

# Regular Meeting of the Board of Education

Monday, October 17, 2011 6:30 PM

North Elementary School Media Center, 12450 Church Street, Suite #2, Birch Run, Michigan 48415

## I. CALL TO ORDER

## II. PLEDGE OF ALLEGIANCE

## III. PUBLIC COMMENTS

## IV. ADDITIONS/CHANGES TO AGENDA

## V. PRESENTATIONS

- A. Kris Paquette will give a brief interactive classroom technology lesson

## VI. REPORTS

- A. Birch Run High School Student Council
- B. BREA
- C. Principals/Superintendent Reports
  1. Educational Field Trips
  2. Board Committee
    - a. Finance
    - b. Building and Grounds

## VII. ACTION ITEMS

- A. Personnel/Position Awarded - Shannon Lienau, Parapro, Inclusive - High School
- B. Personnel/Position Awarded - Mary Williams, Parapro, Inclusive - North Elementary
- C. Personnel/Position Awarded - Julie Schoof, Parapro, Playground - North Elementary
- D. Personnel/Postion Awarded - Lisa Ayling, Parapro, Inclusive - North Elementary
- E. Personnel/Position Awarded - Mary Polmatier, Parapro, Playground - North Elementary
- F. Personnel/Resignation - Elizabeth Coleman, Special Education Teacher - High School
- G. Personnel/Resignation - Monica Lebsack, Computer Teacher Teacher - High School
- H. Receipt of Gifts to District
- I. Approval of Schools of Schools of Choice Section 105 & 105 (c) - Second Trimester
- J. Proposal to purchase a generator

## VIII. CONSENT GROUPING

- A. Approval of Minutes
  1. September 12, 2011 - Regular Board Meeting
- B. Business
  1. Payment of Bills - September, 2011/Financial Information

## IX. INFORMATION/DISCUSSION ITEMS

## X. ADJOURNMENT

North Elementary  
Board Report  
October 19, 2011

NORTH ELEMENTARY MISSION STATEMENT

*Our mission is to work together with the community to nurture life-long learners by ensuring that all students grow academically, socially, and emotionally.*

**October**

18-19 MEAP

19 -20 Conferences

21 PD

25 Sunrise program begins

26 Popcorn

26 KDG to Johnson's Pumpkin Farm

27 Virtual field trip - Davis

27 Firefighter's essay luncheon

**November**

2 Birth to 5 Playgroup, 6:16 - 7:30

9-10 Hearing screening

9 Popcorn

15 Picture retakes

**Walk to School Day**

On October 5<sup>th</sup> our students participated in the International Walk to School Day. Over 40 volunteers helped walk students from Sacred Heart Church to North that morning. We would like to thank our transportation department and all staff members for help in coordinating this event and the Birch Run Police Department and our Maintenance Department for helping us block traffic so the students could cross safely.

**Professional Development**

On October 21, 2011 our staff will participate in a full day professional development session. The day will begin with a demonstration to the staff by teachers who have the new interactive technology. From there our staff will divide into grade level groups for PLC meetings and professional development with our writing coach, Dr. Sandy Biondo. The focus for writing will be developing a year-long writing plan for K-2 including new common core expectations and 3-4 will focus on daily instruction.

**Birch Run Charity Walk**

The Birch Run Charity Walk took place on Sunday, September 25, 2011. There were approximately 200 participants this year. This event is organized by Khelia Knight and Dr. Carroll to raise money for a local organization. This year the proceeds raised will be donated to North Elementary for interactive technology. We are very thankful for their efforts and the support of our community.

**MEAP**

Our third and fourth grade students have been working very hard on the MEAP tests. Testing will continue through the rest of the week.

**Fire Prevention**

The Taymouth and Birch Run Firefighters visited North on Monday, October 3, 2011. Our 1st grade students were able to go through the smokehouse and the fire trucks. Everyone else participated in grade level assemblies that focused on fire prevention and safety. All students have the opportunity to enter an essay contest on what they learned during the assemblies and tours. One student from each grade level will be selected to ride to McDonalds for lunch.

**Student Council**

Elections were held in the fourth grade classrooms and the following students will serve on the 2011-12 Student Council: Madelyn Crow, Ben Mudge, Tanner Preston, AJ Polley, Hannah DiBerardino, Ryan Wellman, Cody Clemons, Lexi Johnson, Alexa Kenny, Brand Lapak, Christina Adams, Terrance Watson,

Sarah Miller, Aaron Swanson, and Carson Federspiel. The student council advisor for this year is Mrs. Smith.

### **Safety Patrol**

The following students were chosen to be part of the Safety Patrol for the 2011-12 school year. Students who were interested in serving on Safety Patrol submitted an essay and also had grades, attendance and discipline records reviewed. The Safety Patrol members are Kassidy Natzel, Jake Ursuy, Ty Tanner, Jordyn Hadd, Madison Staley, Samantha Culhane, Jordan Moore, Andrew Smith, Kasie Cutting, Madison Stafford, Anton Dodak, Madison Braeutigam, and Caitlyn Brown.

### **Poz's Panther Depot**

Students who wish to work at the school store submit an application to Trish Vaughn. Ms. Vaughn gets references from their 3<sup>rd</sup> and 4<sup>th</sup> grade teachers and checks their attendance, behavior and math grades. All of these things go into the decision, and three students are selected from each 4<sup>th</sup> grade classroom. Our managers for 2011-12 are Marissa Gillett, Makenna Oberski, Lauren Tornberg, Damion Young, Malynnda Parker, Regan Mayo, Zachary Duffett, Alexis Ostrander, Jalyn Johnston, Seth DeCaire, Cadence Johnston, Emmaly Miller, Stephen Arnold, and Trey Plichta.

### **October Theme**

During the month of October, we are teaching our students about responsibility and concentrating on the following areas:

- I will take care of my possessions.
- I will clean up after myself at home and at school.
- I will complete my chores and assignments on time.
- I will accept the consequences of my behavior.

Marshall Greene Middle School

Board Report

October 17, 2011



**COUNSELOR NEWS**

“Mix It Up Day” will be held this week on October 18<sup>th</sup>. Mrs. Franz has visited classes to talk about the importance of developing one’s character as a primer for “Mix It Up At Lunch Day”. Mrs. Franz spent half a class period for each 7<sup>th</sup> grade Social Studies and 8<sup>th</sup> grade English class and visited grades five and six during PAWS time. Mrs. Franz used the Taylor Swift music video “Mean” to show that there is hope to make each person’s life his or her own regardless of how mean other people are to you. She also instilled into her instruction character development and bullying prevention.

On Wednesday, September 21, MGMS held a new student lunch. Thirty-five students were treated to pizza, pop, and a Birch Run t-shirt during their normal; lunch period. Students really enjoyed getting to know each other.

**PROFESSIONAL LEARNING COMMUNITIES**

Elective areas are studying the implementation of standards-based grading into their curriculum. After much discussion about how to appropriately measure student growth in their class room, the teachers decided that using a standards based approach would be the best way to accurately reflect students’ growth and ability. The teachers have set the following:

Goal: to accurately assess the skill level and growth of our students.

Method: teachers will develop 4 point rubrics for each unit of study. Teachers will assess students using the rubrics at least twice per unit.

Timeline: pilot beginning second trimester

Nuts and Bolts: Teachers will use their October and November PLC meeting to update rubris, discuss obstacles, and positively reinforce each other. Teachers will do much of their rubric building independently and outside of the contracted PLC meeting time.

Teachers will use networking via their statewide listservs to “borrow” from schools that have already gone through this process. Teachers will utilize their professional development day on October 21 to organize and write standards-based rubrics.

The focus for the other PLC groups is as follows:

Math teachers are working on implementing their new text books, as well as writing pre-test and post-tests to be used to help determine student growth.

ELA teachers or the Literacy PLC has decided to assist our other teachers in implementing literacy strategies across the curriculum. Teachers are encouraged to use at least two strategies each month and record them on the strategy list they were given at the beginning of the year. Additionally, the PLC is focusing on revising the Literacy Plan and finding ways to increase and encourage students' self-selected readings. A plan to use Accelerated Reader as a tool to help with reading comprehension as opposed to relying on AR the primary source of reading grades is a focus for this group.

Social Studies and Science PLC's are both focused on pre-test administration using local tests that they have developed. These tests will be analyzed to determine department/curricular level strengths and help guide our instruction, as well as assist in the process of proving student growth.

## **MEAP NEWS**

The Title I Team conferenced with all students who were NOT proficient on last year's MEAP test in the areas of Language Arts and Math. Mrs. Phillips and Mr. Boquette broke down for the students GLCE items that could be improved upon. They counseled the students on test taking strategies. The goal is to get the students exposed to how they can improve on their test taking at an individual level.

The sixth grade teachers passed out a MEAP treat to our current seventh graders the day before the test cycle began. It was a little treat with a small note of encouragement to the students before they began MEAP testing on Tuesday, October 11.

MGMS once again is administering over 2,500 individual MEAP tests to our grades 5-8 students. This is a large project, the largest in the district, and a very tedious, detailed-driven project. Each individual test and test booklet must be checked in from the state, sorted and distributed to the teachers, given to the students, collected from the students, brought back to the office, resorted in the office, checked back in for accounting purposes, and prepared for pick up by FedEx. Answer documents and booklets are separate items so the accounted documents total about 4,000-4,500. The school must have one hundred percent of these documents returned to the state by November 2 or we pay a penalty and do not get access to some of the more important MEAP reports.

MGMS held its fifth annual "Spaghetti and MEAPBalls" on September 21. Parents were given a powerpoint lecture on the particulars of the MEAP test and had an opportunity to participate in games based on the four core area tests. There were approximately 70 people in attendance. This year two of the classrooms used interactive technology as part of their MEAP game.

## **WALK TO SCHOOL DAY**

This year MGMS held its fifth annual Walk to School Day event on October 6.

## **UPCOMING DATES:**

October 28     7/8 Grade/BRHS Band Concert   7:00



# Birch Run High School

*Large enough to serve, small enough to care."*

Principal: Mr. Mike Baszler  
Assistant Principal / A.D: Mr. Phil Periard  
Counselors: Mr. Pete Duley and Mrs. Amie Beuthin

Birch Run High School  
12450 Church St.  
Birch Run, MI 48415

## October Board Report

### Student Union

The Personal Finance class has developed a class project called, "The Student Union Store". This class project will be a beneficial real life experience for every student involved. The class has already moved forward with opening up a store after school selling some food items as well as sports drinks. During homecoming week our students were treated to free face painting at lunch put on by the Student Union store. Lastly, our Student Union has taken on the task of raising money to help the fight against breast cancer as this is Breast Cancer Awareness month. They have already generated more than \$400 in just over a week's worth of their efforts.

### Drama Fall Play

The new drama class will proudly present two fall productions on November 10<sup>th</sup>, 2011 called, "The Longview" and "A Funny Thing Happened on the Way to 5<sup>th</sup> Period". The two plays showcase the talents of all of our students enrolled in the drama class. The productions are centered on the issues of stereotyping and bullying. They are directed by Mrs. Amy Urbanowski-Nowak and Ms. Wendy Holt

### Homecoming Week

As we look back on another successful homecoming week, I want to say thank you to all that made the week possible. There is a lot of work that goes into planning and having such an eventful week as we did. The student council advisors, class advisors, and all others involved did a wonderful job and the experience will provide years of memories for our student body and community.

### Birch Run High School will be hosting Volleyball Districts for 2011

Monday, October 31, 2011 – 6:00 pm: Flint Powers vs. Flint Southwestern Academy  
Monday, October 31, 2011 – 7:30 pm: Birch Run vs. Mt. Morris

### Birch Run High School will be hosting Soccer Districts for 2011

Monday, October 17<sup>th</sup>, 2011 – Soccer

### "High School Photos"

Our picture company, Lifetouch will be arranging for twelve large framed photo posters to be created for our hallways that will be showcasing student work in the classroom. A photographer will be here the first week in November to take photos of our students at work! These pictures will be great highlights of all the great things taking place in our classrooms and showcase the programs for others to see.

### **PSAT Oct 12<sup>th</sup>**

On Oct 12<sup>th</sup>, 2011, thirty juniors participated in the PSAT during 1<sup>st</sup> – 3<sup>rd</sup> Hour.

### **9<sup>th</sup> MEAP (Social Studies)**

This will take place on Oct 19<sup>th</sup> during first hour. Our staff and the MGMS staff have done a great job of preparing our students for this assessment. A big thank you goes out to MGMS teachers Chad Lewicki, Roger Rothe, and Pat Burditt as well as Scott Preston and Jenni Mudge for all of the work they did. For three straight days the MGMS staff reviewed MEAP strategies and MEAP type questions with their former 8<sup>th</sup> grade students in our World History classes here at the HS.

### **EDP's**

Our high school counselor, Mrs. Amie Beuthin will be working with all of our ELA classes over the course of the next few weeks to ensure that we have the proper documentation of prepared EDP's for all students in the high school. This is required by law to have on file for all students and helps channel their career pathway.

### **PLC Meetings and More**

ELA and MATH have had some great starter PLC meetings to get this year rolling and are steadily working toward their goals. Our SS and SCI have talked about possible topics and dates for their meetings as well. The Math department also received some great news this week as they have been selected by our 27 school conference to host the TVC Math Academic Sharing on Dec 8<sup>th</sup>, 2011. This will be a huge event that invites over 60 high school math teachers from one of the largest conferences in the state of Michigan to Birch Run. They will cover topics ranging from PLC's to the Common Core Standards for Math. This is a really big honor for our math department and shows the great strides this PLC is making.

## *Upcoming Events*

Oct 17 <sup>th</sup>	Soccer Districts @ BR
Oct 18 <sup>th</sup>	Powder Puff FB Game
Oct 19 <sup>th</sup>	9 <sup>th</sup> MEAP
Oct 25 <sup>th</sup>	9 <sup>th</sup> MEAP Make-Up
Oct 19 <sup>th</sup> / 20 <sup>th</sup>	Parent Teacher Conferences
Oct 21 <sup>st</sup>	PD (No School)
Oct 27 <sup>th</sup>	Choir Fall Concert
Oct 28 <sup>th</sup>	Band Fall Concert
Nov 4 <sup>th</sup>	Macho Volleyball
Nov 9 <sup>th</sup>	PLAN Test (10 <sup>th</sup> Grade)
Nov 10 <sup>th</sup>	BRHS Drama class presents, "The Longview" and "A Funny Thing Happened on the Way to 5th Period"

REQUEST FOR EDUCATIONAL FIELD TRIP

Suellen Vesperman  
Teacher's Name

Sept. 19, 2011  
Date of Request

1. What class or grade is involved? Kindergarten

2. How many students will be going? 76 AM, 46 PM

3. Where and when do you plan to go?

City Saginaw

Facility or activity you will be visiting Johnson's Giant Pumpkin Farm

Date: Oct. 26, 2011 Departure Time: 9:05 AM / 12:45 PM Return Time: 11:45 AM, 3:30 PM

4. What are the educational objectives of the field trip?

Students will have the opportunity to do "hands on" activities using pumpkins. They will participate in science and math experiments. Students will learn about the Native Americans who settled in this area of our state.

5. How do the educational objectives in Item 4 relate to what you are teaching in the classroom?

The science part of our trip will enhance our study of plants and life cycle. It will allow the students to see sinking and floating in a very real way. The math portion will enhance our study of estimating, measuring, and weighing sizes of objects.

6. What pre-trip student preparation do you plan?

We will present the life cycle of a pumpkin while learning about the various parts of a plant and their functions. We will introduce estimating, measuring, and weighing so the children can have a better understanding when they experience it.

7. What will the students see or do of educational value while there? Be specific.

The students will go in a barn where they will do "hands on" science and math. They will enter a teepee and see, hear, and do Native American things. They will also go in a pumpkin patch and review the life cycle of a pumpkin.

8. What educational follow-up do you plan for the students relative to what was observed or accomplished while on the field trip?

Upon our return to school the students will orally discuss their trip. We will review how a pumpkin grew. We will discuss science and math surprises. We will write about our experiences and share our ideas.

9. I will prepare a narrative field trip evaluation and forward the same, through my Principal, to the Superintendent for evaluation and for purposes of keeping the Board of Education informed.

Signature of Teacher Suellen Vesperman

Signature of Principal Heidi A. Russell

Approved

Disapproved

Signature of Superintendent [Signature]

BIRCH RUN AREA SCHOOLS  
BIRCH RUN, MICHIGAN 48415

**REQUEST FOR EDUCATIONAL FIELD TRIP**

TEACHER M. Hammond / R. Rothe DATE OF REQUEST 10/4/11

1. What class or grade is involved? 7<sup>th</sup>/8<sup>th</sup> Student Council / NJHS
2. How many students will be going? approx. 50 students
3. Where and when do you plan to go?
  - a. city Frankenmuth Bavarian Inn Lodge
  - b. facility or activity you will be visiting? MASC/MAHS Training
  - c. date: Mon, Nov 7 departure time: 8 a.m. return time: 2 pm

4. What are the educational objectives of the field trip?  
leadership skills / character development
5. How do the educational objectives in item 4 relate to what you are teaching in the classroom? schoolwide character education / Student of Month, these clubs are school's leadership
6. What pre-trip student preparation do you plan?  
monthly meetings
7. What will the students see or do of educational value while there? Be specific. Attend many sessions on technology, time management, school dynamics, service opportunities and
8. What educational follow-up do you plan for the students relative to what was observed or accomplished while on the field trip? public speaking  
various schoolwide event planning
9. I will prepare a narrative field trip evaluation and forward same through my Principal to the Superintendent for evaluation and for purposes of keeping the Board of Education informed.

Signature of Teacher M. Hammond

Signature of Principal [Signature]

(Approved) (Disapproved)

Signature of the Superintendent [Signature]

Original - Principal  
Copy to - Teacher

BIRCH RUN AREA SCHOOLS  
Birch Run, Michigan

REQUEST FOR EDUCATIONAL FIELD TRIP

A. Urbanowski - Nowak  
W. Holt

Teacher's Name

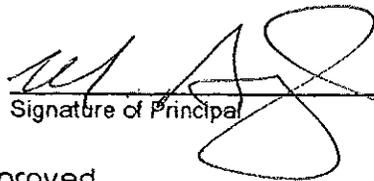
10/5/11

Date of Request

1. What class or grade is involved? Drama
2. How many students will be going? 54
3. Where and when do you plan to go? City Delta College, University Ctr. Fri. Oct. 28  
Facility or activity you will be visiting? Theater at Delta  
Date: Oct. 28 Departure Time: 9 AM Return Time: 1 P.M.
4. What are the educational objectives of the field trip? To view analyze a live theater performance
5. How do the educational objectives in Item 4 relate to what you are teaching in the classroom?  
We are teaching students performance methods + they will take part in an actual production.
6. What pre-trip, student preparation do you plan?  
Discussion of acting skills, costume/set design, lighting, sound. Students will learn how to critique a play as well.
7. What will the students see or do of educational value while there? Be specific.  
They will see the production + they will fill out a play critique sheet. They will later write an analysis.
8. What educational follow-up do you plan for the students relative to what was observed or accomplished while on the field trip?  
We will discuss the performance in detail. Students will also compose an analysis paper.
9. I will prepare a narrative field trip evaluation and forward the same, through my Principal, to the Superintendent for evaluation and for purposes of keeping the Board of Education informed.

Amy Urbanowski - Nowak  
Wendy M. Holt

Signature of Teacher



Signature of Principal

Please circle one:

Approved

Disapproved



Signature of Superintendent

cc: Principal (original)  
Teacher  
Transportation Supervisor  
Superintendent

# BIRCH RUN AREA SCHOOLS

12400 Church Street  
Birch Run, Michigan 48415

DAVID M. BUSH, Superintendent  
SCOTT SAWYER, Business Manager  
JILL YATSEVICH, Special Education Supervisor

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September 14, 2011

Shannon Lienau  
13070 Seymour Rd.  
Montrose, MI 48457

Dear Shannon:

Congratulations! You have been awarded the position of Parapro, Inclusive (level III) located at Birch Run High School. Your assignment began September 8, 2011 and your rate of pay will be \$10.48 per hour. Your schedule will be as follows:

Parapro, Inclusive  
Monday – Friday: 7:30 a.m. – 2:30 p.m. (6.5 hrs./day)  
Student days only

I am confident that you will do a fine job in the best interest of the students and parents we serve. If you have any questions, please feel free to call me or Mrs. Yatsevich.

Sincerely,



David M. Bush  
Superintendent

c: J. Yatsevich, Special Education Supervisor  
S. Sawyer, Business Manager  
Association Representative  
Payroll/Personnel

# BIRCH RUN AREA SCHOOLS

12400 Church Street  
Birch Run, Michigan 48415

DAVID M. BUSH, Superintendent  
SCOTT SAWYER, Business Manager  
JILL YATSEVICH, Special Education Supervisor

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September 14, 2011

Mary Williams  
12910 Morseville Road  
Birch Run, MI 48415

Dear Mary:

Congratulations! You have been awarded the position of Parapro, Inclusive (level III) located at North Elementary. Your assignment began September 8, 2011 and your rate of pay will be \$10.48 per hour. Your schedule will be as follows:

Parapro, Inclusive  
Monday – Friday: 8:50 a.m. – 3:50 p.m. (6.5 hrs./day)  
Student days only

I am confident that you will do a fine job in the best interest of the students and parents we serve. If you have any questions, please feel free to call me or Mrs. Yatsevich.

Sincerely,



David M. Bush  
Superintendent

c: J. Yatsevich, Special Education Supervisor  
S. Sawyer, Business Manager  
Association Representative  
Payroll/Personnel

# BIRCH RUN AREA SCHOOLS

12400 Church Street  
Birch Run, Michigan 48415

DAVID M. BUSH, Superintendent  
SCOTT N. SAWYER, Business Manager  
JILL YATSEVICH, Special Education Supervisor

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September 23, 2011

Julie Schoof  
5421 Rathbun Road  
Birch Run, MI 48415

Dear Julie:

Congratulations! You have been awarded the position of Parapro, Playground (Cafeteria), (level II). Your assignment will begin September 12, 2011 and your rate of pay will be \$9.08 per hour. Your schedule will be as follows:

Parapro, Playground (Cafeteria)  
Monday – Friday: 11:00 a.m. to 1:15 p.m. (2.25 hrs./day)

I am confident that you will do a fine job in the best interest of the students and parents we serve. If you have any questions, please feel free to call me or Mrs. Periard.

Sincerely,



David M. Bush  
Superintendent

c: H. Periard, Elementary School Principal  
S. Sawyer, Business Manager  
Association Representative  
Payroll/Personnel

# BIRCH RUN AREA SCHOOLS

12400 Church Street  
Birch Run, Michigan 48415

DAVID M. BUSH, Superintendent  
SCOTT SAWYER, Business Manager  
JILL YATSEVICH, Special Education Supervisor

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September 30, 2011

Lisa Ayling  
6910 Townline Road  
Birch Run, MI 48415

Dear Lisa:

Congratulations! You have been awarded the position of Parapro, Inclusive (level III) located at North Elementary. Your assignment began September 6, 2011 and your rate of pay will be \$10.48 per hour. Your schedule will be as follows:

Parapro, Inclusive (level III)  
Monday – Friday: 8:50 a.m. – 12:05 p.m. (3.25 hrs./day)  
Student days only

I am confident that you will do a fine job in the best interest of the students and parents we serve. If you have any questions, please feel free to call me or Mrs. Yatsevich.

Sincerely,



David M. Bush  
Superintendent

c: J. Yatsevich, Special Education Supervisor  
S. Sawyer, Business Manager  
Association Representative  
Payroll/Personnel

# BIRCH RUN AREA SCHOOLS

12400 Church Street  
Birch Run, Michigan 48415

DAVID M. BUSH, Superintendent  
SCOTT N. SAWYER, Business Manager  
JILL YATSEVICH, Special Education Supervisor

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October 11, 2011

Mary Polmatier  
9476 Arbela Road  
Millington, MI 48746

Dear Mary:

Congratulations! You have been awarded the position of Parapro, Playground (Level II), located at North Elementary School. Your assignment began October 10, 2011 and your rate of pay will be \$9.08 per hour. Your schedule will be as follows:

2.25 hours/day (student days)  
Monday – Friday 11:05 a.m. – 1:20 p.m.

I am pleased that you will be moving into this position and know that you will do a fine job in the best interest of the students and parents we serve. If you have any questions, please feel free to call me or Mrs. Periard.

Sincerely,



David M. Bush  
Superintendent

be

c: H. Periard, Elementary School Principal  
S. Sawyer, Business Manager  
Association Representative  
Payroll/Personnel

*Dr. Elizabeth Walton-Coleman*

2243 Compton Street Saginaw, Michigan 48602

[Ewalton.coleman@gmail.com](mailto:Ewalton.coleman@gmail.com)

*"We may not always remember everything we learned in school, but we will always remember how our teachers made us feel." Unknown*



September 14, 2011

Mr. David Bush, Superintendent  
Birch Run Area Schools  
12400 Church Street  
Birch Run, Michigan 48415

Subject: Resignation

Mr. Bush,

Following the advice of my physician, I am hereby tendering my resignation as a teacher in the Birch Run Area Schools effective Friday, September 23, 2011.

I appreciate the ten years that I have been able to share my teaching experience with the students of the Birch Run Area Schools, but now, in the interest of my health, I must regretfully move on.

If there are documents I need to sign or complete or to review my personal file please schedule an appointment at your earliest convenience. A favor of a response to [Ewalton.coleman@gmail.com](mailto:Ewalton.coleman@gmail.com) or (989) 607-2436 or (989) 714-4290 to confirm the appointment.

Respectfully,

A handwritten signature in cursive script, reading "Elizabeth Walton-Coleman". The signature is written in black ink and is positioned above a horizontal line that extends across the page.

Dr. Elizabeth Walton- Coleman

Cc: Jill Yatesivich, Special Education Supervisor  
Mike Baszler, Principal Birch Run High School  
T. J. Peters, President BREA

*"These are all our children; we will profit by or pay for whatever they become." James Baldwin*

Monica Lebsack  
3310 Catalina Drive  
Bay City, Michigan 48706  
September 26, 2011

David Bush  
Superintendent  
Birch Run Area Schools  
12400 Church Street  
Birch Run, Michigan 48415

Dear Mr. Bush:

With this letter, I hereby submit my resignation from Birch Run Area Schools, effective October 1, 2011, to stay home with my children.

I feel very fortunate to have been associated with Birch Run Area Schools for the last ten years. My experiences and training have been invaluable, and I leave with many pleasant memories.

Sincerely,

A handwritten signature in black ink that reads "Monica Lebsack". The signature is written in a cursive style with a large, sweeping initial "M".

Monica Lebsack  
High School Teacher

TOPIC: Receipt of Gifts to District

Per Board Policy, SCHOOL BOARD, Section 7230, Gifts, Grants and Bequests shall be accepted and acknowledged by the Board. The following gifts are presented for formal Board Acceptance: one (1) check totaling \$200.00 donated to the Sylvia Beach Scholarship Fund. The donation was made by Charlene and Russell Peters

CHARLENE R PETERS 12-87  
RUSSELL B PETERS JR  
2319 N BERKSHIRE DR  
SAGINAW MI 48603

1166  
74-8465/2724

9-26-11

Date

Pay to the  
Order of

Sylvia Beach Scholarship Fund \$ 200.00  
Two Hundred and 00/100 Dollars

Security  
Features  
Details on  
Back



For

Charlene Peters

⑆ 272484658⑆0009910008⑆

1166

Harland Clark

BOARD OF EDUCATION  
BIRCH RUN AREA SCHOOLS  
BIRCH RUN, MICHIGAN

REGULAR BOARD MEETING  
October 17, 2011

SUPERINTENDENT'S OFFICE

TOPIC: Approval of School of Choice Section 105 & 105(c)-Second Trimester

The Birch Run Area Schools Board of Education will determine if the district will participate in Section 105 and Section 105(c) of the Schools of Choice program for the second trimester of the 2011-2012 school year. There are class limitations for grades K-7 and 9-11; 8<sup>th</sup> and 12<sup>th</sup> grade is closed. Since the district is accepting a limited amount of students, we are required to adopt a resolution with a 12 day window for accepting applications.

**SCHOOLS OF CHOICE – NOVEMBER 7-18 WINDOW**  
**OPENINGS BY GRADE**

K	3
1 <sup>ST</sup>	3
2 <sup>ND</sup>	6
3 <sup>RD</sup>	2
4 <sup>TH</sup>	7
5 <sup>TH</sup>	UNLIMITED
6 <sup>TH</sup>	UNLIMITED
7 <sup>TH</sup>	5
8 <sup>TH</sup>	CLOSED
9 <sup>TH</sup>	3
10 <sup>TH</sup>	4
11 <sup>TH</sup>	3
12 <sup>TH</sup>	CLOSED



## CHANGE ORDER PROPOSAL #1

Performance Contract dated <b>April 29, 2011</b> between Johnson Controls, Inc. and Birch Run Area Schools	Change Order No. <b>1</b>	Date (mo/day/yr) 10//7/2011
Customer Birch Run Area Schools		
The above referenced Performance Contract is hereby modified to the extent described below in accordance with the Terms and Conditions of the CHANGE ORDERS section thereof.		
Scope of Work changed as follows:		
<ul style="list-style-type: none"> <li>• Provide State plan review and Engineering Design for a 30KW Natural Gas Generator</li> <li>• Provide (1) 30KVA 120/208V Single phase natural gas generator with weatherproof housing and automatic transfer switch. (Generac Guardian Series Standby Generator)</li> <li>• Provide and Install (1) generator annunciator and tie-in to Metasys</li> <li>• Purchase and installation of one (1) new Emergency Distribution Panel</li> <li>• Purchase and installation of one (1) new 480/277V-120/208V power transformer</li> <li>• Electrical tie-in of two (2) existing 100A 120/240V remote emergency power panels</li> <li>• Provide concrete pad for generator</li> <li>• Remove and properly dispose of (2) Lithonia emergency lighting inverter units</li> <li>• Provide and Install natural gas piping to generator</li> <li>• Generator to be located near the Boiler room at South West end of building</li> </ul> <p><b>(JCI has estimated cost for natural gas piping final cost for piping to follow prior to signatures)</b></p>		
Total amount of this Change Order.....	\$	*59,371.00
Total Performance Contract amount as revised by this Change Order.....	\$	2,877,221.00
The time for completion is: <input checked="" type="checkbox"/> increased, <input type="checkbox"/> decreased, <input type="checkbox"/> unchanged. Change Order is:                      The new completion date resulting from this	(mo, day, yr) <b>12/30/2011</b>	
<input checked="" type="checkbox"/> [check if applicable] Assured Performance Guarantee changed as follows:		
<b>JCI, to provide energy savings calculation option change order acceptance.</b>		
Unless specifically changed by this Change Order, all terms, conditions and provisions of the above referenced Performance Contract remain unchanged and in full effect.		
<b>JOHNSON CONTROLS, INC.</b>	<b>CUSTOMER</b>	
Signature:	Signature:	
Printed Name:	Printed Name:	
Title:	Title:	

\*Estimated project cost final cost to follow prior to signatures.

BIRCH RUN AREA SCHOOLS  
BIRCH RUN, MICHIGAN

Minutes of the Regular Meeting  
of the Board of Education  
September 12, 2011

The Birch Run Board of Education met in a regular session on Monday, August 15, 2011 to conduct its regular meeting in the Administration Boardroom, 12400 Church Street, Birch Run, Michigan. President Morse called the meeting to order at 6:00 p.m.

CALL  
TO  
ORDER

Members Present: Boquette, Haley, Johnson, Morrish, Morse, Parker,

Members Absent: Pettyplace

Mr. Morse led the Pledge of Allegiance.

PLEDGE OF  
ALLEGIANCE

**PUBLIC COMMENTS**

Bob Slavik, 6700 Lange Road and Linda Abdella 9740 Downing Road, Birch Run, would like to donate a score board for the soccer team in memory of Charles Abdella.

The Board will meet in closed session under Section 8(c) of the Open Meetings Act to have discussion regarding BREA Contract Approval.

ADDITIONS/CHANGES

**PRESENTATION**

Mari McKenzie of Yeo & Yeo, presented the annual audit of the school district's General Fund for the fiscal year July 1, 2010-June 30, 2011.

2010/2011 AUDIT

All accounts were determined to be in conformity with generally accepted accounting principles and practices, and in compliance with state and federal accounting regulations.

The District received an unqualified opinion which is the highest opinion that can be given.

Key points:

- ❖ Revenues increased 2.6% over last year; expenditures increased .08%; revenues exceeded expenditures by \$487,027;
- ❖ Fund source is based on student count; if count decreases, revenue decreases;
- ❖ 77% of the District's revenue is received from the state; 11% is received from property taxes; 10% is received from the federal government, and 2% is received from other sources;
- ❖ Salaries and benefits compose 83% of the District's expenditures;
- ❖ District fund equity balance is 15.9%.
- ❖ The board has assigned \$500,000 to major maintenance and repairs. This will bring our unassigned fund balance to 12.1%.

## REPORTS

STUDENT COUNCIL

Josh Hobson gave a report on things that are happening at the high school;

- "Spirit Week" begins Monday, September 19 – Friday September 23; 9/19 Pajama Day, 9/20 Farm Day, 9/21 Wacky Wednesday, 9/22 Class Color Day and 9/23 Blue and Gold Day. The parade will be at 4:30 p.m. and the dance will be on Saturday.
- Our new co-president is Colin Crane

Last year, Cheryl Gilbert and Amy McKenzie participated in a grant funded program, entitled "Algebraic Thinking Across Grades 3-8". They participated in monthly PLC meetings focused on utilizing best practices to enhance student learning. Over the summer they both attended 65 hours of professional development at SVSU to learn more about Kagan structures, Singapore math, graphing calculator activities and the Common Core. For participating, they each received \$400 in classroom supplies and a graphing calculator as well as many other instructional books.

BREA

Many other Birch Run teachers participated in a variety of activities this summer to enhance their effectiveness in the classroom.

For instance, this year marks the beginning of the 150<sup>th</sup> anniversary of the Civil War. Alicia Mauck's family engaged in a month long trip to the battle sites found along the East Coast. She collected information and took pictures to share with her students.

Chad Lewicki started a Master's program through CMU in educational technology.

Kris Paquette participated in an American Literature class at Delta College.

Cathy Prusinski participated in an on-line class through Chapman University called "Enhancing Vocabulary Instruction".

Caitlyn Beiser completed a class at SVSU on using Mentor texts to teach a specific craft of writing, believing that the more students are exposed to good writing (mentor texts), the more likely they are to mimic these examples in their own writing.

Tammy Daenzer attended a week-long Teacher Institute in Door County, WI. The Institute, sponsored by Michigan Tech, provided many opportunities to learn more about the Great Lakes, invasive species, the maritime transportation industry, and other topics related to environmental science.

Jenni Snider attended a week-long ASM Materials Camp, hosted by Michigan Tech, to learn the basics of Materials Science Technology. It was a hands-on science course using metals, ceramics, polymers and composites to provide a deeper understanding of the importance of these materials in modern life. The information and concepts gained will

be infused into her current curriculum to increase the relevance of science to her students.

Libby Sanders-Ford took a 2-day workshop at the Flint Institute of Arts on public murals and mosaics. She also went to a conference in Oakland County called "Arts First" designed for music, band, choir and art teachers to engage in workshops on a variety of topics and emphasize the importance of keeping the arts in public schools.

Lisa Henige earned 3-credits by attending a week-long Michigan Education Conference in Lansing. The conference focused on five topics: Brain Based Learning, Differentiated Instruction & Curriculum Strategies, Safe Schools & Bullying, Teaching Techniques & Instruction and Curriculum & Technology Integration.

Jamey Norman and Lisa Piwowarski attended a 30-hour training on Orton-Gillingham. It is a multisensory program they will implement this year to help struggling readers.

Amy McKenzie taught "Algebra Boot Camp" at SVSU. It was a four day workshop to assist teachers in using hands on learning, graphing calculators, and manipulative to better prepare students for algebra class.

Todd Snellenberger completed a 6-credit environmental science course at Wayne State University to learn to use GPS and GIS to track pollution. This year, he is taking both a Climate Change and Water in the Earth Systems course from the American Meteorology Society. He is also piloting a program through Michigan Virtual University on GIS, doing a digital class unit with the BSCS, and working on a STEM research study.

Todd is not the only teacher who remains actively involved in professional development now that the school year has begun.

Sheri Bitterman, Bethann Webster, Carrie Dipzinski and Stacie Richard are currently participating in a "Words Their Way" Program. Words Their Way develops phonics, spelling and vocabulary skills, but moves away from the typical one list of words for all students and test on Friday model. The program allows teachers to differentiate instruction to meet the needs of all of their students.

Amy Urbanowski-Nowak is currently taking the reading class required for a professional certificate at SVSU. She has also started work on her thesis for a Master's Degree in Communication at CMU. Her thesis is on the impact that forensics has on students' lives after they've graduated.

Shelly Woodcock, Tom Delaney, Beth Anne Webster, and Jen Wagner are attending a PLC that began this August to engage in a Lucy Calkins writing workshop at the ISD in Genesee County. They are meeting six times throughout the year to improve their use of writer's workshops and focus on topics such as narrative writing and essays development.

Wendy Holt and Amy Urbanowski-Nowak report that the new drama class has started and it is going very well. They team teach this class of 54 students and invite everyone to attend their 1<sup>st</sup> play with an anti-bullying theme Nov. 10, 2011.

On a separate note, several teachers volunteered their time over the summer to paint the outside of the Action Thrift Store in Saginaw. Jean Schluckbier is the manager of the thrift store and Libby Sanders-Ford headed the project. Gail and Glen Worden, Wendy Holt, Roger Rothe, Lisa Rodammer, and Melissa Smiley all worked together with Libby to complete the project and are very proud of this community service event.

- The Elementary Staff took part in many in-service opportunities to improve teaching and instructional practices to include: Orton Gillingham Training – phonics/vocabulary, Words Their Way Study Group – phonics/vocabulary, Technology Training for interactive classrooms and Lucy Calkins Units of Study for Writing
- Elementary Summer School, funded through Title I served 65 students in grades 1<sup>st</sup> through 6<sup>th</sup>. The goal of the program was to assist students in retaining and enhancing learning from the previous year's curriculum.
- School Supply Donations – Weigandt/Brown Family, Bill Bosley Family, Community of Christ Church, and Janice Welch made donations to backpacks and school supplies to elementary.
- MEAP - 3<sup>rd</sup> and 4<sup>th</sup> grade teachers are in the process of helping students prepare for the upcoming MEAP test by preparing daily review lessons in mathematics, reading, and writing.
- The Character Theme this month is Self-Discipline/Manners. They are concentrating on teaching the importance of the following basics to our students: Be prompt and prepared, Pay attention to the speaker, Follow directions, Move as a group, Get a person's attention properly.
- The professional development days K-12 focused on PLC activities with Scott Carr and in grade/subject level groups. As part of the small group work teachers reviewed building school improvement goals and set grade level goals to help in meeting building goals. Teachers also spent time working on common assessments and avenues of documenting student progress toward meeting goals.
- 5<sup>th</sup> grade orientation had approximately 85% attendance. Introduction of staff members, expectations and tour of the building took place.
- Open houses in each building had very good attendance. The community support and enthusiasm was very impressive.
- MEAP preparation is well under way at the middle school. Teacher developed plans are being used to review concepts in an effort to best prepare students for upcoming tests.
- Annette Reichert and Kim Franz were honored with a grant from Frankenmuth Credit Union. Mrs. Reichert has purchased four pieces of software to use with her interactive classroom. Mrs. Franz has purchased video materials to help introduce our Character Counts monthly curriculum.

PRINCIPALS/  
SUPERINTENDENT

- The new HS Drama class will be putting on a production that focuses on bullying on Thursday, November 10.
- The 29 new high school students, in addition to the class of 2015, will be welcomed with a pizza luncheon and t-shirt.
- This year we have 42 students involved in the Bay Arenac Career Center.
- Our advanced Placement enrollment is the highest it has ever been this year and we are excited to not only introduce a new AP offering in AP Language and Composition (11<sup>th</sup> grade), we have begun the process researching the potential of an AP Chemistry course for the 2012-2013 school year.
- Homecoming Week is September 19<sup>th</sup> – 23<sup>rd</sup>. This year's theme is "Old Cartoons".
- Interactive Technology training took place for teachers throughout the district. We are confident this new technology will add tremendously to instructional practices.
- 9<sup>th</sup> grade students will be taking the SS MEAP test on October 19<sup>th</sup>. MS and HS teachers collaborated in developing a plan to help prepare students for this year's test.

Mr. Bush gave an update on the following:

- Student Count Update – It looks as though we are at around 1873 students + 31 preschool + 18 American Academy for a total of 1922 students served. Good numbers for this time of year. Things could still change, but it is encouraging.
- School Board Retreat – A summary will be given.
- The Saginaw County ISD Special Education Millage – The ISD will be asking for a 1.4644 mill increase to help support the county special education programs and students. The first year would generate around 7.2 million dollars. 95% of this money will go right back to the locals to help support their programs. More information will be coming – Jill Yatsevich will be heading our districts efforts to promote the millage effort.
- Opening – All is going well. We have had to make adjustments in transportation routes and times. This has gotten better each day. We are still working to speed up the routes. Custodial operations are going very well. GRBS has done an excellent job of training and addressing our needs. Each of the buildings is functioning very well!!! The principals are doing a very good job. There seems to be a very positive attitude amongst staff.

### **ACTION ITEMS**

Motion Johnson, support Boquette, that the Birch Run Area Schools Board of Education accepts the hiring of Cheri Pena, Food Service at North Elementary School.

PERSONNEL/NEW HIRE

Motion carried 6-0

AYES: Boquette, Haley, Johnson, Morrish, Morse, Parker &

NAYS: None

Motion Johnson, support Parker, that the Birch Run Area Schools Board of Education accepts the hiring of Christopher Friske, At-Risk

PERSONNEL/NEW HIRE

Teacher at Birch Run High School.

Motion carried 6-0

AYES: Boquette, Haley, Johnson, Morrish, Morse & Parker

NAYS: None

Motion Haley, support Morrish, that the Birch Run Area Schools Board of Education accepts the hiring of Tracey Bussure, Half -Time Kindergarten Teacher at North Elementary School.

PERSONNEL/NEW HIRE

Motion carried 6-0

AYES: Boquette, Haley, Johnson, Morrish, Morse & Parker

NAYS: None

Motion Haley, support Morrish, that the Birch Run Area Schools Board of Education awards the Parapro, Title I position to Janet Jones.

PERSONNEL/  
POSITION AWARDED

Motion carried 6-0

AYES: Boquette, Haley, Johnson, Morrish, Morse & Parker

NAYS: None

Motion Johnson, support Boquette, that the approves the following transfer, Maryann Trinklein, Kindergarten Teacher to 2<sup>nd</sup> Grade Teacher, North Elementary School.

PERSONNEL/TRANSFER

Motion carried 6-0

AYES: Boquette, Haley, Johnson, Morrish, Morse & Parker

NAYS: None

Motion Johnson, support Haley, that the certify the tax levy at 18 mills for operating purposes on non-homestead properties, and certify the tax levy at 4.2 mills for retirement of debt purposes on all properties for the 2011-2012 year. That 100% of the certified millage levy be authorized for collections on December 1, 2011 in Birch Run Township of Saginaw County, Taymouth Township of Saginaw County, and Vienna Township of Genesee County.

2011 DEBT  
RETIREMENT TAX LEVY

Motion carried 6-0

AYES: Boquette, Haley, Johnson, Morrish, Morse & Parker

NAYS: None

Motion Haley, support Morrish, that the Birch Run Area Schools Board of Education approves the 2010-2011 audit conducted by Yeo & Yeo.

2010-2011  
AUDIT APPROVAL

Motion carried 6-0

AYES: Boquette, Haley, Johnson, Morrish, Morse & Parker

NAYS: None

Motion Johnson, support Morrish, that the Birch Run Area Schools Board of Education accept Consent Grouping Items VII, A and B, as presented, **amendment with N. Haley included in QZAB Resolution on August 8, 2011**

CONSENT GROUPING

NOTE: (do not have to read aloud)

1. Approval of Minutes
  - ✚ August 8, 2011 – Finance/Building & Site Meeting
  - ✚ August 8, 2011 – Closed Session
  - ✚ August 15, 2011 – Regular Board Meeting
  - ✚ August 15, 2011- Closed Session
  - ✚ August 24, 2011 – Special Meeting
  - ✚ August 24, 2011 – Closed Session
2. Business
  - ✚ Payment of Bills – August, 2011/Financial Information

Motion carried 6-0

AYES: Boquette, Haley, Johnson, Morrish, Morse & Parker

NAYS: None

#### **CLOSED SESSION**

Motion Johnson, support Johnson that the Birch Run Area Schools Board of Education enters into a closed session under Section 8(c) of the Open Meetings Act at 7:30 p.m.

Motion carried 6-0 (individual roll call)

AYES: Boquette, Haley, Johnson, Morrish, Morse & Parker

NAYS: None

Return to Open Session at 7:45 p.m.

Motion Johnson, support Boquette, that the Birch Run Area Schools Board of Education approves the contract ratification for the Birch Run Education Association (BREA).

APPROVAL OF  
RATIFICATION OF  
BREA BARGAINING  
AGREEMENT 2011-2014

Motion carried 6-0

AYES: Boquette, Haley, Johnson, Morrish, Morse & Parker

NAYS: None

#### **INFORMATION/DISCUSSION**

- Ms. Parker congratulated Mr. Sawyer on the 2010-11 Audit.
- Mr. Johnson is elated that the technology in the three schools is there and this a very positive thing. We support this and it's such a benefit to our students and in our community.
- Ms. Haley is very excited that Birch Run Area Schools is catching up on technology.

AUDIT

SCHOOL TECHNOLOGY

TECHNOLOGY

- Ms. Morrish thanked Scott, Dave and the teachers, we appreciated all you do and we're glad to have all the great the great teachers we have.

THANK YOU

- Mr. Morse is very committed to the kids in Birch and for our kids to receive the education they deserve; I'm proud we can work together and have common goals.

BOARD

**ADJOURNMENT**

ADJOURNMENT

Motion Johnson, support Pettyplace, that the Birch Run Area Schools Board of Education adjourns the meeting at 7:53 p.m.

Motion carried 6-0

AYES: Boquette, Haley, Johnson, Morrish, Morse & Parker

NAYS: None

Respectfully submitted,

Ron Johnson, Secretary  
Birch Run Area Schools  
Board of Education