millage will generate \$5.721 million of property tax revenue for retirement of qualified debt in the 2022/2023 fiscal year.

The Unqualified Debt Service tax rate of 2.0 mills will be levied on all classes of property for retiring the principal and interest obligations on the 2022 refunding bonds. This millage will generate \$880,000 of property tax revenue for retirement of unqualified debt in the 2022/2023 fiscal year.

The Capital Projects Sinking Fund tax rate of 2.6957 mills will be levied on all classes of property for





major facility repairs or improvements. The 2022 tax year is the third year of the ten (10) year Sinking Fund millage approved by voters in August 2018 to be levied through the 2028/2029 year. This millage has been permanently reduced by 0.3043 mills due to Headlee millage reduction fractions, resulting in a loss of \$133,930 of tax revenue due to Headlee. This millage will generate \$1.186 million for the Sinking Fund in 2022/2023 fiscal year.

We are recommending that 100% of the taxes be levied during the summer 2022 tax collection period in order to provide cash flows relief for General Fund operations, needed revenue for the Debt Service Funds to make timely debt payments, and needed revenue for facility improvements.

The millage rates will be a subject of the June 2022 Truth in Taxation and Budget Hearing, and will appear in the appropriation resolution to be adopted by the Board of Education for the 2022/2023 fiscal year. The attached Form L-4029, Tax Rate Request details the number of mills to be collected for the 2022 tax year.

Based on this information, we recommend that the Board of Education approves the 2022 Tax Rate Request, as presented.

2022 Tax Rate Request (This form must be completed and submitted on or before September 30, 2022)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

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

Carefully read the instructions on page 2.

County(ies) Where the Local Government Unit Levies Taxes	2022 Taxable Value of ALL Properties in the Unit as of 5-23-2022
Local Government Unit Requesting Millage Levy	For LOCAL School Districts: 2022 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2022 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2022 Current Year "Headlee" Millage Reduction Fraction	(7) 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized

Prepared by	Telephone Number	Title of Preparer	Date
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2022 for instructions on completing this section.

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary			
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President			

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

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

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

Instructions For Completing Form 614 (L-4029) 2022 Tax Rate Request, Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

Column 1: Source. Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

Column 2: Purpose of millage. Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2022 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

Column 3: Date of Election. Enter the month and year of the election for each millage authorized by direct voter approval.

Column 4: Millage Authorized. List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

Column 5: 2021 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The **2021** permanently reduced rate can be found in column 7 of the **2021** Form L-4029. For operating millage approved by the voters after April 30, 2021, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 6: Current Year Millage Reduction Fraction. List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2022 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2022 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2022. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

Column 7: 2022 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback. The number in column 7 is found by multiplying column 5 by column 6 on this 2022 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization). List the millage rollback fraction for 2022 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2022. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

Column 9: Maximum Allowable Millage Levy. Multiply column 7 (2022 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

Column 10/Column 11: Millage Requested to be Levied. Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2022. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

Column 12: Expiration Date of Millage. Enter the month and year on which the millage will expire.



Ford Administration
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To: Hazel Park Board of Education
From: Jason Zirnig, Assistant Superintendent of Business and Operations
Subject: Natatorium Locker Room Renovation
Date: April 13, 2022

Bids were opened on Thursday March 8, 2022 for the Natatorium Locker Room Renovation. 1 bid was received for the upgrades was received as follows,

Vendor	Amount
Bernco, Inc.	\$543,000

The Bid was reviewed by Kingscott and they are satisfied it is complete and the quoted cost is reasonable based on the scope of work. In comparison to the estimated cost of the work prior to bidding (\$783,000), the quoted amount is well below the estimate.

Based on the documentation and discussion with Kingscott representatives we are recommending Bernco, Inc. to perform the Natatorium Locker Room Renovation work with a 5% construction contingency for a total contract amount of \$570,150


Funding Source: Sinking Fund

Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Recommendation

That the Board of Education approves the spending of \$570,000 for the Natatorium Locker Room Renovation

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Amy Y. Kruppe, Ed.D.
Superintendent





Ford Administration
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April 10, 2022

To: Board of Education
From : Amy Kruppe
Re: Projected Staff for the 2022-2023 school year
al

Please find below the projected staffing for the 2022-2023 school year. There may be additional requests as we learn more about students or potential reductions based upon student enrollment. We additionally , as in the past, will not hire if we do not have the students. It is our intention to get staffing placements out by May 15,2022. This would include their pay and their projected position.

We are requesting 275 certified staff and 208 other staff. Please review the changes below. This is a reduction in staff overall.

The following areas are increases/ decreases requested:

- Last year 8 GSRP classes were approved but we only filled 6. We will be looking to project at 8 classes for GSRP now.
- This year we had 6 Associate teachers at GSRP. We are requesting 7 for this upcoming school year.
- This year you approved a grant for 0-3 to have a social worker. We have not been able to fill this and hope we will get a 1.0 this summer.
- High School has an overall decrease of 1.2. However, there are some requests for reduction and increase.
 - Increase in social work for high school to full time staff members from 1.3. This request is to support the social emotional needs of our students.
 - This year the high school is requesting to add electives. The final areas have not been shared. This request is for a 1.0 elective teacher. Given there are reductions in areas our hope is to make other areas full time given our current staff.
 - Given the numbers there is a 1.2 reduction in english
 - Given student numbers there is a 1.6 reduction in math.
 - There is a .2 increase in social studies.
 - There is a request for a .4 PE at the high school.
 - There is a request for a .4 reduction in spanish
 - There is a .24 reduction in band. It is our recommendation that we keep band full time and add support to the middle school or the elementary schools. We hope that we will rebuild the band in the next several years.
 - We are requesting a 1.0 choir director. Our desire is to have some show choir groups which may take time. Having a
 - Given the popularity in woodshop, business and welding, we are requesting a .8 CTE increase.
 - Given the request for the increase social worker, at this time we are suggesting a 1.0 reduction in counselors.
 - There is a 1.0 reduction in special education teachers at the High School.





- **Junior High**
 - There is a request for 2.0 counselors instead of one at the junior high. We would need to hire two as Ms. Kinyon is retiring.
 - There is a reduction in PE teachers by 1.0 .
 - There is a 1.0 reduction in Math.
 - There is a .116 reduction in band as we believe Mr. Ross should not have to teach any overloads.
 - There is a request for an increase in .2 for speech at the junior high.

- **Elementary Schools:**
 - We are on a great start with our early 5's and Kindergarten numbers. I am recommending that we keep our three kindergarten classes at United Oaks and two early 5's classrooms.
 - There is a reduction in one 1st grade classroom at Webb and an increase in 1 1st grade classrooms at United Oaks.
 - There is a suggestion to increase a 3rd grade classroom at Webb.
 - We are suggesting reducing one 4th grade classroom at United Oaks.
 - We could potentially need an additional ASD classroom approved with the students coming into the program.
 - This total change at the elementary level is .5

- **Jardon :**
 - It is recommended that the center of autism should remain with three classrooms at this time. However, it is believed we will get more students.
 - Reduction in administration at Jardon and an increase in .5, the .5 Webb is to support all of the special education classrooms and needs. This has become very important with the large number of students at Webb in their special education classrooms with concerns.
 - Reduction in 1.0 teacher in CAP program. This program we hope will level off shortly.
 - Two paraprofessional reductions at Jardon due to lowering student numbers.

- **Edison :**
 - Increase 1.0 in SW due to number of students and concerns.

- **District**
 - Advantage increase in one teacher for the high school and one for the elementary
 - Increase in one psychologist. The next position would support behavior in the classrooms as an ABA specialist.
 - Reduction of the nurses down to two unless 31 O comes out at which time we would add this back.
 - Reduction of HR manager .
 - Removal of ten covid cleaners.
 - Reduction of community representative at the district level.
 - Change of Director of Alternative Programs to a Supervisor of Alternative Program with counseling background.
 - The technology department will be facing some changes in the very near future. The hope is to review tasks and give tasks that are secretarial to a department secretary. We are requesting a 1.0 secretary position for technology. This would begin July 1st.
 - Given the high number of technology concerns, it is requested that we make the media center position, at the high school, a technology position as we did at the junior high. This will provide someone on site at all times to support the staff and the building with technology concerns.



- **Advantage**

- Currently our classrooms are full. The addition of a 1.0 K-8 teacher and a 1.0 HS teacher will allow more students to attend if necessary.

There are several areas that are not entered but have been a discussion for needs. They are listed below. These items are areas that we will continue discussion and bring back if needed. We also want to review the overall budget as we get closer to the school year. :

- ‘Given the increase in deficits for the entire early childhood program we are suggesting that we increase a 1.0 MTSS for Webster. This will address learning deficits and give a better chance for academic success.
- Webb’s fifth grade is already projected for 56, may need another teacher
- The need for a position for supporting new staff and substitutes in the classroom as well as paraprofessionals .
- We may need a 1.0 ASD teacher position. We will hold until IEP’s are completed.
- We continue to look for ways to increase curriculum development as staff’s time outside of the classroom is limited. As we review the budget reallocating dollars that are for curriculum writing and focusing on year release time to write has been a discussion .

We continue to focus on areas that will give us the best academic and social emotional growth for our students

School Name	2021-2022 Certified	2022-2023 certified	2021-2022 Non-Certified	2022-2023 non-Certified	Change in Certified	Change in Non-Certified
Webster	18.6	21.6	4	4	3	0
VVA Program	4	0	0	0	4	0
HPHS	48.86	46.6	22	22	2.26	0
HPJH	38.56	37.6	17	17	.96	0
Hoover	25.8	25.8	11	11	0	0
Webb	31.3	31.8	26	26	.5	0
United Oaks	30.1	30.1	11	11	0	0
Edison	25.7	25.7	30	30	0	0
Jardon	11.8	10.2	28	26	1.6	2



**HAZEL PARK
SCHOOLS**

SXI	1.9	1.9	4	4	0	0
Advantage	9	11	2	2	2	0
District Office	31.7	32.7	62	43	1	-19
Transportation	0	0	12	12	0	0
Total	277.32	275	229	208	-2.32	-17



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August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
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20	21	22	23	24	25	26
27	28	29	30			

December						
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25	26	27	28	29	30	31

January						
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29	30	31				

February						
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26	27	28				

March						
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April						
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30						

May						
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28	29	30	31			

June						
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July						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2022-2023 Elementary School Calendar	
8:10 a.m. - 3:10 p.m.	
Half Days: 8:10 a.m. - 11:20 a.m.	
08/29/2022	Monday Institute Day
08/30/2022	Tuesday Institute Day
08/31/2022	Wednesday Half Day PM
09/02 - 09/05/2022	No School Labor Day Break
09/29/2022	Thursday Half Day AM District wide - Records PM
10/31/2022	Monday Half Day AM District wide - Records PM
11/04/2022	End of 1st Marking period 10 weeks
11/8/2022	Tuesday No School - Professional Development
11/17/2022	Thursday Half Day - Conferences PM
11/23/2022	Wednesday No School - Professional Development
11/24 - 11/25/2022	No School - Thanksgiving Break
12/23/2022	Friday Half Day - Holiday Break begins PM
01/09/2023	Monday Classes Resume
01/16/2023	Monday No School - Professional Development
01/20/2023	Friday End of 1st Semester/2nd Marking period
01/20/2023	Friday Half Day AM District wide - Records PM
01/23/2023	Monday Half Day AM District wide - Records PM
02/17/2023	Friday Half Day - Winter Break begins PM
02/27/2023	Monday Classes Resume
03/03/2023	Friday Half Day AM District wide - Records PM
03/24/2023	Friday Half Day AM - Spring Break begins PM
04/03/2023	Monday Classes Resume
04/07/2023	Friday No School - Professional Development
04/11/2023	Tuesday Half Day AM - Records PM
04/27/2023	Thursday Half Day AM - Conferences PM
05/04/2023	Thursday No School - Professional Development
05/26/2023	Friday Half Day - Holiday Break begins PM
05/30/2023	Tuesday Classes Resume
06/08/2023	Thursday Half Day AM - Records PM
06/09/2023	Friday Half Day AM - Records PM
06/09/2023	Last Day of School - End of 2nd Semester

No School PD Half Day





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August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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October						
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9	10	11	12	13	14	15
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23	24	25	26	27	28	29
30	31					

November						
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27	28	29	30			

December						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January						
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22	23	24	25	26	27	28
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February						
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March						
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	

April						
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May						
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28	29	30	31			

June						
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July						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2022-2023 Advantage Alternative School Calendar	
8:00 a.m. - 2:45 p.m.	
Half Day 8:00 a.m. - 11:15 a.m.	
08/29/2022 Monday Institute Day	
08/30/2022 Tuesday Institute Day	
08/31/2022 Wednesday Half Day PM	
09/02 - 09/05/2022 No School Labor Day Break	
09/29/2022 Thursday Half Day AM District wide - Records PM	
10/31/2022 Monday Half Day AM District wide - Records PM	
11/04/2022 End of 1st Marking period 10 weeks	
11/8/2022 Tuesday No School - Professional Development	
11/17/2022 Thursday Half Day - Conferences PM	
11/23/2022 Wednesday No School - Professional Development	
11/24 - 11/25/2022 No School - Thanksgiving Break	
12/23/2022 Friday Half Day - Holiday Break begins PM	
01/09/2023 Monday Classes Resume	
01/16/2023 Monday No School - Professional Development	
01/20/2023 Friday End of 1st Semester/2nd Marking period	
01/20/2023 Friday Half Day AM District wide - Records PM	
01/23/2023 Monday Half Day AM District wide - Records PM	
02/17/2023 Friday Half Day - Winter Break begins PM	
02/27/2023 Monday Classes Resume	
03/03/2023 Friday Half Day AM District wide - Records PM	
03/24/2023 Friday Half Day AM - Spring Break begins PM	
04/03/2023 Monday Classes Resume	
04/07/2023 Friday No School - Professional Development	
04/11/2023 Tuesday Half Day AM - Records PM	
04/27/2023 Thursday Half Day AM - Conferences PM	
05/04/2023 Thursday No School - Professional Development	
05/26/2023 Friday Half Day - Holiday Break begins PM	
05/30/2023 Tuesday Classes Resume	
06/08/2023 Thursday Half Day AM - Records PM	
06/09/2023 Friday Half Day AM - Records PM	
06/09/2023 Last Day of School - End of 2nd Semester	

 No School
  PD
  Half Day





Ford Administration
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August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31			

September						
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October						
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30	31					

November						
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27	28	29	30			

December						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January						
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22	23	24	25	26	27	28
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February						
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March						
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April						
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May						
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28	29	30	31			

June						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2022 - 2023 Junior High School Calendar	
7:55 a.m. - 2:55 p.m.	
Half Days: 7:55 a.m. - 11:05 a.m.	
08/29/2022 Monday Institute Day	
08/30/2022 Tuesday Institute Day	
08/31/2022 Wednesday Half Day PM	
09/02 - 09/05/2022 No School Labor Day Break	
09/29/2022 Thursday Half Day AM District wide - Records PM	
10/31/2022 Monday Half Day AM District wide - Records PM	
11/04/2022 End of 1st Marking period 10 weeks	
11/8/2022 Tuesday No School - Professional Development	
11/10/2022 Thursday Half Day - Conferences PM	
11/23/2022 Wednesday No School - Professional Development	
11/24 - 11/25/2022 No School - Thanksgiving Break	
12/23/2022 Friday Half Day - Holiday Break begins PM	
01/09/2023 Monday Classes Resume	
01/16/2023 Monday No School - Professional Development	
01/20/2023 Friday End of 1st Semester/2nd Marking period	
01/20/2023 Friday Half Day AM District wide - Records PM	
01/23/2023 Monday Half Day AM District wide - Records PM	
02/17/2023 Friday Half Day - Winter Break begins PM	
02/27/2023 Monday Classes Resume	
03/03/2023 Friday Half Day AM District wide - Records PM	
03/24/2023 Friday Half Day AM - Spring Break begins PM	
04/03/2023 Monday Classes Resume	
04/07/2023 Friday No School - Professional Development	
04/11/2023 Tuesday Half Day AM - Records PM	
04/27/2023 Thursday Half Day AM - Conferences PM	
05/04/2023 Thursday No School - Professional Development	
05/26/2023 Friday Half Day - Holiday Break begins PM	
05/30/2023 Tuesday Classes Resume	
06/08/2023 Thursday Half Day AM - Records PM	
06/09/2023 Friday Half Day AM - Records PM	
06/09/2023 Last Day of School - End of 2nd Semester	

 No School
  PD
  Half Day





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August						
S	M	T	W	T	F	S
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September						
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October						
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November						
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December						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January						
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February						
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March						
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April						
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May						
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June						
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July						
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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

2023 - 2024 Edison School Calendar

7:40 a.m. - 3:10 p.m.
Half Days: 7:40 a.m. - 11:10 a.m.

- 08/28/2023 Monday Institute Day
- 08/29/2023 Tuesday Institute Day
- 08/30/2023 Wednesday Half Day PM
- 09/01 - 09/04/2023 No School Labor Day Break
- 09/25/2023 Monday No School - Professional Development
- 09/28/2023 Thursday Half Day AM District wide - Records PM
- 10/31/2023 Tuesday Half Day AM District wide - Records PM
- 11/07/2023 Tuesday No School - Professional Development
- 11/16/2023 Thursday Half Day - Conferences PM
- 11/22/2023 Wednesday No School - Professional Development
- 11/23 - 11/24/2023 No School - Thanksgiving Break
- 12/22/2023 Friday Half Day - Holiday Break begins PM
- 01/08/2024 Monday Classes Resume
- 01/15/2024 Monday No School - Professional Development
- 01/19/2024 Friday End of 1st Semester/2nd Marking period
- 01/19/2024 Friday Half Day AM District wide - Records PM
- 01/22/2024 Monday Half Day AM District wide - Records PM
- 02/16/2024 Friday Half Day - Winter Break begins PM
- 02/26/2024 Monday Classes Resume
- 03/08/2024 Friday Half Day AM District wide - Records PM
- 03/22/2024 Friday Half Day AM - Spring Break begins PM
- 04/01/2024 Monday Classes Resume
- 04/09/2024 Tuesday Half Day AM - Records PM
- 04/25/2024 Thursday Half Day AM - Conferences PM
- 05/16/2024 Thursday No School - Professional Development
- 05/24/2024 Friday Half Day - Holiday Break begins PM
- 05/28/2024 Tuesday Classes Resume
- 06/06/2024 Thursday Half Day AM - Records PM
- 06/07/2024 Friday Half Day AM - Records PM
- 06/07/2024 Last Day of School - End of 2nd Semester

No School PD Half Day





Ford Administration
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August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
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September						
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October						
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November						
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December						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

January						
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22	23	24	25	26	27	28
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February						
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March						
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April						
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May						
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June						
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July						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2022 - 2023 Jardon School Calendar	
8:00 a.m. - 2:30 p.m.	
Half Days: 8:00 a.m. - 11:00 a.m.	
08/29/2022	Monday Institute Day
08/30/2022	Tuesday Institute Day
08/31/2022	Wednesday Half Day PM
09/02 - 09/05/2022	No School Labor Day Break
09/29/2022	Thursday Half Day AM District wide - Records PM
10/31/2022	Monday Half Day AM District wide - Records PM
11/04/2022	End of 1st Marking period 10 weeks
11/8/2022	Tuesday No School - Professional Development
11/17/2022	Thursday Half Day - Conferences PM
11/23/2022	Wednesday No School - Professional Development
11/24 - 11/25/2022	No School - Thanksgiving Break
12/23/2022	Friday Half Day - Holiday Break begins PM
01/09/2023	Monday Classes Resume
01/16/2023	Monday No School - Professional Development
01/20/2023	Friday End of 1st Semester/2nd Marking period
01/20/2023	Friday Half Day AM District wide - Records PM
01/23/2023	Monday Half Day AM District wide - Records PM
02/17/2023	Friday Half Day - Winter Break begins PM
02/27/2023	Monday Classes Resume
03/03/2023	Friday Half Day AM District wide - Records PM
03/24/2023	Friday Half Day AM - Spring Break begins PM
04/03/2023	Monday Classes Resume
04/07/2023	Friday No School - Professional Development
04/11/2023	Tuesday Half Day AM - Records PM
04/27/2023	Thursday Half Day AM - Conferences PM
05/04/2023	Thursday No School - Professional Development
05/26/2023	Friday Half Day - Holiday Break begins PM
05/30/2023	Tuesday Classes Resume
06/08/2023	Thursday Half Day AM - Records PM
06/09/2023	Friday Half Day AM - Records PM
06/09/2023	Last Day of School - End of 2nd Semester

 No School
  PD
  Half Day





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August						
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7	8	9	10	11	12	13
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September						
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October						
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16	17	18	19	20	21	22
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30	31					

November						
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27	28	29	30			

December						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January						
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February						
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March						
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April						
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May						
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June						
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July						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2022 - 2023 High School School Calendar	
7:40 a.m. - 2:40 p.m.	
Half Days: 7:40 a.m. - 10:50 a.m.	
08/29/2022	Monday Institute Day
08/30/2022	Tuesday Institute Day
08/31/2022	Wednesday Half Day PM
09/02 - 09/05/2022	No School Labor Day Break
09/29/2022	Thursday Half Day AM District wide - Records PM
10/13/2022	Thursday Half Day AM - Conferences
10/31/2022	Monday Half Day AM District wide - Records PM
11/04/2022	End of 1st Marking period 10 weeks
11/8/2022	Tuesday No School - Professional Development
11/23/2022	Wednesday No School - Professional Development
11/24 - 11/25/2022	No School - Thanksgiving Break
12/23/2022	Friday Half Day - Holiday Break begins PM
01/09/2023	Monday Classes Resume
01/16/2023	Monday No School - Professional Development
01/20/2023	Friday End of 1st Semester/2nd Marking period
01/20/2023	Friday Half Day AM District wide - Records PM
01/23/2023	Monday Half Day AM District wide - Records PM
02/17/2023	Friday Half Day - Winter Break begins PM
02/27/2023	Monday Classes Resume
03/03/2023	Friday Half Day AM District wide - Records PM
03/24/2023	Friday Half Day AM - Spring Break begins PM
04/03/2023	Monday Classes Resume
04/07/2023	Friday No School - Professional Development
04/11/2023	Tuesday Half Day AM - Records PM
04/13/2023	Thursday Half Day - SAT Testing
04/27/2023	Thursday Half Day AM - Conferences PM
05/04/2023	Thursday No School - Professional Development
05/26/2023	Friday Half Day - Holiday Break begins PM
05/30/2023	Tuesday Classes Resume
06/08/2023	Thursday Half Day AM - Records PM
06/09/2023	Friday Half Day AM - Records PM
06/09/2023	Last Day of School - End of 2nd Semester

 No School  PD  Half Day





Ford Administration
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August						
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2023-2024 Elementary School Calendar	
8:10 a.m. - 3:10 p.m.	
Half Days: 8:10 a.m. - 11:20 a.m.	
08/28/2023 Monday Institute Day	
08/29/2023 Tuesday Institute Day	
08/30/2023 Wednesday Half Day PM	
09/01 - 09/04/2023 No School Labor Day Break	
09/25/2023 Monday No School - Professional Development	
09/28/2023 Thursday Half Day AM District wide - Records PM	
10/31/2023 Tuesday Half Day AM District wide - Records PM	
11/07/2023 Tuesday No School - Professional Development	
11/16/2023 Thursday Half Day - Conferences PM	
11/22/2023 Wednesday No School - Professional Development	
11/23 - 11/24/2023 No School - Thanksgiving Break	
12/22/2023 Friday Half Day - Holiday Break begins PM	
01/08/2024 Monday Classes Resume	
01/15/2024 Monday No School - Professional Development	
01/19/2024 Friday End of 1st Semester/2nd Marking period	
01/19/2024 Friday Half Day AM District wide - Records PM	
01/22/2024 Monday Half Day AM District wide - Records PM	
02/16/2024 Friday Half Day - Winter Break begins PM	
02/26/2024 Monday Classes Resume	
03/08/2024 Friday Half Day AM District wide - Records PM	
03/22/2024 Friday Half Day AM - Spring Break begins PM	
04/01/2024 Monday Classes Resume	
04/09/2024 Tuesday Half Day AM - Records PM	
04/25/2024 Thursday Half Day AM - Conferences PM	
05/16/2024 Thursday No School - Professional Development	
05/24/2024 Friday Half Day - Holiday Break begins PM	
05/28/2024 Tuesday Classes Resume	
06/06/2024 Thursday Half Day AM - Records PM	
06/07/2024 Friday Half Day AM - Records PM	
06/07/2024 Last Day of School - End of 2nd Semester	

 No School
  PD
  Half Day





Ford Administration
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August calendar grid

September calendar grid

October calendar grid

November calendar grid

December calendar grid

January calendar grid

February calendar grid

March calendar grid

April calendar grid

May calendar grid

June calendar grid

July calendar grid

2023-2024 Advantage Alternative School Calendar table with dates and descriptions

No School PD Half Day





Ford Administration
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August						
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March						
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July						
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2023 - 2024 Junior High School Calendar	
7:55 a.m. - 2:55 p.m.	
Half Days: 7:55 a.m. - 11:05 a.m.	
08/28/2023 Monday Institute Day	
08/29/2023 Tuesday Institute Day	
08/30/2023 Wednesday Half Day PM	
09/01 - 09/04/2023 No School Labor Day Break	
09/25/2023 Monday No School - Professional Development	
09/28/2023 Thursday Half Day AM District wide - Records PM	
10/31/2023 Tuesday Half Day AM District wide - Records PM	
11/07/2023 Tuesday No School - Professional Development	
11/09/2023 Thursday Half Day - Conferences PM	
11/22/2023 Wednesday No School - Professional Development	
11/23 - 11/24/2023 No School - Thanksgiving Break	
12/22/2023 Friday Half Day - Holiday Break begins PM	
01/08/2024 Monday Classes Resume	
01/15/2024 Monday No School - Professional Development	
01/19/2024 Friday End of 1st Semester/2nd Marking period	
01/19/2024 Friday Half Day AM District wide - Records PM	
01/22/2024 Monday Half Day AM District wide - Records PM	
02/16/2024 Friday Half Day - Winter Break begins PM	
02/26/2024 Monday Classes Resume	
03/08/2024 Friday Half Day AM District wide - Records PM	
03/22/2024 Friday Half Day AM - Spring Break begins PM	
04/01/2024 Monday Classes Resume	
04/09/2024 Tuesday Half Day AM - Records PM	
04/18/2024 Thursday Full Day Conference PM only	
04/25/2024 Thursday Half Day AM - Conferences PM	
05/16/2024 Thursday No School - Professional Development	
05/24/2024 Friday Half Day - Holiday Break begins PM	
05/28/2024 Tuesday Classes Resume	
06/06/2024 Thursday Half Day AM - Records PM	
06/07/2024 Friday Half Day AM - Records PM	
06/07/2024 Last Day of School - End of 2nd Semester	

No School Half Day





Ford Administration
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August calendar grid

September calendar grid

October calendar grid

November calendar grid

December calendar grid

January calendar grid

February calendar grid

March calendar grid

April calendar grid

May calendar grid

June calendar grid

July calendar grid

2022 - 2023 Edison School Calendar
8:00 a.m. - 2:30 p.m.
Half Days: 8:00 a.m. - 11:00 a.m.

- 08/29/2022 Monday Institute Day
08/30/2022 Tuesday Institute Day
08/31/2022 Wednesday Half Day PM
09/02 - 09/05/2022 No School Labor Day Break
09/29/2022 Thursday Half Day AM District wide - Records PM
10/31/2022 Monday Half Day AM District wide - Records PM
11/04/2022 End of 1st Marking period 10 weeks
11/8/2022 Tuesday No School - Professional Development
11/17/2022 Thursday Half Day - Conferences PM
11/23/2022 Wednesday No School - Professional Development
11/24 - 11/25/2022 No School - Thanksgiving Break
12/23/2022 Friday Half Day - Holiday Break begins PM
01/09/2023 Monday Classes Resume
01/16/2023 Monday No School - Professional Development
01/20/2023 Friday End of 1st Semester/2nd Marking period
01/20/2023 Friday Half Day AM District wide - Records PM
01/23/2023 Monday Half Day AM District wide - Records PM
02/17/2023 Friday Half Day - Winter Break begins PM
02/27/2023 Monday Classes Resume
03/03/2023 Friday Half Day AM District wide - Records PM
03/24/2023 Friday Half Day AM - Spring Break begins PM
04/03/2023 Monday Classes Resume
04/07/2023 Friday No School - Professional Development
04/11/2023 Tuesday Half Day AM - Records PM
04/27/2023 Thursday Half Day AM - Conferences PM
05/04/2023 Thursday No School - Professional Development
05/26/2023 Friday Half Day - Holiday Break begins PM
05/30/2023 Tuesday Classes Resume
06/08/2023 Thursday Half Day AM - Records PM
06/09/2023 Friday Half Day AM - Records PM
06/09/2023 Last Day of School - End of 2nd Semester

No School PD Half Day





Ford Administration
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August calendar grid

September calendar grid

October calendar grid

November calendar grid

December calendar grid

January calendar grid

February calendar grid

March calendar grid

April calendar grid

May calendar grid

June calendar grid

July calendar grid

2023 - 2024 Jardon School Calendar with event list

No School PD Half Day





Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5443
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August						
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2023 - 2024 High School School Calendar	
7:40 a.m. - 2:40 p.m.	
Half Days: 7:40 a.m. - 10:50 a.m.	
08/28/2023	Monday Institute Day
08/29/2023	Tuesday Institute Day
08/30/2023	Wednesday Half Day PM
09/01 - 09/04/2023	No School Labor Day Break
09/25/2023	Monday No School - Professional Development
09/28/2023	Thursday Half Day AM District wide - Records PM
10/12/2023	Thursday Half Day AM - Conferences PM
10/31/2023	Tuesday Half Day AM District wide - Records PM
11/07/2023	Tuesday No School - Professional Development
11/22/2023	Wednesday No School - Professional Development
11/23 - 11/24/2023	No School - Thanksgiving Break
12/22/2023	Friday Half Day - Holiday Break begins PM
01/08/2024	Monday Classes Resume
01/15/2024	Monday No School - Professional Development
01/19/2024	Friday End of 1st Semester/2nd Marking period
01/19/2024	Friday Half Day AM District wide - Records PM
01/22/2024	Monday Half Day AM District wide - Records PM
02/16/2024	Friday Half Day - Winter Break begins PM
02/26/2024	Monday Classes Resume
03/08/2024	Friday Half Day AM District wide - Records PM
03/14/2024	Thursday Full Day - Conferences PM
03/22/2024	Friday Half Day AM - Spring Break begins PM
04/01/2024	Monday Classes Resume
04/09/2024	Tuesday Half Day AM - Records PM
04/18/2024	Thursday Full Day Conference PM only
04/25/2024	Thursday Half Day AM - Conferences PM
05/16/2024	Thursday No School - Professional Development
05/24/2024	Friday Half Day - Holiday Break begins PM
05/28/2024	Tuesday Classes Resume
06/06/2024	Thursday Half Day AM - Records PM
06/07/2024	Friday Half Day AM - Records PM
06/07/2024	Last Day of School - End of 2nd Semester
06/09/2023	Last Day of School - End of 2nd Semester

 No School
  PD
  Half Day





Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent
Subject: Prom Chaperones
Date: April 14, 2022

We would like to request that the Board of Education approve the cost of the chaperones meal during the Prom at Barrister Gardens Banquet Center in St. Clair Shores, not to exceed \$850, for all chaperones.

Funding Source: General Fund

Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Recommendation

That the Board of Education approves the spending of an amount not to exceed \$850 for Prom chaperones.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent





Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent
Subject: Staff Appreciation
Date: April 14, 2022

We would like to request that the Board of Education approve the spending, not to exceed \$5000, for Staff Appreciation. We realize our staff works tirelessly many days and their tremendous dedication should always be celebrated. Our staff is overflowing with some of the most caring, kind and hardworking individuals around who strive every day to give their best to our students and community.

Funding Source: General Fund

Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Recommendation

That the Board of Education approves the spending of an amount not to exceed \$5,000 for Staff Appreciation.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent





Book Policy Manual
 Section 0000 Bylaws
 Title Copy of ORGANIZATIONAL MEETING
 Code po0151
 Status
 Adopted May 15, 2017

0151 - **ORGANIZATIONAL MEETING**

The Board of Education shall organize ~~during annually not earlier than January 1st and not later than the third (3rd) Monday in~~ January at a meeting held for that purpose. The meeting shall be called to order by the ranking officer of the preceding Board who shall serve as presiding officer until the election of a temporary chairperson, who shall in turn serve until the election of a President.

Legal M.C.L. 168.302

Last Modified by Jamie Buczko on April 13, 2022



Book	Policy Manual
Section	8000 Operations
Title	ANIMALS ON DISTRICT PROPERTY
Code	po8390
Status	
Adopted	May 15, 2017

8390 - ANIMALS ON DISTRICT PROPERTY

Introduction

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

Definitions

- A. **"Animal"**: includes every vertebrate other than a human.
- B. **"Service animal"**: pursuant to 28 C.F.R. Section 35.104, "means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition."
The Americans with Disabilities Act (ADA) also defines a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (i) of the ADA.

Vaccination, Licensing and/or Veterinary Requirements

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

Non-Service Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), those that provide a reasonable accommodation to a student in accordance with a Section 504 Plan, or those that serve as service animals as required by Federal and State law.

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

A. the staff member seeking approval to have a non-service animal in his/her classroom shall:

1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;
2. take precautions deemed necessary to protect the health and safety of students and other staff;
3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and,
4. keep the surrounding areas in a clean and sanitary condition at all times;

B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

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

Service Animals for Students

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

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

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

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

Removing and/or Excluding a Student's Service Animal

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

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

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

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

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

Eligibility of a Student's Service Animal for Transportation

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

When a service animal is going to ride on a school bus or other Board-owned or leased vehicle, the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, shall meet with the Principal to discuss critical commands needed for daily interaction and emergency/evacuation, and to determine whether the service animal should be secured on bus/vehicle with a tether or harness.

At the discretion of the Principal an orientation will take place for students and staff who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal.

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

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

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

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

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

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the Superintendent.

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

Service Animals for Employees

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

Service Animals for Parents, Vendors, Visitors, and Others

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

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

Therapy Dogs

Purpose

The Board supports the visitation of therapy dogs for general classroom activities by teachers or other qualified school personnel ("Owner" or "Handler") for the direct benefit of its students, subject to the conditions of this policy.

Authority

The Board may permit individuals to use therapy dogs on district property (including buildings) upon request, submission of required documentation, and approval by the Superintendent/Designee in accordance with this policy.

Definition

A therapy dog is a dog that has been individually trained and registered to work with its handler(s) to provide emotional support, comfort, therapeutic benefits, emotional well-being or companionship to school district students. Therapy dogs are not "service animals" as that term is used in the American with Disabilities Act (ADA), and therefore approval of the use of a therapy dog on district property is entirely within the discretion of the administration and not considered a required reasonable accommodation under the ADA. Therapy dogs are personal property of the Owner and are not owned by the school district.

Guidelines

The following requirements must be satisfied before a therapy dog will be considered for approval for use on school property:

1. **Request. An Owner who wants to bring a therapy dog to school must submit a written request to the building principal and approved by the Superintendent. The request must be renewed each school year or whenever a different therapy dog will be used.**
2. **Training and Registration. The Owner must submit the Therapy Service Registration or its equivalent as determined by the Superintendent. The registration must remain current at all times the dog is present on district property.**
3. **Health and Vaccination. The therapy dog must be clean, well groomed, in good health, house broken, and immunized against diseases common to dogs, and required by state law. The owner must submit proof of current licensure from the local licensing authority and proof of the therapy dog's current vaccinations and immunizations from a licensed veterinarian.**
4. **Health and Safety. The therapy dog must not pose a health and safety risk to any student, employee, or other person at school. This determination shall remain in the sole discretion of the administration. Permission must be granted by parent/guardian prior to visitation of the therapy dog. If any student or school employee assigned to a classroom in which a therapy dog is permitted suffers an allergic reaction to the therapy dog, the owner of the animal will be required to remove the animal to a different location designated by an administrator.**
5. **Identification. The therapy dog must have appropriate identification identifying it as a therapy dog.**
6. **Authorized Area(s). The owner shall only allow the therapy dog to be in areas in school buildings or on school property that are previously authorized in writing by school district administrators.**
7. **Insurance. The owner must submit a copy of a current insurance policy that provides liability coverage for the therapy dog and owner and any handler while on school property.**
8. **No Disruption. The therapy dog shall not disrupt the educational process by barking, seeking attention, or any other behavior deemed disruptive by the administration.**
9. **Exclusion or Removal from School. A therapy dog approved for use on district property may be excluded from school property at the sole discretion of the building principal and/or Superintendent. Exclusions can occur for reasons including, but not limited to, the following:**
 - a. **(1) A handler does not have control of the therapy dog; (2) The therapy dog is not housebroken; (3) The therapy dog presents a direct threat to others in the school; (4) The therapy dog's presence interferes with the educational process; (5) The therapy dog interferes with the health, safety and/or welfare of the students, personnel or others.**
 - b. **The Owner shall be required to remove the therapy dog from school premises immediately upon such a determination.**

Legal

28 C.F.R. 35.104

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

The Americans with Disabilities Act, as amended (ADA)

The Individuals with Disabilities Education Improvement Act (IDEIA)

Last Modified by Jamie Buczko on April 14, 2022



Book	Administrative Guideline Manual
Section	3000 Professional Staff Templates
Title	CRIMINAL HISTORY RECORD CHECK
Code	ag3121
Status	
Adopted	October 8, 2018

3121 - **CRIMINAL HISTORY RECORD CHECK**

Prior to making any offer of employment to a new applicant, the following procedure is to be used for electronic fingerprinting services for applicant background checks:

- A. The applicant will be asked to arrange for fingerprinting with the entity or agency which uses fingerprinting procedures acceptable to the Michigan State Police.
- B. The fingerprinting agency will provide the applicant with a date and location of the procedure.
- C. The applicant will be expected to bring payment and the form provided by the District, designating the purpose for which a background check is needed. The criminal background checks required by State law must be performed.
- D. Cost of the criminal background record check is determined by the Michigan State Police (MSP). The fingerprinting agency will notify the applicant of the current cost, plus any processing fee, at the time s/he is requested to submit to the criminal background check. Each request must be accompanied by a check, payable to the entity or agency, to cover the full cost of the fees. **The district will pay at their discretion based upon need.**
- E. The fingerprinting agency will capture the fingerprints and personal information and transmit the data to the MSP.
- F. MSP will perform the check on the State data base and forward the criminal history check to the FBI, if required by statute for the position. MSP will mail the record directly to the District, not the applicant.
- G. All information received from the criminal history check shall be handled and stored pursuant to Policy 8321.
- H. The Superintendent shall determine whether or not to consider disqualification of an applicant based on the records check. An applicant who has a confirmed conviction for a "listed offense" (as defined in M.C.L. 28.722) may not be employed.

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Last Modified by Jamie Buczko on April 15, 2022



Book Administrative Guideline Manual
 Section 3000 Professional Staff Templates
 Title CRIMINAL CONVICTION REVIEW PROCESS
 Code ag3121.01
 Status From Neola
 Adopted October 8, 2018

3121.01 - CRIMINAL CONVICTION REVIEW PROCESS

When the District has official notice or authoritative information that an applicant or employee of the District has a criminal conviction or has pending felony charges, the Superintendent will conduct or direct an appropriate inquiry and make a determination of the need for further action in accordance with Board Policy 3121.01.

Upon notice of:

- A. conviction of a listed offense under M.C.L. 28.722,
- B. conviction of a crime listed under M.C.L. 380.1535a,
- C. conviction of any felony,
- D. conviction of any crime,
- E. arraignment for a felony listed under M.C.L. 28.722,
- F. arraignment for any felony,

the employee or contracted employee will be placed on administrative leave and not allowed upon school property or at school functions without prior written approval from the Superintendent. The leave will be

without pay to the extent permitted by law and any applicable bargaining agreement or contract. If the Board determines not to discharge or discipline the individual as a result of the conviction, the employee will be made whole for any lost wages while on administrative leave.

with pay, unless otherwise required by law.

An applicant with any of the above convictions or arraignments will not be considered further for employment, pending resolution of the pending charges or review by the Superintendent.

The Superintendent shall notify the applicant/employee of the information received regarding the pending charge or conviction and set a date to meet to discuss the information. This appointment shall be scheduled within 7() days of receiving information of a conviction or a pending felony charge. If the individual fails to show without prior notice and reasonable justification, the Superintendent shall proceed upon the information available.

The Superintendent shall allow the applicant/employee the opportunity to address the information regarding the conviction or pending felony charge. The individual may provide any information relevant to the inquiry, such as misidentification, mitigating factors or other information that would bear on his/her suitability for continued employment in the District.

The Superintendent will issue a written recommendation regarding employment or continued employment in light of the conviction or pending felony charges. Such recommendation must contain the reasons for the recommendation. A copy of the recommendation shall be provided to the applicant/employee. This will be completed within 7() days of the interview, or scheduled interview if the individual does not appear.

The applicant/employee may withdraw from consideration or resign, without further action by the District or the Board.

If the individual does not withdraw/resign, then the Superintendent shall reject/discharge any non-tenured individual who has been convicted of a "listed" offense under M.C.L. 28.722.

All recommendations related to employment or continued employment based on felony convictions, or convictions of tenured staff for "listed" offenses under M.C.L. 28.722, shall be referred to the Board.

All other recommendations related to employment or continued employment based on convictions or pending felony charges shall be referred to the Board for action no later than its next regularly scheduled Board meeting.

All other recommendations related to employment or continued employment based on convictions for offenses set forth in M.C.L. 380.1535a shall be referred to the Board.

All other convictions relating to child abuse, sexual abuse, assault battery or other violence, or controlled substances shall be referred to the Board.

Recommendations referred to the Board shall be taken up by the Board no later than the next regularly scheduled meeting after the issuance of the Superintendent's recommendation.

The Superintendent shall be present to address any questions from the Board regarding the recommendation.

The individual may request a closed session for the Board to consider the Superintendent's recommendation. The individual may present information to the Board. The individual may have a representative present with him/her for the presentation.

The Board may deliberate in closed session with the consent of the individual. The determination by the Board on employment or continued employment must occur in open session. If the Board determines to allow an individual to gain employment or continue employment despite having a criminal conviction or pending felony charge, it shall state the reasons for the determination in the motion to allow the individual to obtain or retain employment.

The Board Secretary shall have the motion and reasons reduced to writing and sign the document on behalf of the Board.

Any individual who the Board determines not to allow to obtain or retain employment based on a criminal conviction or pending felony charges will be notified in writing by the Superintendent of the Board's decision.

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Last Modified by Crystal Weidger on February 11, 2021



Book	Administrative Guideline Manual
Section	3000 Professional Staff Templates
Title	SECTION 504/ADA - PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	ag3123A
Status	
Adopted	October 8, 2018

3123A - SECTION 504/ADA - PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board of Education prohibits discrimination against any employee or applicant based on his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability against qualified individuals with disabilities in every aspect of employment. Specifically, the Board does not discriminate on the basis of disability against a qualified individual in regard to:

- A. recruitment, advertising, and job application procedures;
- B. hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff, and rehiring;
- C. rates of pay or any other form of compensation and changes in compensation;
- D. job assignments, job classifications, organizational structures, position descriptions, lines of progression, and seniority lists;
- E. leaves of absence, sick leave, or any other leave;
- F. fringe benefits available by virtue of employment, whether or not administered by the Board;
- G. selection and financial support for training, including: apprenticeships, professional meetings, conferences and other related activities, and selection for leaves of absence to pursue training;
- H. activities sponsored by the Board, including social and recreational programs; and
- I. any other term, condition, or privilege of employment.

The Board will provide a reasonable accommodation to a qualified applicant and employee who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not necessarily required for an individual who is merely regarded as having a disability.

An individual with a disability is anyone who:

- A. **has** a physical or mental impairment that substantially limits one or more major life activities ("actual disability");
- B. **has a record of** (i.e., has a history of, or has been misclassified as having) a physical or mental impairment that substantially limits one or more major life activities; or
- C. **is regarded as having** a physical or mental impairment that substantially limits one or more major life activities (i.e., has a physical or mental impairment that does not substantially limit major life activities but is treated by the District as constituting such a limitation, or has a physical or mental impairment that substantially limits major life activities only as a result of the attitude of others toward such impairment, or has none of the physical or mental impairments recognized by Section 504/ADA but is treated as having such an impairment).

Major life activities include, but are not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching,

interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Physical or mental impairment means:

- A. any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems:
1. neurological
 2. musculoskeletal
 3. special sense organs
 4. respiratory, including speech organs
 5. cardiovascular
 6. reproductive
 7. digestive
 8. genitourinary
 9. hemic and lymphatic
 10. skin
 11. immune
 12. circulatory
 13. endocrine
- B. any mental or psychological disorder, such as an intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities

While the determination of whether an impairment substantially limits a major life activity is an individualized one that is case specific, given the inherent nature of the following impairments, as a factual matter, they will virtually always be found to impose a substantial limitation, at a minimum, on the major life activity indicated: deafness substantially limits hearing; blindness substantially limits seeing; an intellectual disability substantially limits brain function; partially or completely missing limbs or mobility impairments requiring the use of a wheelchair substantially limits musculoskeletal function; autism substantially limits brain function; cancer substantially limits normal cell growth; cerebral palsy substantially limits brain function; diabetes substantially limits endocrine function; epilepsy substantially limits neurological function; Human Immunodeficiency Virus (HIV) infection substantially limits immune functions; multiple sclerosis substantially limits neurological function; muscular dystrophy substantially limits neurological function; and major depressive disorder, bipolar disorder, post-traumatic stress disorder, obsessive compulsive disorder, and schizophrenia substantially limits brain function.

Physical or mental impairments that are episodic in nature or in remission may constitute a disability for the purposes of Section 504/ADA if the impairment would substantially limit a major life activity when active, such as asthma, allergies, or cancer.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aids or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

Individual with a disability does not include the following (i.e., Section 504 and/or the ADA specifically **excludes**):

- A. individuals who are currently engaging in the illegal use of drugs, when the District acts on the basis of such use

- B. with respect to employment, any individual who is an alcoholic whose current use of alcohol prevents such individual from performing the duties of the job in question or whose employment, by reason of such current alcohol abuse, would constitute a direct threat to property or the safety of others
- C. with respect to employment, an individual who has a currently contagious disease or infection and who, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or who, by reason of the currently contagious disease or infection, is unable to perform the duties of the job
- D. an individual on the basis of homosexuality or bisexuality
- E. an individual on the basis of:
 1. transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairment, or other sexual behavior disorders;
 2. compulsive gambling, kleptomania, or pyromania; or
 3. psychoactive substance use disorders resulting from current illegal use of drugs.

Individual with a disability includes an individual who:

- A. has successfully completed a supervised drug rehabilitation program and is no longer engaging in the illegal use of drugs, or has otherwise been rehabilitated successfully and is no longer engaging in such use;
- B. is participating in a supervised rehabilitation program and is no longer engaging in such use; or
- C. is erroneously regarded as engaging in the illegal use of drugs, but is not engaging in such use.

Public Notice

Recruitment materials, job announcements and all other materials/publications published by the Board must contain the following statement that the Board does not discriminate against persons with disabilities in employment or the provision of services. This requirement may be met by including an insert in existing publications or revising and reprinting publications.

Equal Employment Opportunity Statement

The **Hazel Park** School District Board does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, or any other protected status in its employment decisions or the provision of services.

The Board will also include a notice of reasonable accommodation requirements on District employment application forms and post notices that employee reasonable accommodation Request Forms may be obtained from the District's Section 504 Compliance Officer (who also serves as its ADA Coordinator).

Decision-Making Process for Determining/Identify Reasonable Accommodations and Undue Hardship

In determining the appropriate accommodation in the employment situation, the District will take into account two (2) factors:

- A. the specific abilities and functional limitations of the particular applicant or employee with a disability; and
- B. the specific functional requirements of the particular job.

A reasonable accommodation is "any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities." Many times a reasonable accommodation will be obvious and made without difficulty and at little or no cost. The District Section 504 Compliance Officer/ADA Coordinator will first inquire of the individual with the disability as to any possible suggestions s/he may have for a simple change or adjustment that will serve as an effective accommodation. The District recognizes that employees with disabilities can be useful sources of the information on what type of accommodation they need, where to obtain information on appropriate accommodations, and where to purchase accommodations.

If, however, the identification of a reasonable accommodation proves difficult, the District will utilize an informal, interactive process whereby it and the individual will work together to identify the appropriate accommodation. The interactive process will include any and/or all of the following steps, as may be appropriate:

- A. Examination of the particular job involved and determination of its purpose and essential functions. The District will conduct an individual assessment of the particular job at issue in order to analyze the actual job duties ("essential functions") and determine the true purpose or object of the job.
- B. The District will then consult with the individual with a disability to find out his/her specific physical or mental abilities and limitations as they relate to the essential job functions. This will help the parties to identify the barriers to job performance and assess how these barriers could be overcome with an accommodation.
- C. In consultation with the individual, the District will identify potential accommodations and assess how effective each would be in enabling the individual to perform essential job functions.
- D. If the parties are still not able to identify an appropriate accommodation, the District will seek technical assistance.
- E. If there are several effective accommodations that would provide an equal employment opportunity, the District will select the accommodation that best serves the needs of the individual and the District. While the District will give the individual with a disability's preference first consideration, the District may choose among effective accommodations and select the accommodation that is less expensive or easier to provide. The District may consider the cost, efficiency and availability of the alternative accommodations in selecting an effective accommodation. The District does not have the obligation to provide the "best" accommodation possible, so long as it provides an accommodation that is sufficient to meet the job-related needs of the individual being accommodated.

The District will not provide an accommodation without first checking with the employee since the employee may not need or want an accommodation, or the unrequested accommodation may not meet the employee's functional limitation. The District will respect an individual with a disability's right not to accept an accommodation if s/he has not requested it and does not feel one is necessary. However, if this results in the individual failing to perform essential functions, s/he may be considered unqualified and may either be refused employment or discharged.

The District may decline to provide desired accommodations if it determines such accommodations will result in an undue hardship. An undue hardship entails a significant difficulty or expense in, or resulting from, the provision of the accommodation. Such hardship is not limited to financial difficulty but rather encompasses any accommodation that would be unduly costly, extensive, substantial or disruptive, or that would fundamentally alter the nature or operation of the program. If the cost of an accommodation would impose an undue hardship, the District will give the individual with the disability the option of paying that portion of the cost which would constitute an undue hardship or providing the accommodation. Further, the District will not consider employee morale or the attitudes of others when determining undue hardship.

Decisions not to provide a reasonable accommodation will be in writing and accompanied by an explanation of the decision not to act.

Reasonable accommodations may include:

- A. Making facilities used by employees readily accessible to and usable by individuals with disabilities.
- B. Job restructuring, part-time or modified work schedule, acquisition or modification of equipment or devices, the provision of readers or interpreters, and other similar actions.
- C. Making modifications to existing leave policies and providing leave when needed for a disability, even where an employer does not offer leave to other employees.
- D. Reassignment to a new job because the disability prevents the employee from performing one (1) or more essential functions of the current job, even with a reasonable accommodation, or because any accommodation in the current job would result in undue hardship. If reassignment is required, the Board will place the employee in a vacant position for which s/he is qualified, without requiring the employee to compete with other applicants for open positions, except reassignment does not include promotion, and generally does not involve placing an employee in a vacant position when another employee is entitled to the position under a uniformly-applied seniority system (i.e., a negotiated collective bargaining agreement).

Factors to be considered when determining whether an accommodation would impose an undue hardship on the operation of the District's program or activity include:

- A. the overall size of the District's program or activity with respect to number of employees, number and type of facilities, and size of budget;
- B. the type of the District's operation, including the composition and structure of the District's workforce; and
- C. the nature and cost of the accommodation needed.

Employment Criteria

The District will not use qualification standards, employment tests or other selection criteria that screen out or tend to screen out an individual with a disability or a class of individuals with disabilities, on the basis of disability, unless the standard, test or other selection criteria, as used by the Board, is shown to be job-related for the position in question and consistent with business necessity.

The District will select and administer tests concerning employment so that when administered to an applicant or employee who has a disability that impairs sensory, manual or speaking skills, the test results accurately reflect the applicant's or employee's job skills, aptitude, or whatever other factor the test purports to measure, rather than reflecting the applicant's or employee's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test purports to measure).

Pre-employment Inquiries

Except as authorized by law, the District will not conduct a pre-employment medical examination or make pre-employment inquiry of an applicant as to whether the applicant is an individual with a disability or as to the nature or severity of a disability. The District will, however, make pre-employment inquiry into an applicant's ability to perform job-related functions - this includes requesting the applicant to describe or demonstrate how s/he would perform the functions.

The District may give a physical agility test at any point in the application or employment process, since such tests are not medical exams. When the District decides to give such a test it must give the test to all similarly situated applicants or employees regardless of disability.

Some examples of alternative test formats and reasonable accommodations are:

- A. allowing people with certain learning or dexterity disabilities to take extra time on a test;
- B. assuring the test site is accessible to a person with a mobility impairment;
- C. allowing a person with a mental disability who cannot perform well with distractions to take a test in a separate room, if a group test setting is not relevant to the job; and
- D. providing Braille, large print, a reader or a computer for people with vision impairments.

If the District conditions an offer of employment on the results of a medical examination conducted prior to the employee's entrance on duty, the District will:

- A. subject all entering employees to such an examination regardless of disability, and
- B. the results of the examination will be used only as authorized by law.

The successful candidate who is required to submit to a medical examination, as well as the medical provider that is designated by the Board to conduct the examination, will be directed not to collect or provide any genetic information, including the candidate's medical history, in the report of the medical examination.

Information obtained as to the medical condition of the applicant, including any inadvertently provided genetic information, will be collected and maintained on separate forms that shall be accorded confidentiality as medical records, except that:

- A. supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities and regarding necessary accommodations;
- B. first aid and safety personnel may be informed where appropriate, if the condition might require emergency treatment; and
- C. government officials investigating compliance with Section 504, the ADA and/or the Genetic Information Nondiscrimination Act ("GINA") shall be provided relevant information upon request.

Interviews

All of the topics labeled off-limits with respect to job applications are likewise prohibited as subjects of inquiry during job interviews. The District, however, may ask questions that relate to an applicant's ability to perform job-related functions so long as it does not phrase the questions in terms of disability. The interviewer may ask about an applicant's ability to perform both essential and marginal job functions. In addition, the interviewer may describe or demonstrate job function(s) and inquire whether the applicant can perform that function(s) with or without reasonable accommodation. Along the same lines, the interviewer may ask the applicant to describe or demonstrate how, with or without reasonable accommodation, s/he will perform the job-related functions. Any

questions concerning the need for reasonable accommodation should always be linked with performance of a specific job function. The interviewer should never ask an open-ended question such as "Will you need a reasonable accommodation?"

Interviews should thus concentrate on how applicants will complete tasks that are essential functions, rather than on eliciting information about the applicant's physical or mental condition. Similarly, the District may inquire as to an applicant's ability to perform a job effectively and safely.

According to the EEOC, the following are examples of questions that **cannot** be asked on a job application or during an interview:

- A. Have you ever had or been treated for any of the following conditions or diseases?
- B. Please list any conditions or diseases for which you have been treated in the past three (3) years.
- C. Have you ever been hospitalized? If so, for what condition?
- D. Have you ever been treated by a psychiatrist or psychologist? If so, for what condition?
- E. Have you ever been treated for any mental condition?
- F. Is there any health-related reason you may not be able to perform the job for which you are applying?
- G. Have you had a major illness in the last five (5) years?
- H. How many days were you absent from work because of illness last year?
- I. Do you have any physical defects that preclude you from performing certain kinds of work? If yes, describe such defects and specific work limitations?
- J. Do you have any disabilities or impairments that may affect your performance in the position for which you are applying?
- K. Are you taking prescribed drugs?
- L. Have you ever been treated for drug addiction or alcoholism?
- M. Have you ever filed for workers' compensation insurance?

Interviewers should not ask a Reference question about an applicant that they could not ask the applicant himself/herself (i.e. previous employers cannot be asked about a former employee's disabilities, illness or workers' compensation history/claims).

The following are pre-employment questions that can be asked:

- A. Can you meet the requirements of our attendance policy?
- B. Can you perform the tasks of this position with or without an accommodation?
- C. Describe or demonstrate how you would perform this function, with or without an accommodation? (Such a question can be asked of applicants who have a known disability that might prevent them from performing a job function. If the disability would not interfere with a job function, however, the person could only be asked to demonstrate job performance if all other candidates must do so.)

If an applicant indicates s/he has performed particular function with an accommodation, the potential employer may inquire about it.

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Last Modified by Jamie Buczko on April 13, 2022



Book	Administrative Guideline Manual
Section	3000 Professional Staff Templates
Title	CONTRACTS
Code	ag3124A
Status	
Adopted	October 8, 2018

3124A - **CONTRACTS**

The following guidelines shall govern the appointment of nontenured professional staff members who are not administrators:

- A. () Professional staff members are appointed for a term of ____ (___) days, unless otherwise specified.
- B. (X-) The Superintendent/Designee shall notify all professional staff members in writing of their appointments. The notification shall be on the approved contract form with one (1) copy retained by the professional staff member and a _____ copy placed signed and returned within the file in ~~(10)~~ days ~~or by~~ (date), whichever is later.
- C. (X-) Professional staff members agree to perform their work faithfully and observe and enforce all policies of the Board and abide by all relevant District guidelines.
- D. (X-) Every professional staff member before entering upon his/her duty must present a valid certificate or endorsement.
- E. (X-) Should the salary indicated in the contract differ from that approved by the Board, the salary approved by the Board shall be the salary paid.

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Last Modified by Jamie Buczko on April 15, 2022



Book	Administrative Guideline Manual
Section	3000 Professional Staff Templates
Title	REQUEST FOR REDUCED CONTRACT PERIOD
Code	ag3124B
Status	
Adopted	October 8, 2018

3124B - **REQUEST FOR REDUCED CONTRACT PERIOD**

The District ~~requests~~**requires** that each professional staff member complete the school year for which s/he has contracted. Any request for early release from responsibilities should be made to the Superintendent as early as possible giving full particulars. A decision will be based on the impact on the students and the operation of the school relative to the need of the professional staff member.

If a professional staff member is granted early release, his/her salary will reflect days worked only. Pay deductions shall be based on a prorated amount of the annual salary for each day not worked. Fringe benefits and vacation days shall also be adjusted on a prorated basis.

~~**It is important to note that mere willingness to lose pay does not permit one to be absent arbitrarily. Early release will only be granted when the interests of the District are not seriously jeopardized.**~~

The same provisions shall apply when a staff member desires to start work at a date later than the contracted date.

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Last Modified by Jamie Buczko on April 15, 2022



Book	Administrative Guideline Manual
Section	3000 Professional Staff Templates
Title	ASSIGNMENT AND TRANSFER OF PROFESSIONAL STAFF
Code	ag3130
Status	
Adopted	October 8, 2018

3130 - **ASSIGNMENT AND TRANSFER OF PROFESSIONAL STAFF**

All professional staff members shall be given written notice of their building and applicable class, subject, and room assignments for the forthcoming school year not later than June of the previous school year or as specified in the negotiated, collectively-bargained agreement; provided however, that if the Superintendent is delayed in the completion of such assignments by reason of emergencies, (such as questionable completion of new school construction, computer failure, abnormal professional staff member turnover or unavailability of professional staff member personnel in critical positions) the Superintendent shall provide such schedules as soon as practicable.

Transfers between schools may be enacted by the Superintendent and within a school by the Principal when the needs of students, the school, or the District so require. Such actions shall be in accord with the terms of the appropriate negotiated agreement.

A. **Involuntary Transfer**

Prior to effecting an involuntary transfer of a teacher, counselor, or other non-administrator to another school:

1. **(X-)** the "receiving Principal" shall be consulted regarding the contemplated move.

2. **(X-)** the professional staff member shall have an interview with the "receiving Principal".

In the case of a nontenured professional staff member, a joint conference of "receiving Principal", "sending Principal", and transferred professional staff member shall be held in the interest of assuring continuity of the evaluation process.

B. **Voluntary Transfer and Reassignment**

[X-] Any professional staff member who desires a change in grade, subject assignment, or program, or who desires a transfer to another school for the following school year shall discuss the matter with his/her supervisor and thereafter shall file a written statement of such desire with the Superintendent as early in the school year as possible but not later than April 1st.

Such statement shall include the assignment desired, the reason for the transfer, and the potential benefits to be obtained. The request will be forwarded to the Superintendent along with the supervisor's recommendation. S/He shall notify the staff member and other appropriate parties of his/her decision as soon as possible. Requests for transfer or assignment within a building shall follow the same guidelines but may be acted upon by the Principal, subject to review by the Superintendent.

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Last Modified by Jamie Buczko on April 13, 2022



Book	Administrative Guideline Manual
Section	3000 Professional Staff Templates
Title	RESIGNATION
Code	ag3141
Status	
Adopted	October 8, 2018

3141 - RESIGNATION

Each professional staff member shall recognize the obligation to faithfully fulfill the terms of his/her contract until it is dissolved by mutual consent or by due process of law.

The professional staff member shall not resign to accept a new position elsewhere prior to or during a school year until s/he is assured that a suitable replacement is available or until the Board of Education has had a reasonable opportunity to secure a suitable replacement.

The **Superintendent** and the Board may release a professional staff member from the terms of a contract when an opportunity is offered for significant professional advancement.

A professional staff member intending to resign shall submit a written resignation to the **Superintendent** for conveyance to the Board as far as possible in advance of the effective date of resignation and at least **fourteen (14)** days prior to the requested date.

The **Human Resources department** shall, whenever possible, conduct a post-resignation interview to determine the reasons for the resignation.

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Last Modified by Jamie Buczko on April 13, 2022



Book	Administrative Guideline Manual
Section	3000 Professional Staff Templates
Title	PHYSICAL EXAMINATION
Code	ag3160A
Status	
Adopted	October 8, 2018

3160A - **PHYSICAL EXAMINATION**

- A. After the District makes a conditional offer of employment, each full-time professional staff member shall be asked to take a physical examination
- from a physician designated by the Board.
- from a physician designated by the applicant.
- B. The District will pay for the cost of this required, post-offer examination, when performed by a District-assigned physician.
- C. Written evidence of good physical and mental health may be required periodically by the District from a physician of the District's choosing with the District assuming the expense of such an examination, when there is reasonable basis to suspect that a mental or physical condition is adversely affecting performance.

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Last Modified by Jamie Buczko on April 13, 2022



Book	Administrative Guideline Manual
Section	3000 Professional Staff Templates
Title	TUBERCULOSIS EXAMINATION FOR STAFF
Code	ag3160B
Status	
Adopted	October 8, 2018

3160B - TUBERCULOSIS EXAMINATION

- A. ~~(X-)~~ Each professional staff member of the School District **is required by law to provide a TB test for programs such as Childcare and Early Childhood. The professional staff member** shall file with the **Superintendent/Designee** proof of freedom from communicable tuberculosis according to law and the administrative guidelines of the Michigan Department of Public Health.
- B. ~~(X-)~~ The statement of freedom from communicable tuberculosis shall be filed prior to the **first** day of employment and thereafter as required by law.
- C. ~~(X-)~~ Such statement of freedom from communicable tuberculosis shall become a part of the employee's personnel file and shall be available for examination by Department of Public Health personnel.
- D. ~~(X-)~~ Expenses associated with this administrative guideline shall be the responsibility of the **school district. staff member.**

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Last Modified by Jamie Buczko on April 15, 2022



Book	Administrative Guideline Manual
Section	3000 Professional Staff Templates
Title	EMERGENCY TREATMENT AND BOARD-ORDERED PHYSICAL EXAMINATIONS
Code	ag3160C
Status	
Adopted	October 8, 2018

3160C - EMERGENCY TREATMENT AND BOARD-ORDERED PHYSICAL EXAMINATIONS

- A. ~~(X-)~~ The **Superintendent's office** _____ is hereby designated as the official location for emergency treatment and for physical examinations required by the Board of Education of the District.
- B. ~~(X-)~~ Each staff member must secure a Referral Form from his/her supervisor before leaving the District on visits to the **Health Clinic** _____.
- C. ~~(X-)~~ Appointments ~~(X-)~~ are () are not needed.
- D. ~~(X-)~~ If a return/follow-up visit is necessary **before they return to the job**, the staff member will be given a Return Form with a copy to the School District.
- E. ~~(X-)~~ When the **clinic** _____ determines that the staff member may return to work, they will advise the Personnel Office of the return date and restriction, if applicable.
- F. ~~(X-)~~ If a staff member is injured on-the-job, the accident must be reported within twenty-four (24) hours to the immediate supervisor who will, in turn, report the accident to the **Workman's Compensation organization** _____.
- G. ~~(X-)~~ The **District** _____ will inform the insurance carrier, according to the guidelines, of any Workers' Compensation claims.
- H. ~~(X-)~~ When an injured staff member leaves the **job site** _____, they will inform the **District** _____. **[School District]**
- I. ~~(X-)~~ Post-Offer and Post-Employment Physicals

Within ~~twenty-four~~ ~~(24)~~ hours a formal report will be sent to the District for inclusion in the applicant's Personnel File. Employees will be notified of the results of the medical examination upon receipt. Any and all reports of such examination will be maintained in a separate confidential file in accordance with the Americans with Disabilities Act and the Genetic Information Nondiscrimination Act (GINA). In the event of a report indicating that the candidate is not qualified to perform the essential functions of the position, with or without reasonable accommodation, the Superintendent will make a recommendation to the Board of non-employment. The Superintendent or his/her designee may discuss the results of the report with the healthcare provider who performed the medical examination prior to the Superintendent making a recommendation to the Board.

Information from examinations required of any employee will be handled in the same manner.

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Legal

- 28 C.F.R. Part 35
- 29 C.F.R. Part 1635
- 42 U.S.C. 12131, et seq. (The Americans with Disabilities Act of 1990)
- 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
- 45 C.F.R. Parts 160 and 164, et seq. (Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule)

Last Modified by Jamie Buczko on April 13, 2022



Book	Administrative Guideline Manual
Section	3000 Professional Staff Templates
Title	SUBSTANCE ABUSE
Code	ag3170A
Status	
Adopted	October 8, 2018

3170A - **SUBSTANCE ABUSE**

Any professional staff member whose physical characteristics, appearance, behavior, or breath odor suggest to a supervisor that s/he may be under the influence of alcohol shall be requested to take a breathalyzer test at the local police station. The professional staff member shall be taken to the station by a supervisor.

Should the professional staff member refuse to take such a test or should the results of the test be positive, s/he shall be disciplined for conduct unbecoming a professional staff member by the Superintendent.

(X-) who shall recommend to the Board of Education the imposition, if any, of further penalties.

Should a supervisor determine from the physical aspects, appearance, or behavior of a professional staff member that s/he might be under the influence of other drugs, said professional staff member shall be immediately taken to a local health facility for further diagnosis. Should the professional staff member refuse or be found to be under the influence of drugs, s/he shall be disciplined by the Superintendent for conduct unbecoming a professional staff member, and his/her case immediately referred to the Board for disposition.

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Last Modified by Jamie Buczko on April 13, 2022



Book	Administrative Guideline Manual
Section	3000 Professional Staff Templates
Title	PROFESSIONAL CONCERNS
Code	ag3179
Status	
Adopted	October 8, 2018

3179 - **PROFESSIONAL CONCERNS**

The Board of Education believes that staff members, like every other key stakeholder in the District, should have the opportunity to discuss, in an appropriate manner, problems and concerns that affect their ability to fulfill their professional responsibilities.

If a staff member has a grievance under the applicable collectively-bargained agreement, they should follow the procedure described in the negotiated agreement.

If one or more staff members have a nongrievable concern about the behavior of a fellow professional or about some aspect of the operation of the school or District that is not functioning

as it should, or

in accordance with an agreed-upon plan, or

because an informal commitment by the administration is not being fulfilled,

the staff member(s) should make arrangements to discuss the matter with the school principal as soon as feasible.

If the matter is not or cannot be rectified satisfactorily with the principal, the staff member(s) may request a meeting with the District office. The request should be in writing and include:

- A. the specific nature of the problem and a brief statement of the facts giving rise to it;
- B. a brief statement explaining how the staff member(s) are being affected by it;
- C. the action which the staff member(s) wishes to be taken and how such action would rectify the problem.

The District, after reviewing the request, will either meet with the staff member(s) or provide a written decision explaining the District's position on the matter.

The District's decision will be final and may not be appealed to the Board.

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Last Modified by Jamie Buczko on April 14, 2022



Book	Administrative Guideline Manual
Section	3000 Professional Staff Templates
Title	WHISTLEBLOWER PROTECTION
Code	ag3211
Status	
Adopted	October 8, 2018

3211 - WHISTLEBLOWER PROTECTION

The Board of Education encourages and requires all employees, acting in good faith, to report possible suspected or actual violations of local, State and Federal laws or Board policies and administrative guidelines. These guidelines shall be used to ensure that the Board's policy on whistleblowers' protection (Policy 3211) is implemented properly and in compliance with State laws. The Board will verify that employees are protected from interference with reporting violations and from retaliation for having reported violation or for refusing an illegal order.

To that end, it is the responsibility of an employee who is aware of conduct on the part of any Board member, employee, volunteer, contractor or agent that possibly violates local, State or Federal law or Board policy or administrative guidelines, to report such conduct to his/her immediate supervisor. Board members and employees are prohibited from retaliating against an individual who has reported a violation and/or refused an illegal order and shall not use or attempt to use their position to prevent an employee from reporting a possible violation or refusing an illegal order.

Reporting Criminal Violations

A. If an employee becomes aware in the course of his/her employment of a possible violation of any local, State or Federal law or Board policy or administrative guidelines, that the Board has authority to correct and the employee reasonably believes that such violation is a criminal offense that is likely to cause an imminent risk of harm to persons or hazard to public health or safety, a felony, or an improper solicitation for contribution, the employee shall immediately notify his/her immediate supervisor. If the employee's immediate supervisor is not responsive, then the employee may report the possible violation to:

1. the Superintendent or his/her designee;

If the reported conduct relates to the Superintendent, the report may be filed directly with the Board President.

2. ~~the _____ [Other District Official].~~

In addition, the employee may contact the appropriate law enforcement or governmental agency responsible for enforcing such laws.

B. If the initial notification of the possible violation was done orally, the employee shall subsequently file with that supervisor or other designated District official, a written report providing sufficient detail to identify and describe the possible violation.

C. The Administration shall promptly investigate the alleged violation(s) and/or refer the matter to the appropriate law enforcement or governmental agency. Ordinarily, the decision to investigate or refer the matter should occur within twenty-four (24) hours of receiving sufficient information to make a determination.

1. When consistent with the privacy rights of employees and the objectives of any internal or external investigation, the supervisor or other District official will notify the reporting employee in writing of the District's conclusions based on investigation and remedial measures taken, if any.
2. Written notification shall be provided to the employee by the close of business on the next regular school day of receiving notification from the employee that the District is following up on the reported concern.

D. If the District does not notify the employee of its efforts to investigate or remediate the problem by the close of business on the next regular school day after receiving notification of the possible violation, the employee may file a written report providing sufficient detail to identify and describe the possible violation with:

1. the Board President;
2. the prosecuting authority of the county or municipal corporation where the violation occurred;
3. a police officer;
4. the Inspector General (if the violation is within the Inspector General's jurisdiction); or
5. any other appropriate public official or agency having regulatory authority over the District, and the activities in which the District is engaged.

Reporting Other Violations

- A. If an employee becomes aware in the course of his/her employment of a possible violation of any State or Federal law or Board policy or administrative guideline, that does not involve a criminal offense or improper solicitation and is not likely to cause an imminent risk of harm to persons or hazard to public health or safety, the employee shall orally notify his/her immediate supervisor or other District official (as set forth above). The employee shall subsequently file a written report within two (2) days.
- B. The immediate supervisor or other District official will acknowledge receipt of the written report within five (5) days. Such reports will be investigated within fifteen (15) days, and appropriate action will be taken, if warranted, at the conclusion of the investigation.

Duty to Determine Accuracy of Possible Violations

- A. Employees are encouraged to make a reasonable and good faith effort to determine the accuracy of any possible violations.
- B. An employee who knowingly makes a false report may be subject to disciplinary action, including suspension or termination.
- C. An employee who knowingly, or recklessly gives false information or makes a false report of a violation could be liable for defamation.

Prohibition Against Retaliation

- A. No employee shall be disciplined, retaliated or discriminated against for reporting a possible violation by the District, another employee, contractor, volunteer or other person working in or with the schools or participating in any investigation of reported illegal activity, as long as the employee does not knowingly report false information.
- B. For purposes of this policy and guideline, improper disciplinary, discriminatory or retaliatory action (when such action is taken as a result of the reporting and not for legitimate business purposes) includes, but is not limited to, the following:
1. terminating or suspending the employee;
 2. withholding from the employee salary increases or employment benefits to which the employee is otherwise entitled;
 3. transferring or reassigning the employee;
 4. denying the employee a promotion that s/he would have otherwise received; or
 5. reducing the employee in pay or position.
- C. If disciplinary or retaliatory action is taken against an employee for reporting a possible violation of law to a governmental official or agency, including the District, the employee may file a civil action in an appropriate County Circuit Court for appropriate injunctive relief, damages (including attorney fees), or both, within ninety (90) days after the date the disciplinary, discriminatory or retaliatory action was taken.



Book	Administrative Guideline Manual
Section	3000 Professional Staff Templates
Title	LIABILITY OF STAFF FOR STUDENT WELFARE
Code	ag3213
Status	
Adopted	October 8, 2018

3213 - **LIABILITY OF STAFF FOR STUDENT WELFARE**

Professional staff members are responsible for the safety of students on the grounds and within District facilities. In addition to requirements specified in Policy 3213, the following guidelines are provided to minimize the occurrence of situations in which staff members may incur liability for actions related to students:

A. **(X-)** Each professional staff member:

1. **(X-)** should not leave students unattended;
2. **(X-)** should not leave an unqualified person in charge of students;
3. **(X-)** should accompany students wherever they are assigned and remain with them until supervision is assumed by another responsible person;
4. **(X-)** should ensure students do not use nondistrict-owned and/or maintained equipment or other equipment which may be potentially dangerous or use facilities or equipment except for the intended purpose;
5. **(X-)** should organize classroom materials and equipment so as to minimize danger of injury to students and to self.

B. **(X-)** Each professional staff member is to enforce the following rules established for student activity in high risk areas:

1. **(X-)** Students should not work in a shop, kitchen, or laboratory at other than the regularly scheduled period, and then only under qualified supervision and in accordance with the prescribed safety procedures.
2. **(X-)** Only students enrolled in shop classes or laboratory classes, are to use power tools or other dangerous equipment.

C. **(X-)** With the ever-increasing demand for the use of gyms and other such facilities, it is imperative that the professional staff ensure the safety of District students.

1. **(X-)** If permission is granted for a student or group of students to use a facility, a professional staff member or authorized adult must be present in the facility throughout the time it is in use.
2. **(X-)** Under no circumstances are students to be left in charge.
3. **(X-)** If for any reason an area is unlocked for anyone, the professional staff member or authorized adult is responsible for ensuring the area is locked up after its use.
4. **(X-)** Under no circumstances are custodians authorized to open a facility for unsupervised students to use.

D. **(X-)** Each professional staff member or authorized adult must immediately report to the principal any accident or a safety hazard s/he detects and any accident one (1) or more of his/her students experience (See Form 5340 F1).



Book	Administrative Guideline Manual
Section	3000 Professional Staff Templates
Title	PARTIES, PROGRAMS, AND GIFTS
Code	ag3214
Status	
Adopted	October 8, 2018

3214 - **PARTIES, PROGRAMS, AND GIFTS**

The following guidelines apply to all District schools:

- A. **(X-) Parties:** There shall be no individual classroom parties at any school. This also includes "surprise parties" and "end-of-the-year parties".
- B. **(X-) Programs:** Schools may provide for short programs at Christmas and other recognized holidays with informal invitations extended to parents who wish to attend.
- C. **(X-) Student Exchange of Gifts:** Due to the variety of home financial conditions and other problems created by the exchange of gifts, it shall not be allowed in the District.
- D. **(X-) Treats:** Treats are permitted at the discretion of the principal. It is recommended that the food and beverages served should reflect the nutritional practices taught in the curriculum.

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Last Modified by Jamie Buczko on April 14, 2022



Book Administrative Guideline Manual
 Section 3000 Professional Staff Templates
 Title EMPLOYMENT CONTRACT FOR ADMINISTRATORS
 Code ag3124C
 Status

3124C - EMPLOYMENT CONTRACT FOR ADMINISTRATORS

The following administrative guidelines shall govern the employment of administrators:

- A. Initial appointments may not exceed ~~one~~ ~~(1)~~ years in duration.
- B. Subsequent contracts shall be no less than ~~one~~ ~~(1)~~ years nor more than ~~three~~ ~~(3)~~ years.
- C. The school year for administrators shall be calculated as follows:
1. **Central Office & Athletic Director** - will be twelve (12) months or contract ~~260~~ days, within which s/he is given ~~twenty~~ ~~(20)~~ vacation days and ~~twelve~~ ~~(12)~~ paid holidays.
 2. **High School Principal** - will be eleven (11) months or ~~220~~ contract days including ~~()~~ vacation days and ~~twelve~~ ~~(12)~~ paid holidays.
 3. **Junior High and Elementary Principal/Assistant Principal will be (10) months or 198 contract days including vacation days and twelve (12) paid holidays.**
- D. The anniversary date of all administrative and supervisory contracts shall be ~~July 1st~~.
- E. Should an administrator be offered a contract in which the salary differs from that approved by the Board of Education, the salary approved by the Board shall be the salary paid.
- F. Contracts shall be issued ~~on or before thirty (30) days before~~ ~~(date) of~~ the anniversary year and must be returned within thirty (30) days or by ~~July 1st~~ whichever is later.
- G. Each administrator agrees to fulfill all responsibilities described in or attached to the employment contract and to enforce all policies and guidelines prescribed by the Board and the Superintendent.
- H. Every administrator must present a valid certificate or letter of eligibility prior to issuance of a contract.

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Book	Administrative Guideline Manual
Section	3000 Professional Staff Templates
Title	INDIVIDUAL DEVELOPMENT PLAN
Code	ag3221
Status	

3221 - **INDIVIDUAL DEVELOPMENT PLAN**

In accordance with the Teacher Tenure Act of 1993 and Board policy, each probationary teacher/guidance counselor and each tenured teacher/guidance counselor who has received a less-than-satisfactory evaluation is to be provided an Individualized Development Plan (IDP) which is to serve as the basis for his/her professional growth.

The IDP for probationary teachers should include all of the essential knowledge, skills, and attitudes that a teacher should be using to help students accomplish individual learning goals, the objectives of each course of study, and the educational goals of the District. An IDP for a tenured teacher should consist of the knowledge and skills which were identified as deficient on the three (3) year evaluation with the teacher.

WHAT SHOULD BE THE BASIS OF AN IDP FOR A PROBATIONARY TEACHER

In addition to the noninstructional aspects of a teacher's responsibility that should be included in the IDP, the following instructional responsibilities and tasks should serve as the basis for evaluation and professional growth of the teacher.

A. Pre-Instructional Responsibility

Task One - Select/Analyze Learning Objectives

It is almost impossible to provide effective instruction if a teacher is unable to decide what particular learning students need and why, what such learning consists of (knowledge of subject matter), and what thinking/actions students need to do to achieve the learning.

Task Two - Assess Students' Current Level of Achievement

Unless the teacher has a clear, accurate picture of students' needs relative to the expected achievement, the instruction could be irrelevant, inappropriate, or insufficient for one or more students.

Task Three - Diagnose Students' Achievements That Fall Below Pre- Requisites

Unless the teacher knows how to identify the causes for students' underachievement, the instruction may not be appropriate because it could be dealing with wrong or unimportant contributing factors.

B. Instructional Responsibility

Task One - Plan Appropriate Learning Activities for Students to Achieve the Learning Objective

Instruction is such a complex process that if a teacher has not properly organized the necessary materials, facilities, and identified the procedures associated with the type of learning that is needed (knowledge, skill, attitude) for the learning to take place, the time and effort spent could easily result in nonachievement of the learning, in misuse of resources, and in heightened student deficiency and frustration.

Task Two - Create an Environment which Maximizes the Opportunity for Each Student to Participate Appropriately in the Learning Activities

If students do not recognize the relevancy of the learning, are not organized for appropriate actions, are distracted by their surroundings, etc., such roadblocks may make the learning impossible or more difficult than it needs to be.

Task Three - Conduct the Lesson (Learning Activities) as Planned

While planning provides the necessary preparation, it is the actual doing by the students, guided by the teacher, that produces learning. If the plan is appropriate and complete, and if the teacher is skillful in carrying out the plan, then the likelihood is far greater that the students will achieve the intended learning(s).

C. Post-Instructional Responsibilities

Task One - Assess/Diagnose the Extent to Which the Students Achieved the Learning

If the teacher does not know how to find out accurately what the results of the instruction were and what caused those results, then it is highly unlikely that effective "follow-on" (remediation, reinforcement, application, extension, etc.) can be provided.

Task Two - Evaluate the Effectiveness of the Instruction

Since the teacher is the prime facilitator of learning, his/her actions have a major influence on what and how much students learn. If the teacher is unclear about what s/he did that contributed to or hindered student achievement, it is highly unlikely that effective teaching acts can be done properly again or that ineffective teaching acts can be modified and improved.

Task Three - Revise/Refine Teaching Acts

Short of perfection, all teachers need to improve their strategies. Since the teacher's actions are a major factor in student achievement, then continued efforts to enlarge knowledge and improve skills should increase the likelihood of improved student learning.

Task Four - Revise and/or Recycle Activities that Particular Students Need to Achieve the Intended Learning

Many students do not, the first time, reach the needed level of learning. If such learning is prerequisite to subsequent learning, then they need appropriate and sufficient opportunities to learn what has not been learned and in a way that does not reduce the learning already achieved.

WHAT SHOULD BE THE BASIS OF AN IDP FOR A PROBATIONARY COUNSELOR

Professional improvement should relate to tasks associated with the school counselor's three (3) major responsibilities:

- A. counseling with students, individually and in groups
- B. consulting with staff on effective ways to think through problems and to work with students
- C. coordinating various services for helping students

In fulfilling these three (3) responsibilities, the counselor needs to be able to perform the following tasks at an acceptable level of proficiency.

- A. diagnose student needs
- B. counsel individually and in groups to help students deal effectively with personal, educational, and career issues by making appropriate use of skills related to:
 1. problem identification
 2. problem analysis
 3. problem resolution
 4. goal setting
 5. planning for goal accomplishment
 6. implementing plans and monitoring progress
 7. making decisions

8. following through on decisions
 - C. administering and interpreting achievement, interest, aptitude, and personality tests
 - D. identifying and making appropriate referrals
 - E. communicating with staff and parents
 - F. reducing race, gender, and disability bias
 - G. planning and conducting staff development programs for teachers and support staff on issues related to guidance and counseling of students
 - H. locating and maintaining resources and materials related to the guidance and/or counseling of students
 - I. explaining to the Board, administration, staff, parents, and students the purposes and functions of the school guidance and counseling services
 - J. evaluating the effectiveness of each of the guidance and counseling services offered by the school

EVALUATION OF PROBATIONARY TEACHERS/COUNSELORS

Each of the above-stated tasks contains a number of teaching or counseling acts which need to be identified so that an evaluation form and procedure can be developed. The _____, working with the _____, shall be responsible for the preparation of the form and the development of the evaluation plan which is to be used with all probationary teachers or counselors.

The plan should include provision for the following:

A. The Evaluation Instrument

1. a clear description of the essential tasks a teacher or counselor must perform
2. the criteria by which each of the instructional/counseling tasks will be judged
3. the minimum and desired levels of performance (standards) of each task based on the criteria
4. a means for determining the relative importance of each teaching/counseling act, terms of accomplishing learning goals, and the exit outcomes of the District

B. The Evaluation Process

1. a fair, honest, and efficient means for collecting data on teacher or counselor performance of the instructional tasks
2. sufficient time for observation early in the first probationary year so the results can serve as the basis of the teacher's or counselor's IDP
3. data on teacher or counselor performance that is accurate, complete, relevant, and as unbiased as possible
4. a clear and accurate indication of which instructional/counseling tasks are being performed at or above standards and which fall below expectations
5. a means to determine priorities for reinforcing effective teaching/counseling and remediating those teacher or counselor actions that are not satisfactory
6. a means for sharing the evaluation with the teacher or counselor and obtaining input for use in developing the IDP

C. The Development of the IDP

1. who will be responsible for developing the IDP
2. the specific actions that will be taken and/or resources that will be used to:

- a. () reinforce high-priority teaching/counseling acts that meet expectations
- b. () remediate high-priority acts that do not meet expectations
- c. () the specific reinforcement and remedial actions and/or resources
- d. () timelines for the IDP actions and for follow-up evaluation

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Last Modified by Jamie Buczko on April 14, 2022



Book	Administrative Guideline Manual
Section	3000 Professional Staff Templates
Title	FMLA RECORDKEEPING REQUIREMENTS
Code	ag3430.01B
Status	
Adopted	October 8, 2018

3430.01B - FMLA RECORDKEEPING REQUIREMENTS

The Superintendent/Designee is responsible for making, keeping, and preserving all relevant records pertaining to the Board of Education's obligations under the FMLA in accordance with the recordkeeping requirements of Section 11(c) of the Fair Labor Standards Act (FLSA) and in accordance with the final regulations applicable to the FMLA. Specifically, the Superintendent/Designee is charged with keeping/preserving the records identified below in accordance with the District's Records Retention Schedule (see AG 8310A), and under no circumstances shall said records be kept for less than three (3) years. The records shall be available for inspection, copying, and transcription by representatives of the Department of Labor upon request.

The _____ shall maintain records that disclose the following:

- A. Basic payroll and identifying employee data, including name, address, and occupation; rate or basis of pay and terms of compensation; daily and weekly hours worked per pay period; additions to or deductions from wages; and total compensation paid.
- B. Dates FMLA leave is taken by FMLA eligible employees (e.g., available from time records, requests for leave, etc., if so designated). Leave must be designated in records as FMLA leave; leave so designated may not include leave required under State law or a Board plan which is not also covered by FMLA.
- C. If FMLA leave is taken by eligible employees in increments of less than one (1) full day, the hours of the leave.
- D. Copies of employee notices of leave furnished to the District under FMLA, if in writing, and copies of all written notices given to employees as required under the FMLA and its implementing regulations (see 29 C.F.R. Section 825.300(b) through (c)). Copies may be maintained in employee personnel files.
- E. Any documents (including written and electronic records) describing employee benefits or employer policies and practices regarding the taking of paid and unpaid leaves.
- F. Premium payments of employee benefits.
- G. Records of any dispute between the District and an eligible employee regarding designation of leave as FMLA leave, including any written statement from the Superintendent or designee or employee of the reasons for the designation and for the disagreement.

Records and documents relating to certifications, recertifications or medical histories of employees or employees' family members, created for purposes of FMLA, shall be maintained as confidential medical records in separate files/records from the usual personnel files. If the Genetic Information Nondiscrimination Act of 2008 (GINA) is applicable, records and documents created for purposes of FMLA leave containing family medical history or genetic information as defined by GINA shall be maintained in accordance with the confidentiality requirements of Title II of GINA (29 C.F.R. 1635.9), which allow for disclosure consistent with FMLA requirements. If the ADA, as amended, is also applicable, such records shall be maintained in conformance with ADA confidentiality requirements (see 29 C.F.R. 1630.14(c)(1)), except that:

- A. supervisors and managers may be informed regarding necessary restrictions on the work or duties of an employee and necessary accommodations;

- B. first aid and safety personnel may be informed (when appropriate) if the employee's physical or medical condition might require emergency treatment; and
- C. government officials investigating compliance with FMLA (or other pertinent laws) shall be provided relevant information upon request.

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Last Modified by Jamie Buczko on April 14, 2022



Book	Administrative Guideline Manual
Section	3000 Professional Staff Templates
Title	USE OF SCHOOL VEHICLE FOR SCHOOL BUSINESS
Code	ag3440C
Status	First Reading of the Board

3440C - USE OF SCHOOL VEHICLE FOR SCHOOL BUSINESS

The District has established the following guidelines for the use of school-owned vehicles in the performance of assigned duties.

- A. Regularly scheduled use will be authorized by the Director of Transportation.
- B. School personnel who are required to be on-call in case of after hour emergencies may be assigned a District vehicle for daily use. Such use will be authorized by the Assistant Superintendent of Business and Operations.
1. Only school personnel will be authorized to operate the vehicle.
 2. The vehicle is to be used only for school business.
 3. Personal use of the vehicle must be approved by the _____.
 4. All personal use miles are to be reported to the to be included in the staff member's earnings.
 5. The vehicle is to be returned to District property during the staff member's vacation period and also during any leave lasting more than days.
- C. **Requirement for Continuation of School Vehicle Use:**
1. No unauthorized personnel are allowed in these vehicles at any time without the approval of the Assistant Superintendent of Business and Operations.
 2. No repair work will be performed on the vehicle without the Assistant Superintendent of Business and Operations's approval.
 3. Mileage will be recorded on a weekly basis.
 4. All accidents will be reported immediately (no matter how minor) to the Director of Transportation.
 5. All accidents must be reported to the law enforcement agency where the accident takes place at the time of the accident.
 6. The designated operator is responsible for cleanliness of the vehicle both inside and outside.
 7. Before any out-of-district trips are made with the vehicle, the authorized driver shall check the vehicle for any maintenance problems.

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Last Modified by Jamie Buczko on April 15, 2022



Book Administrative Guideline Manual
 Section 3000 Professional Staff Templates
 Title PROFESSIONAL DEVELOPMENT
 Code ag3242
 Status

3242 - PROFESSIONAL DEVELOPMENT

In compliance with Board of Education policy and State law, the District shall develop a staff development plan each year and submit it to the State Department of Education for approval and funding. The purpose of the plan will be to:

- A. enhance student learning in one (1) or more areas of the core curriculum;
- B. improve staff members' ability to participate in collaborative decision- making;
- C. strengthen site-based management and/or the school improvement process;
- D. strengthen instructional leadership;
- E. increase the effectiveness of District strategies for assessing teaching and learning.

Each School Improvement Team will develop a list of priorities for staff development based on the following guidelines:

A. Student Learning

Requests to enhance student learning should be based on several factors.

1. An assessment of how well students are achieving the academic outcomes in each of the core curriculum areas.
 - a. The assessment should show a comparison for each student between the expected level of learning and the actual level of learning.
 - b. The assessment data should be disaggregated by gender and race.
 - c. Deficiencies in achievement should be supported with a diagnosis of the likely causes for the deficiencies that can be addressed through instructional or other school- provided intervention.
2. An identification of whether the learning deficiency is:
 - a. a lack of or inaccurate factual knowledge;
 - b. inadequate or inaccurate conceptual knowledge (understanding);
 - c. an unwillingness to do the needed learning (attitude);
 - d. inability to perform certain actions or procedures (skill);
 - e. inability to gather, retrieve or process information (thinking);
 - f. inability to transfer or apply learning (thinking).
3. The particular instructional strategies and/or techniques which research and/or practice has shown to be effective in reducing or eliminating each type of identified learning deficiency.

4. () Recommendations as to one (1) or more sources which have provided staff development experiences that have been successful in reducing or eliminating the identified learning deficiencies.

B. Staff Effectiveness

Requests for staff development to enhance the effectiveness of the staff should be based on the current ability of teachers to perform the following instructional tasks which are essential for the stated reasons:

1. (X-) Select/Analyze Learning Objectives

It is almost impossible to provide effective instruction in the core curriculum if a teacher is unable to decide what particular learning students need and why, what such learning consists of (knowledge of subject matter, skills, or attitudes), and what thinking/learning actions students need to do to achieve the learning.

2. (X-) Assess Students' Current Level of Achievement

Unless the teacher has a clear, accurate picture of students' needs relative to the expected achievement, the instruction could be irrelevant, inappropriate, or insufficient for one or more students.

3. (X-) Diagnose Students' Achievements That Fall Below Pre-Requisites

Unless the teacher knows how to identify the causes for students' underachievement, the instruction may not be appropriate because it could be dealing with wrong or unimportant contributing factors.

4. (X-) Plan Appropriate Learning Activities for Students to Achieve the Learning Objective

Instruction is such a complex process that if a teacher has not properly organized the necessary materials, facilities, and identified the procedures associated with the type of learning that is needed (knowledge, skill, attitude) for the learning to take place, the time and effort spent could easily result in nonachievement of the learning, in misuse of resources, and in heightened student deficiency and frustration.

5. (X-) Create an Environment which Maximizes the Opportunity for Each Student to Participate Appropriately in the Learning Activities

If students do not recognize the relevancy of the learning, are not organized for appropriate actions, are distracted by their surroundings, etc., such roadblocks may make the learning impossible or more difficult than it needs to be.

6. (X-) Conduct the Lesson (Learning Activities) as Planned

While planning provides the necessary preparation, it is the actual doing by the students, guided by the teacher, that produces learning. If the plan is appropriate and complete, and if the teacher is skillful in carrying out the plan, then the likelihood is far greater that the students will achieve the intended learning(s).

7. (X-) Assess/Diagnose the Extent to Which the Students Achieved the Learning

If the teacher does not know how to find out accurately what the results of the instruction were and what caused those results, then it is highly unlikely that effective "follow-on" (remediation, reinforcement, application, extension, etc.) can be provided.

8. (X-) Evaluate the Effectiveness of the Instruction

Since the teacher is the prime facilitator of learning, his/her actions have a major influence on what and how much students learn. If the teacher is unclear about what s/he did that contributed to or hindered student achievement, it is highly unlikely that effective teaching acts can be done properly again or that ineffective teaching acts can be modified and improved.

9. (X-) Revise/Refine Teaching Acts

Short of perfection, all teachers need to improve their strategies. Since the teacher's actions are a major factor in student achievement, then continued efforts to enlarge knowledge and improve skills should increase the likelihood of improved student learning.

10. (X-) Revise and/or Recycle Activities that Particular Students Need in order to Achieve the Intended Learning

Many students do not, the first time, reach the needed level of learning. If such learning is prerequisite to subsequent

learning, then they need appropriate and sufficient opportunities to learn what has not been learned and in a way that does not reduce the learning already achieved.

C. Instructional Leadership

Requests for staff development to strengthen instructional leadership should be based on an assessment of how well each of the following leadership strategies are being utilized in the school:

1. (X-) Define and communicate the mission and goals of the school, assign roles and tasks to members of the staff, and explain the importance of accomplishing those tasks in terms of the mission of the school and of the District.
2. (X-) Model the actions and attitudes expected of administrators, faculty, and support staff.
3. (X-) Arrange for the plans and resources necessary for each staff member to accomplish the results expected from his/her assigned responsibilities.
4. (X-) Assume responsibility for the performance of staff and the quality of instruction and support services they provide.
5. (X-) Monitor the progress of staff in accomplishing expected results.
6. (X-) Assess how well expectations are being met and consult with staff members to diagnose the reasons results are and/or are not meeting expectations.
7. (X-) Take actions that a.) will assist staff members in accomplishing improved results in those areas which are not meeting expectations and b.) will ensure the continuation of results that are at the desired level of quality.

D. Site-based Management and School Improvement

Requests for staff development for improving site-based decision-making and school improvement should be based on an assessment of how well the school improvement team is utilizing planning, problem-solving, and decision-making strategies such as the following:

1. Planning Strategies (also refer to AG 2252)

- a. (X-) Clarify/Explain the desired outcome in terms of the quality the plan is intended to achieve.
- b. (X-) Review the appropriateness of whatever planning guides may be available and obtain clarification where needed.
- c. (X-) Clarify/Explain what needs to be done to accomplish the desired outcome.
- d. (X-) Determine the proper type, amount, and quality of people, equipment, parts, supplies, etc. needed to accomplish the desired outcome.
- e. (X-) Determine the amount of time each task will require.
- f. (X-) Determine the financial and other costs involved in implementing the plan.
- g. (X-) Identify the possible secondary gains and negative side effects that could result from implementing the plan.
- h. (X-) Identify probable problems in completing the job properly and determine appropriate contingency actions to avoid or overcome such "roadblocks".
- i. (X-) Identify means for enhancing the likelihood of the secondary gains and reducing the possibility or impact of the side effects.

2. Problem-Solving Strategies

- a. (X-) Determine which aspects of the situation are meeting expectations and explain why.
- b. (X-) Determine which aspects of the situation are not meeting expectations and explain why not.

- c. Select those discrepancies which can be diagnosed and which should be referred to someone else.
- d. For those to be diagnosed by others, identify what expertise is needed and make the appropriate request.
- e. For those that can be diagnosed, decide which discrepancy needs to be diagnosed first, second, etc., select the most appropriate method to diagnose, determine the root cause(s), and explain the cause-effect chain that *supports* the diagnosis.
- f. Establish priorities for eliminating the root cause(s) in terms of the effects on completing the assigned job, availability, and costs.
- g. For causes to be "fixed" by others outside of the school, identify the proper people, justify why that expertise is needed, and make the appropriate request.
- h. For causes that can be "fixed" by those within the school, select and justify, and then recommend or execute the course of action that is the most feasible and cost effective.

3. Decision-Making Strategies

- a. Identify and examine feasible alternatives and reach consensus on the course of action which is most likely to produce the needed condition or result.
- b. Determine whether the situation affects conditions, results, and/or outcomes at another school or at the District level and, if so, identify who should be contacted for a decision and what information may need to be provided to aid the decision-making.
- c. Plan and implement the chosen course of action, monitor progress, remediate/reinforce as necessary, and report the results when and to whom appropriate.

E. Assessment

Requests for staff development to increase the effectiveness of assessment strategies should be based on an assessment of how well the school is implementing the following components of assessment:

Component #1 Determining the desired result ("ought-to-be") statement

Component #2 Determining and obtaining the measurement data

Component #3 Assessing (determining the differences/likenesses) between desired and actual behavior

Component #4 Making value judgements or evaluation statements based on the relative significance of the assessments

Each school is to submit its requests to the Professional Development Coordinator by no later than September of each school year. Accompanying each request should be an indication of the school's priority for meeting each staff development need. The priority should reflect the relative importance of the needed assistance for students to accomplish the student goals identified in the School Improvement Plan. Each request should also include any recommendations of:

strategies and/or practices in addition to those described above that will help the school better accomplish its goals for students;

particular staff development programs that have been successful in helping educators make effective use of the strategies identified in the request.

All requests from each school will be reviewed by the Central office prior to establishing the District's professional improvement plan for the year. The District's plan will be based on the following considerations:

- A. the extent to which requests relate to significant student learning
- B. the feasibility of each request in terms of the availability of:
 1. effective providers,
 2. time for effective implementation,
 3. necessary resources,

4. () funding

- C. (X-) the commitment of school and District staff to participate in the staff development effort and follow through after it is completed
- D. (X-) the adequacy of the plan for assessing the effectiveness of the staff development program and the results it is to produce

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Last Modified by Jamie Buczko on April 14, 2022

Date Range: 03/01/2022 to 03/31/2022

Program: All Programs

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Auditor's State Attendance Percentage Report

<u>Date</u>	<u>Student Count</u>	<u># Absent</u>	<u># Present</u>	<u>% Present</u>
63130 - Hazel Park City School District T 21/22 DISTRICT				
03/01/2022	2466	250	2216	89.86
03/02/2022	2468	367	2101	85.13
03/03/2022	2470	215	2255	91.30
03/04/2022	2206	291	1915	86.81
03/07/2022	2464	284	2180	88.47
03/08/2022	2460	258	2202	89.51
03/09/2022	2462	256	2206	89.60
03/10/2022	2459	261	2198	89.39
03/11/2022	2197	339	1858	84.57
03/14/2022	2454	350	2104	85.74
03/15/2022	2460	297	2163	87.93
03/16/2022	2465	299	2166	87.87
03/17/2022	2465	316	2149	87.18
03/18/2022	2210	362	1848	83.62
03/21/2022	2463	324	2139	86.85
03/22/2022	2466	289	2177	88.28
03/23/2022	2466	319	2147	87.06
03/24/2022	2465	217	2248	91.20
03/25/2022	2213	497	1716	77.54
03/28/2022	253	12	241	95.26
03/29/2022	253	9	244	96.44
03/30/2022	253	8	245	96.84
03/31/2022	253	7	246	97.23