



Board of Education, Regular Meeting  
 Monday, September 8, 2025  
 7:00PM Regular Meeting  
 Scranton Middle School|Media Center  
 8415 Maltby Road  
 Brighton, MI 48116

<b>I. Call to Order</b>		
<b>II. Roll Call</b>		
<b>III. Pledge of Allegiance</b>		
<b>IV. Approval of Agenda</b>		
<b>V. Superintendent Report</b> A. AI presentation – Bill Renner, Tracie Richards and Mary Beane		
<b>VI. Call to the public</b>		
<b>VII. For Action</b>		
A. Regular Meeting minutes of August 11, 2025 . . . . .	Report 25-87	Page 2
B. Regular Meeting minutes of August 25, 2025 . . . . .	Report 25-88	Page 6
C. Human Resources Report . . . . .	Report 25-89	Page -
D. MASB Delegates . . . . .	Report 25-90	Page 9
E. School meal program . . . . .	Report 25-91	Page 10
<b>VIII. For Future Action</b>		
A. Policy package . . . . .	Report 25-92	Page 11
B. Bond survey . . . . .	Report 25-93	Page 69
<b>IX. Board Committee Chair Reports Community Recognition</b>		
<b>X. Regular Meeting, Monday, October 13, 2025 at 7PM</b>		
<b>XI. Closed Session</b>		Page 97
A. Negotiations BASAA, BEA and BESP		
<b>XII. Walk through for Scranton</b>		
<b>XIII. Adjournment</b>		

**BRIGHTON AREA SCHOOLS**  
**Board of Education**  
**September 8, 2025**

**Report #25-87**

**For Action**

Subject:

Board of Education Meeting Minutes

Recommendation:

That the Board of Education approve the regular meeting minutes as presented.

Rationale:

Facts/Statistics:

Per Board policy meeting minutes require board approval.

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:

Supported by:

To approve the meeting minutes of August 11, 2025 as presented.

Voice Vote:

Ayes

Nays



**Board of Education**

Regular Meeting  
Administrative Offices Building/Board Room  
125 S. Church Street, Brighton, Michigan 48116  
Monday, August 11, 2025  
7:00PM meeting

**Minutes**

- I. **Call to Order**  
President Myers called the meeting to order at 7:00 PM.
- II. **Roll Call**  
Members present: Roger Myers, President, Jennifer Marks, Vice President, Dr. Angela Krebs, Secretary, Alicia Urbain, Trustee and 3 absent - Ken Stahl, Treasurer, Andy Storm, Trustee and Katie Tierney, Trustee. Also present: Dr. Matthew Outlaw, Superintendent of Schools, Dr. Liz Mosher, Assistant Superintendent of Curriculum, Jacob Anastasoff, Assistant Superintendent of Human Resources, Dave Jones, Assistant Superintendent of Finance, Starr Acromite, Recording Secretary, staff, press and visitors.
- III. **Pledge of Allegiance**  
President Myers led the board in the pledge of allegiance.
- IV. **Approval of Agenda**  
Motion: To approve the agenda as presented.  
Moved by: Krebs  
Supported by: Urbain  
Voice vote: 4 ayes, 3 absent – Ken Stahl, Andy Storm and Katie Tierney.  
Motion carried.
- V. **Superintendent Report** – Dr. Outlaw presented an update on the strategic plan.  
  
President Myers provided instruction for public participation.
- VI. **Call to the Public**  
There were no Public comments received by the board.
- VII. **For Action**
  - A. Motion: To approve the July 14, 2025 regular meeting minutes as presented.

August 11, 2025

Moved by: Urbain  
Supported by: Krebs  
Voice vote: 4 ayes, 3 absent – Kens Stahl, Andy Storm and Katie Tierney.  
Motion carried.

B. To approve the August 4, 2025 special meeting minutes as presented.  
Moved by: Urbain  
Supported by: Krebs  
Voice vote: 4 ayes, 3 absent – Ken Stahl, Andy Storm and Katie Tierney.  
Motion carried.

C. To approve the Human Resources report as presented.  
Moved by: Krebs  
Supported by: Urbain  
Voice vote: 4 ayes, 3 absent – Ken Stahl, Andy Storm and Katie Tierney.  
Motion carried.

D. Motion: To adopt the student handbooks as presented.  
Moved by: Krebs  
Supported by: Urbain  
Voice vote: 4 ayes, 3 absent – Ken Stahl, Andy Storm and Katie Tierney.  
Motion carried.

E. Motion: To adopt the Policy package as presented.  
Moved by: Krebs  
Supported by: Urbain  
Voice vote: 4 ayes, 3 absent – Ken Stahl, Andy Storm and Katie Tierney.  
Motion carried.

VIII. **For Future Action**

A. MASB delegates - The Board is required to appoint a delegate and alternative to represent BAS at the MASB delegate assembly.

IX. **Board Committee Chair Reports|Community Recognition**

Board members provided updates and reports from the Policy and Facility committees. It was announced that the Curriculum Hub is now active on the district website.

X. **Next Meeting, Monday, August 25, 2025 at 7PM at the BHS Steam Center.**

XI. **Closed Session**

Motion: To enter closed session for the purpose of discussing negotiation strategies connected with BEA, BESPAs and BASAA bargaining units inasmuch as the administration has requested a closed session.

Moved by: Myers

August 11, 2025

Supported by: Krebs

Roll call vote: 4 ayes, 3 absent – Ken Stahl, Andy Storm and Katie Tierney.

Motion carried.

Board entered closed session at 7:37 p.m.

Board entered open session at 8:30 p.m.

Motion: To enter closed session for the purpose the Superintendent mid-year progress report inasmuch as Superintendent Outlaw has requested a closed session.

Moved by: Myers

Supported by: Krebs

Roll call vote: 4 ayes, 3 absent – Ken Stahl, Andy Storm and Katie Tierney.

Motion carried.

Board entered closed session at 8:30 p.m.

Board entered open session at 9:02 p.m.

XII. **Adjournment**

President Myers adjourned the meeting at 9:02 p.m.

Respectfully submitted,

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Dr. Angela Krebs, Secretary

**BRIGHTON AREA SCHOOLS**  
**Board of Education**  
**September 8, 2025**

**Report #25-88**

**For Action**

Subject:

Board of Education Meeting Minutes

Recommendation:

That the Board of Education approve the regular meeting minutes as presented.

Rationale:

Facts/Statistics:

Per Board policy meeting minutes require board approval.

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:

Supported by:

To approve the meeting minutes of August 25, 2025 as presented.

Voice Vote:

Ayes

Nays

August 25, 2025



Regular Meeting  
Brighton High School Steam Center  
7878 Brighton Road  
Brighton, MI 48116

*This meeting will not be recorded due to location change*  
Monday, August 25, 2025  
7:00PM

### **Minutes**

I. **Call to Order**

President Myers called the meeting to order at 7:00 PM.

II. **Pledge of Allegiance**

President Myers led the board in the pledge of allegiance.

III. **Roll Call**

Members present: Roger Myers, President, Jennifer Marks, Vice President, Dr. Angela Krebs, Secretary, Ken Stahl, Treasurer, Andy Storm, Trustee, Alicia Urbain, Trustee and Katie Tierney, Trustee. Also present: Dr. Matthew Outlaw, Superintendent of Schools, Jacob Anastasoff, Assistant Superintendent of Human Resources, Scott Jacobs, Director of Operations, BHS Principal team, Bond project team, Starr Acromite, Recording secretary, staff and visitors, 2 absent - Dr. Liz Mosher, Assistant Superintendent of Curriculum and Dave Jones, Assistant Superintendent of Finance.

IV. **Approval of Agenda**

Motion: To approve the agenda as presented.

Moved by: Storm

Supported by: Stahl

Voice vote: 7 ayes

Motion carried.

President Myers provided instruction for public participation.

V. **Call to the Public**

Public comments were not received by the board.

VII. **For Action**

Mr. Anastasoff provided a staffing update to the board.

A. Motion: To approve the Human Resources report as presented.

August 25, 2025

Moved by: Urbain  
Supported by: Krebs  
Voice vote: 7 ayes  
Motion carried.

Following the formal meeting, the board, district administration, and project team toured BHS to review facility needs.

VIII. **Next Regular Meeting Monday, September 8, 2025 at 7PM at Scranton Middle School, Media Center, 8415 Maltby Road, Brighton MI 48116.**

IX. **Adjournment**

President Myers adjourned the meeting at 8:57 p.m.

**BRIGHTON AREA SCHOOLS  
Board of Education  
September 8, 2025**

**Report #25-90**

**For Action**

Subject:

MASB's 2025 Delegate Assembly Certify Your Delegates

Recommendation:

Certify Your Delegates

Rationale:

Facts/Statistics:

All delegates and alternates must be school board members. Only delegates and alternates named by your board may offer motions and vote on issues. However, all school board members may speak on the issues and participate in the debate.

All delegates must be certified by Friday, October 2, 2024.

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:

Supported by:

To appoint Trustee \_\_\_\_\_ as the delegate and Trustee \_\_\_\_\_ as the alternate to represent the Brighton Board of Education at the 2025 MASB Delegate Assembly on Thursday, October 23, 2025 at 7PM at the Traverse Resort and Spa in Acme.

Voice Vote:

- Ayes
- Nays

BRIGHTON AREA SCHOOLS  
Board of Education  
September 8, 2025

Report #25-91

**For Action**

Subject:

School meal program

Recommendation:

Rationale:

Facts/Statistics:

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:

Supported by:

Voice Vote:

Ayes

Nays

**BRIGHTON AREA SCHOOLS  
Board of Education  
September 8, 2025**

**Report #25-92**

**For Future Action**

Subject:  
Policy Package

Recommendation:

Rationale:

Facts/Statistics:

District Goal Addressed:

- Communication
- Fiscal Integrity
- Student Achievement

**Motion**

Moved by:  
Supported by:

To approve the policy package as presented.


Voice Vote:

- Ayes
- Nays

# 2025 BAS Policy Committee Worksheet




Grouping (Priority)	Policy	Revision(s) Made	Thrun Revision Options and/or BAS Edits	Who to Notify
<b>Grouping</b>	<b>2000 Series</b>	<b>Thrun/BAS Summary</b>	<b>Committee Recommendations</b>	<b>Staff</b>
June 11, 2025 Thrun Updates	<a href="#">2504 Public Participation at Board</a>	Clarified that First Amendment rights inure to individuals.	BAS Edit - Length of each Public Comment (3 min.)  No content changes - clarification ONLY  <b>Committee: As Recommended by Thrun 9.8.25 - For future Action</b>	
<b>Grouping</b>	<b>3000 Series</b>	<b>Thrun/BAS Summary</b>	<b>Committee Recommendations</b>	<b>Staff</b>
June 11, 2025 Thrun Updates	<a href="#">3110 Data Breach Response</a>	Added reference to instances in which the District is notified from a third-party who maintains a database that a data breach occurred as in MCL 445.72(2).  Included language from subsection (8), which requires notice to each consumer reporting agency of the breach. This is only required if 1,000 residents or more are affected, and if the person/agency is not subject to 15 USC 6801 to 6809 (e.g., financial institutions).	Added language from MCL 445.72(8) - I checked and verified MCL Language  <b>Committee: As Recommended by Thrun 9.8.25 - For future Action</b>	
June 11, 2025 Thrun Updates	<a href="#">3121 Public School Academy Authorization</a>	<b>New optional policy</b> addressing the authorization of public school academies. This policy should only be adopted if your District currently authorizes a public school academy or intends to authorize a public school academy within this academic year.	Provides a policy for BAS to establish a Charter School.  <b>Committee: "Intentionally Left Blank" 9.8.25 - For future Action</b>	
June 11, 2025 Thrun Updates	<a href="#">3201 Accounting</a>	Updated legal citation.	No content changes - legal citation ONLY  <b>Committee: As Recommended by Thrun 9.8.25 - For future Action</b>	

2025 BAS Policy Committee Worksheet				
Grouping (Priority)	Policy	Revision(s) Made	Thrun Revision Options and/or BAS Edits	Who to Notify
June 11, 2025 Thrun Updates	<a href="#">3212 Post-Issuance Disclosure Compliance</a>	Clarified that this definition of “financial obligation” only applies to subsection C.2.b of this policy.	No content changes - clerical ONLY  Optional Language - Board included prior  <b>Committee: As Recommended by Thrun 9.8.25 - For future Action</b>	
June 11, 2025 Thrun Updates	<a href="#">3301 Purchasing and Procurement</a>	Removed language that prohibited Michigan-based business preferences when using federal funds.	Align w/ current law  Optional Language - Board included prior  <b>Committee: As Recommended by Thrun 9.8.25 - For future Action</b>	
June 11, 2025 Thrun Updates	<a href="#">3301A Purchasing and Procurement with Federal Funds</a>	Added language to clarify that the federal regulation is incorporated by reference.  Added small businesses and veteran-owned businesses to the list of businesses that the District will take affirmative steps to assure are included in bidding opportunities.	See column to left  <b>Committee: As Recommended by Thrun 9.8.25 - For future Action</b>	
June 11, 2025 Thrun Updates	<a href="#">3307 Construction Administration</a>	Updated legal citation.	No content changes - legal citation ONLY  Optional Language - Board did NOT include prior (RESERVED used)  <b>Committee: As Recommended by Thrun 9.8.25 - For future Action</b>	
June 11, 2025 Thrun Updates	<a href="#">3402 Drills, Plans, and Reports</a>	Removed references to the deadlines to develop the Cardiac Emergency Response Plan and the Drinking Water Management Plan.	No content changes - removal of past deadline dates ONLY  <b>Committee: As Recommended by Thrun 9.8.25 - For future Action</b>	

# 2025 BAS Policy Committee Worksheet



Grouping (Priority)	Policy	Revision(s) Made	Thrun Revision Options and/or BAS Edits	Who to Notify
June 11, 2025 Thrun Updates	<a href="#">3408 Firearms and Weapons</a>	<p>Added a “notices” section to comply with new student safety legislation. By Oct 1, 2025, all public schools are required to provide parents and guardians with the Michigan Department of Health and Human Services’ notice regarding best practices for the safe storage of firearms. Additionally, by the same date, the district must publish the notice to its webpage.</p> <p>Other student safety laws will go into effect during the fall of the 2026-2027 school year and additional updates will be required ahead of that time.</p>	<p>Align w/ current law (see left)</p> <p>Optional Language - Board included some of the language, but not all.</p> <p><b>Committee: As Recommended by Thrun 9.8.25 - For future Action</b></p>	
Grouping	4000 Series	Thrun/BAS Summary	Committee Recommendations	Staff
June 11, 2025 Thrun Updates	<a href="#">4101 Non-Discrimination</a>	Replaced reference to Michigan Paid Medical Leave Act with Earned Sick Time Act, and added legal authority for the latter.	<p>No major content changes, ONLY ...</p> <ul style="list-style-type: none"> <li>- Clarification to align with current law</li> <li>- Legal citations updated</li> </ul> <p><b>Committee: Adopt in part - see notes in Policy Doc 9.8.25 - For future Action</b></p>	
June 11, 2025 Thrun Updates	<a href="#">4403 Performance Evaluation</a>	Removed A.3.b. “teachers rated minimally effective or ineffective during the 2023-24 school year;” to reflect changes to evaluation ratings beginning the 2024-25 school year.	<p>No content changes - removal of old language that is no longer relevant.</p> <p>Includes optional language</p> <p><b>Committee: As Recommended by Thrun 9.8.25 - For future Action</b></p>	
June 11, 2025 Thrun Updates	<a href="#">4407 Discipline</a>		<p>See left</p> <p><b>Committee: As Recommended by Thrun 9.8.25 - For future Action</b></p>	

2025 BAS Policy Committee Worksheet				
Grouping (Priority)	Policy	Revision(s) Made	Thrun Revision Options and/or BAS Edits	Who to Notify
June 11, 2025 Thrun Updates	<a href="#">4408 Termination</a>	Added sections to address extracurricular positions, including athletic coaches.	See left Includes optional language  <b>Committee: As Recommended by Thrun w/ BAS Edits</b> <b>9.8.25 - For future Action</b>	
June 11, 2025 Thrun Updates	<a href="#">4409 Non-Renewal</a>	Adjusted probationary period language.	See left, but also ... - Clerical changes - Current Policy is missing section F - remove  <b>Committee: As Recommended by Thrun w/ BAS Edits</b> <b>9.8.25 - For future Action</b>	
Grouping	5000 Series	Thrun/BAS Summary	Committee Recommendations	Staff
June 11, 2025 Thrun Updates	<a href="#">5104 Age of Majority</a>	Added language clarifying student rights.	See left  Includes optional language that the Board have previously chosen NOT to include  <b>Committee: As Recommended by Thrun w/ BAS Edits</b> <b>9.8.25 - For future Action</b>	
June 11, 2025 Thrun Updates	<a href="#">5401 Parent Involvement in Education</a>	Added reference to Parent and Family Engagement Policy.  Added requirement for this policy to be included in the Student Handbook.	See left  Optional Language - Board did NOT included prior  <b>Committee: As Recommended by Thrun</b> <b>9.8.25 - For future Action</b>	

# 2025 BAS Policy Committee Worksheet



Grouping (Priority)	Policy	Revision(s) Made	Thrun Revision Options and/or BAS Edits	Who to Notify
June 11, 2025 Thrun Updates	<a href="#">5406 Title I Funds</a>	Added language to indicate that this policy includes Perkins V funding to comply with federal requirement.	No major changes - align with law ONLY  <b>Committee: As Recommended by Thrun 9.8.25 - For future Action</b>	
June 11, 2025 Thrun Updates	<a href="#">5411 Student Promotion, Retention, and Placement</a>	Added “consistent with applicable law” for clarity.  Updated legal citation.	No major changes - align with law ONLY  Contains a BAS Edit  <b>Committee: As Recommended by Thrun 9.8.25 - For future Action</b>	
June 11, 2025 Thrun Updates	<a href="#">5420 Sex Education</a>	Amended Option 2 to remove redundant information.	The Board chose Option 2, so this edit is relevant.  BAS Edit included - remove, due to change in Policy 4209  <b>Committee: As Recommended by Thrun 9.8.25 - For future Action</b>	
June 11, 2025 Thrun Updates	<a href="#">5421 Work-Based Learning Experience</a>	Amended policy for consistency with MDE manual.	The Board previously chose to adopt this optional policy  <b>Committee: As Recommended by Thrun 9.8.25 - For future Action</b>	
June 11, 2025 Thrun Updates	<a href="#">5701 Abuse and Neglect</a>	Revised list of mandated reporters to comply with expanded statutory definition.	No major changes - align with law ONLY  <b>Committee: As Recommended by Thrun 9.8.25 - For future Action</b>	
June 11, 2025 Thrun Updates	<a href="#">5712 Concussion Awareness</a>	Clarified what is considered an athletic activity to include physical education classes.	Note: There is a format change, so ALL text is red. Click on each paragraph to see the actual language changes.  <b>Committee: As Recommended by Thrun 9.8.25 - For future Action</b>	

## Series 2000: Bylaws

### 2500 Board Meetings and Open Meetings Act Compliance

#### 2504 Public Participation at Board Meetings

Any member of the public may address the Board at a Board meeting, subject to the following rules:

- A. Except during a public participation portion of a Board meeting, no member of the public or other person may address the Board during a public meeting without the express permission of the President or other presiding officer.
- B. The Board will follow public participation rules that balance the District's interest in an orderly public meeting with ~~the public's~~ an individual's First Amendment rights. A copy of these rules and any additional public participation rules adopted by the Board will be made available at Board meetings. The Board's public participation rules include, but are not limited to, the following:
  1. before addressing the Board, a member of the public will state their name and address;
  2. each person's public comments are limited to 3 minutes per public participation period. This time limit may be adjusted by the President or other presiding officer to facilitate public participation at Board meetings;
  3. persons who are part of a group or organization or who share similar viewpoints are encouraged to designate a spokesperson to address the Board;
  4. public comments of a personal nature are prohibited when: (a) the comments are unrelated to the manner in which a Board member or District employee performs that person's duties, and (b) the comments cause a substantial disruption to the meeting;
  5. any public comment not protected by the First Amendment of the U.S. Constitution is prohibited;
  6. Board members may ask questions of the speakers but are not required to answer questions or make statements in response to a public comment;
  7. written statements and documents presented to the Board by a public participant or group are public records and must be given to the Secretary or designee; and
  8. any audio recording, video recording, broadcasting, or telecasting must be performed from the seating area designated for the public or in the area otherwise designated by the President, Superintendent, or designee, and must not disrupt the meeting.

- C. Once the President or other presiding officer has determined that each member of the public requesting to do so has had a reasonable opportunity to address the Board during a public participation portion of a Board meeting, the President or other presiding officer will announce that the public participation portion of the meeting has ended.
- D. If the President or other presiding officer determines that a member of the public has violated 1 or more of the above rules and refuses to come into compliance with those rules, the member of the public will lose the right to speak during public comment at that meeting. A person who persistently engages in disorderly conduct or otherwise breaches the peace at a Board meeting, after notice from the President or other presiding officer, may be removed.

Legal authority: U.S. Const, amend. I; MCL 15.263(1), 15.263(5); MCL 380.1808

Date adopted:

Date revised:

## Series 3000: Operations, Finance, and Property

### 3100 General Operations

#### 3110 Data Breach Response

“Data breach,” as used in this Policy, means “a breach of the security database” as defined in the Michigan Identity Theft Protection Act.

If the District experiences a data breach or receives notice of a breach of a database with District data, the Superintendent or designee, with the assistance of other staff or consultants as necessary, must do the following:

#### A. Assess and Investigate the Data Breach

1. Make a reasonable effort to identify the cause of the data breach and secure known access points.
2. Promptly conduct a reasonable investigation to determine the extent of the data breach and the identity of persons whose personal information has been compromised. The investigation will include, to the extent possible, an assessment of the software, hardware, and physical documents that were accessed; which personnel and third parties had access to the compromised data; and what specific information was compromised.
3. Contact legal counsel, insurance carriers, and any other person or consultant necessary to investigate the cause of or response to the data breach. If appropriate, the Superintendent or designee may also contact law enforcement.

#### B. Notifications Involving Michigan Resident Data

1. Promptly notify:
  - a. each Michigan resident whose personal information was accessed, including encrypted information, if the person accessing the information also had unauthorized access to the encryption key; ~~and~~
  - b. any other person or organization that owns or licenses data subject to a data breach affecting a Michigan resident; ~~and~~
  - c. each consumer reporting agency that compiles and maintains files on consumers on a nationwide basis, if more than 1,000 Michigan residents receive notice of the breach.
2. Notices must:
  - a. be in writing;

- b. describe the data breach in general terms, the type of personal information accessed in the data breach, the District's response to protect data from further breaches, and remind the affected person of the need to remain vigilant for incidents of fraud and identity theft;
  - c. include the District's telephone number and any other telephone number where the recipient may receive additional information; and
  - d. whenever possible, be mailed to the postal address of the affected person.
- C. If a data breach or other digital intrusion compromises information of a non-Michigan resident, comply with the data breach notification law of that resident's state.

Legal authority: MCL 445.63, 445.72

Date adopted:

Date revised:

## Series 3000: Operations, Finance, and Property

### 3100 General Operations

#### 3121 Intentionally Left Blank

~~The Board believes that the establishment of a public school academy (“PSA”), as authorized by the Michigan Legislature under the Revised School Code (the “Code”), may offer a means of furthering the mission and goals of the District by [insert basis for serving as an authorizer, such as fostering diversity of educational opportunity within the District without sacrificing quality of education or creating unnecessary duplication].~~

~~Consistent with these purposes, the Board may determine from time to time, in its sole discretion, whether to open a PSA application window.~~

#### ~~A. Definitions~~

- ~~1. “Application window” means a 14-calendar day period in which the Board will accept applications from PSA(s) in which the Board may choose to authorize. Opening an application window does not require that a Board select a PSA for authorization.~~
- ~~2. “Public School Academy” or “PSA” means a school authorized under Part 6A of the Michigan Revised School Code, a school of excellence authorized under Part 6E of the Code, and a strict discipline academy authorized under MCL 380.1311b-1311m.~~

#### ~~B. Delegation of Authority~~

~~The Superintendent or designee shall be responsible to the Board to develop, recommend to the Board, and administer such processes as necessary for the Board to fulfill the following statutory responsibilities:~~

- ~~1. to issue (or to enter into an interlocal or intergovernmental agreement with another authorizing body to issue) PSA contracts only in compliance with controlling law;~~
- ~~2. to oversee (or to enter into an agreement with one or more other authorizing bodies to oversee) compliance by the board of directors of the PSA operating under a contract issued by the Board with the contract and all applicable law (this subsection does not relieve any other governmental entity of its enforcement or supervisory responsibility); and~~
- ~~3. to serve as fiscal agent for the PSA operating under a contract issued by the Board to receive state school aid payments for the PSA, which then shall be forwarded to the PSA, in accordance with such contract.~~

~~The Superintendent also is responsible to the Board to develop and administer a PSA board selection and appointment process, consistent with the method of selection resolution adopted by the Board, establishing the method of selection;~~

~~length of term, and number of members of the board of directors of the PSA subject to its jurisdiction.~~

### ~~C. Contract Issuance~~

~~The Board is not required to issue a charter contract to any person or entity. If the Board determines from time to time, in its sole discretion, to open an Application Window, any charter contract that may be issued will be issued on a competitive basis taking into consideration required statutory criteria.~~

~~The Board may authorize PSAs which best meet the following guidelines [Note: These are examples. This list can be modified to reflect the District's hopes/expectations for a PSA]:~~

- ~~1. further a well-defined and clearly stated mission and goals consistent with the mission and goals of the District;~~
- ~~2. fill an identified and substantiated educational need or provide an opportunity for new learning experiences at a facility located within the boundaries of the District;~~
- ~~3. involve students, parents, faculty, community and administration in planning, operating, and/or evaluating the program, as appropriate;~~
- ~~4. reflect the needs, interests, resources and facilities of the area;~~
- ~~5. utilize resources creatively, possibly incorporating the use of community resources;~~
- ~~6. design programs to attract diverse and representative enrollments;~~
- ~~7. work to establish and maintain constructive relationships with existing public schools in the area, including striving to create similar school calendars and expectations for staff and students;~~
- ~~8. use a rigorous curriculum consistent with existing public schools in the area;~~
- ~~9. adopt policies and procedures that are consistent with state and federal law;~~
- ~~10. ensure students are assessed using approved assessment tools; and~~
- ~~11. adequately meet the needs of potential students, which must include providing meals and transportation within an established transportation zone.~~

### ~~D. Authorization Limitations~~

#### ~~1. Operational Boundaries~~

~~The Board shall *not* issue a charter contract for a PSA that is not a cyber school to operate outside the District's geographic boundaries, and a PSA~~

~~authorized by the Board that is not a cyber school shall not operate outside the District's boundaries.~~

## ~~2. Enrollment Boundaries~~

~~The Board shall include in any contract that it executes authorizing a PSA to operate a requirement that enrollment in the PSA: (a) shall be open to all pupils who reside within the geographic boundaries of the District that meet the PSA's enrollment policy; (b) may be open to all pupils who reside in the state of Michigan that meet the PSA's enrollment policy, provided, however that an School of Excellence operating as a cyber school shall be open to pupils in grades K-12 in the state; and (c) except for a foreign exchange student who is not a United States citizen, shall not be open to a pupil who is not a resident of the state of Michigan.~~

## ~~3. Limitation on Cyber Schools~~

~~The Board will not authorize more than one (1) school of excellence that is a cyber school.~~

## ~~E. Contract Terms and Conditions~~

~~The Board also shall include in any contract that it executes authorizing or re-authorizing a PSA to operate such terms and conditions as required by law.~~

## ~~F. Supplemental Agreements~~

~~The Board may require execution of such companion agreements to the Terms and Conditions of the Charter Contract as it deems necessary or appropriate, including, by way of example, an Oversight Agreement and Master Calendar of Reporting Requirements and Fiscal Agency Agreement.~~

## ~~G. Submission of Contract to MDE~~

~~Within 10 days after issuing a contract for a PSA, the Board (or its designee) shall submit to the State Superintendent (or designee) a copy of the contract and of the PSA application as required under the Revised School Code.~~

~~Legal authority: MCL 380.501, et seq., 380.551, et seq, MCL 380.1311b-1311m~~

~~Date adopted:~~

~~Date revised:~~

## Series 3000: Operations, Finance, and Property

### 3200 Finance and Borrowing

#### 3201 Accounting

##### A. Financial Accounting

1. The District will maintain complete financial accounting records using the charts of accounts approved and published by MDE. The District will implement an accounting system as prescribed by MDE and the Michigan Public School Accounting Manual (Bulletin 1022).
2. The District's fiscal and accounting year will begin each year on July 1.
3. The District will have a certified public accountant audit its financial records at least annually.

##### B. Pupil Accounting

The District will implement a pupil accounting system in compliance with the State School Aid Act and as prescribed by MDE's Pupil Accounting Manual.

Legal Authority: MCL 380.622~~1223~~, 380.1133, 380.1281, 380.1284; MCL 388.1606, 388.1613, 388.1618, 388.1701; Mich Admin Code R 340.1 et seq., 340.851 et seq.

Date adopted:

Date revised:

## Series 3000: Operations, Finance, and Property

### 3200 Finance and Borrowing

#### 3212 *Post-Issuance Disclosure Compliance*

In connection with the District's issuance of securities that are subject to the requirements of Securities and Exchange Commission Rule 15c2-12 ("Bonds"), the District may be subject to a continuing disclosure undertaking or agreement ("CDA") to disclose certain information after issuance of Bonds. A CDA may be found in the Bond-~~issue's~~ transcript of proceedings.

The chief business official ("Compliance Officer") will be responsible for establishing and coordinating compliance with this Policy.

If the Board determines that compliance with this Policy in a particular situation would impose an unreasonable burden on the District, it may forego compliance with the advice of bond counsel.

#### A. The Compliance Officer

##### 1. The Compliance Officer will:

- a. monitor and verify compliance with the CDAs; and
- b. create and maintain an inventory of the District's outstanding financial obligations.

##### i. A financial obligation means:

- a debt obligation or a guarantee of a debt obligation; or
- a derivative instrument entered into in connection with, or pledged as security or a source of payment for, existing or future debt obligations or a guarantee of such derivative instrument.

- ii. ~~Financial obligation~~ **Solely for the purposes of subsection C.2.b of this Policy, "financial obligation" does not include any municipal security for which a final official statement has been provided to the Municipal Securities Rulemaking Board pursuant to Rule 15c2-12.**

2. The District, at its cost, will provide the Compliance Officer with training and educational resources necessary to ensure compliance with the CDAs.

3. The Compliance Officer has authority to seek guidance from the District's bond counsel and financial advisors to comply with the CDAs.

#### B. Review of Offering Materials

When the District issues Bonds, the Compliance Officer will review the preliminary official statement, final official statement, and other applicable offering materials to ensure they do not:

1. contain any untrue statement of a material fact; or
2. omit any material fact that ~~would need~~ **needs** to be included to ~~make~~ **ensure** the statements **are** not misleading.

### C. Post-Issuance Obligations

1. The Compliance Officer will review continuing disclosure requirements before each annual disclosure deadline.
2. The Compliance Officer's annual review will include ensuring the following information, where applicable, is reported to the proper repository (as of the date of adoption of this Policy, the repository is the Electronic Municipal Market Access website of the Municipal Securities Rulemaking Board at <http://www.emma.msrb.org>):
  - a. By December 27 of each year (~~unless the deadline differs~~ **or as otherwise required** in an applicable CDA):
    - i. audited financial statements for the most recently ended fiscal year in compliance with state laws, administrative rules, and generally accepted accounting principles applicable to the District as such principles are prescribed, in part, by the Financial Accounting Standards Board and modified by the Government Accounting Standards Board; and
    - ii. additional annual financial information and operating data set forth in the respective CDA or in the respective official statement for a particular Bond issue under the heading "CONTINUING DISCLOSURE" or similar heading.
  - b. Notice of certain reportable events, subject in some cases to a determination of materiality by the District, within 10 business days after the occurrence. See each CDA for the respective list of events, which typically includes the following:
    - non-payment related defaults, if material;
    - modifications to rights of bondholders, if material;
    - bond calls, if material;
    - release, substitution, or sale of property securing repayment of the Bonds, if material;

- the consummation of a merger, consolidation, or acquisition, or certain asset sales involving the District, or entry into or termination of a definitive agreement relating to the foregoing, if material;
- appointment of a successor or additional trustee or the change of name of a trustee, if material;
- incurrence of a financial obligation by the District, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the District, any of which affect security holders, if material;
- principal and interest payment delinquencies;
- unscheduled draws on debt service reserves reflecting financial difficulties;
- unscheduled draws on credit enhancements reflecting financial difficulties;
- substitution of credit or liquidity providers, or their failure to perform;
- defeasances;
- credit rating changes, including the District's underlying rating or an enhanced rating on the Bonds due to credit enhancement;
- adverse tax opinions or events affecting the status of the Bonds, the issuance by the IRS of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material events, notices, or determinations as to the tax status of the Bonds;
- tender offers;
- bankruptcy, insolvency, receivership, or similar event of the District; and
- default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the District, any of which reflect financial difficulties.

c. If the District retains a third party to assist the District with fulfilling its continuing disclosure responsibilities under any CDA, the Compliance

Officer will annually review the contract and verify that the third party has fulfilled all of the District's continuing disclosure responsibilities.

Legal authority: 17 CFR 240.15c2-12; MCL 380.1351a

Date adopted:

Date revised:

## Series 3000: Operations, Finance, and Property

### 3300 Facilities, Real, and Personal Property

#### 3301 Purchasing and Procurement

This Policy applies to all purchases of materials, supplies, and equipment. Purchases acquired through lease financing are governed by this Policy, but true leases (i.e., rental agreements) are not.

##### A. Responsibility for Purchasing

The District's administration, under the Superintendent's supervision, may purchase items for the District, subject to Policy 2202 subsection C and any other parameters established by the Board.

##### B. When Competitive Bidding is Required

1. The District must competitively bid the purchase of an item or group of items costing an amount equal to or greater than the then-current state bid threshold published annually by MDE.
2. The District does not need to competitively bid a purchase in an emergency or if competitive bidding is not required by law.
3. The District will not artificially segregate purchases into smaller orders to avoid the bid threshold.

##### C. Bidding Procedure

1. The District may competitively bid a purchase using 1 or more of the following methods:
  - a. requesting written price quotations from at least 3 known and practical vendors of an item;
  - b. distributing a request for proposals to at least 3 known and practical vendors of an item;
  - c. posting a request for proposals on the District's website or any other website that regularly informs vendors of bid opportunities;
  - d. selecting a contract awarded to a winning bidder under a bid process operated by a reputable bid cooperative if the District determines, after reasonable due diligence, that the bid procedure used by the bid cooperative was fair and open, resulted in a bid award to the lowest responsible bidder, and the contract price is comparable to current market rates for the purchased item; or

- e. any other process, in the Superintendent's or designee's discretion, that is likely to result in at least 3 known vendors providing bids for the item sought, regardless of whether at least 3 bids are actually received.
2. Each bidder responding to a request for proposals must certify that it is not an Iran-linked business as defined by MCL 129.312.
3. Awarding Bids
  - a. If competitive bidding is required by law, any contract must be awarded by the Board to the lowest responsible bidder.
  - b. In determining bidder responsibility, the District may take 1 or more of the following into account:
    - the District's experience with the bidder;
    - others' experience with the bidder;
    - the bidder's history of satisfactory performance or questionable litigation, protests, or disputes;
    - the bidder's capitalization and solvency;
    - the length of time the bidder has been engaged in its business;
    - the recommendation of the District's professional consultants; and
    - any other factor consistently and lawfully applied.
  - c. In any bid procedure, the District reserves the right to reject any or all bids or waive any informalities or irregularities in the bid process.

#### 4. Michigan-Based Business Preference

The District may give up to a 10% preference to a bidder that is a Michigan-based business as defined by MCL 18.1268.

- a. ~~The Michigan-based business preference will not apply if federal funds are used for the purchase.~~¶

#### ~~D. Purchases Using State Aid Act Funds~~

1. The District will not use state aid to purchase foreign goods or services if American goods or services are available, competitively priced, and of comparable quality.

2. The District will give a preference to goods or services manufactured or provided by Michigan businesses if competitively priced and of comparable quality.
3. The District will give a preference to goods or services manufactured or provided by Michigan businesses owned and operated by veterans if competitively priced and of comparable quality.

#### E. Purchases Using Federal Funds

Purchases made with federal funds and subject to the federal Uniform Grant Guidance are also governed by Policy 3301A.

Legal authority: 2 CFR 200.1 et seq.; MCL 129.311 et seq.; MCL 380.1274; MCL 388.1764c

Date adopted:

Date revised:

## Series 3000: Operations, Finance, and Property

### 3300 Facilities, Real, and Personal Property

#### 3301A Purchasing and Procurement with Federal Funds

This Policy applies to purchases of property and services with federal funds that are subject to the Uniform Grant Guidance. ~~All~~ **The federal regulation is incorporated by reference, and all** terms in this Policy have the same meanings as defined ~~in federal regulation therein~~ (2 CFR 200.1-99).

##### A. State Law Requirements Still Apply

Bidding requirements under Policy 3301 and Policy 3306, as applicable, remain enforceable in addition to any requirements in this Policy.

##### B. Procurement Methods

When bidding is required, the District must use 1 of the following procurement methods that includes information sufficient to inform all potential bidders about the District's technical, service, and bid procedure requirements:

##### 1. Purchases up to \$10,000 (micro-purchases)

- a. To the extent District administration determines that the cost of the purchase is reasonable, micro-purchases may be made or awarded without bidding in accordance with this Policy. For purposes of this subsection, "reasonable" means the purchase is comparable to market prices for the geographic area.
- b. To the extent practicable, the District will distribute micro-purchases equitably among qualified suppliers.

##### 2. Purchases between \$10,000 and \$250,000 (small purchase procedures)

The District will use a bidding procedure in Policy 3301 subsection C.1., except that the District may use the bidding procedure in subsection B.1.a, above, for purchases up to the then-current state bid threshold published annually by MDE if the District satisfies the annual certification requirements of 2 CFR 200.320(a)(1)(iv).

##### 3. Purchases over \$250,000

- a. The District must either receive sealed bids through formal advertising or prepare a comprehensive request for proposals and submit it to at least 5 sources.
- b. With either method, the District will perform a price analysis, making an independent estimate of costs before receiving bids.

- C. The District will take affirmative steps to assure that **small businesses**, minority-owned businesses, women's business enterprises, **veteran-owned businesses**, and labor surplus area firms are included in bidding opportunities.
- D. A person may protest the veracity, conformity, or eligibility of a bid. The District will handle bid protests as follows:
1. within 48 hours of the time bid results are available, the protesting person will submit a written protest to the Superintendent describing in detail the nature of the protest;
  2. the Superintendent or designee will review the written protest, and the Superintendent may bring it to the Board's attention in the Superintendent's discretion; and
  3. a person's failure to file a protest as described above is an irrevocable waiver of the bid protest.

Nothing in this Policy reduces or eliminates the District's rights or protections afforded under the law.

- E. The District will retain all bids and formal bid solicitation documents for a period of 6 years after the bid opening date, or longer if required by law.

Legal authority: 2 CFR 200.1 et seq.

Date adopted:

Date revised:

## Series 3000: Operations, Finance, and Property

### 3300 Facilities, Real, and Personal Property

#### 3307 Construction Administration

This Policy sets forth procedures and requirements for District building and site improvements. Bidding requirements for construction appear in Policy 3306.

##### A. Plan Review

1. Before commencing construction, the District, or an authorized agent on the District's behalf, will submit project plans and specifications to the Michigan Bureau of Construction Codes Plan Review Division.
2. Alternatively, the District may submit the plans and specifications to the applicable local building department if the Board and the municipality's governing body have properly certified that full-time code officials, inspectors, and plan reviewers registered under the Skilled Trades Regulation Act will conduct plan reviews and inspections. In that situation, the District must also submit the plans and specifications to the Bureau of Fire Safety.
3. RESERVED
4. Before the District commences new construction or major renovation of a school building or athletic facility, the Superintendent or designee will consult with the law enforcement agency that will be the first responder for that building or facility about safety issues.

##### B. Professional Consultants

1. If the total cost of a school building construction project will be \$15,000 or more:
  - a. a Michigan-licensed architect or professional engineer must prepare the plans and specifications; and
  - b. a qualified person or firm must supervise construction as provided in MCL 388.8524.
2. The District may hire a construction manager for any project. If the construction manager also performs construction, either directly or by assuming responsibility for the work of other contractors (e.g., construction manager as constructor):
  - a. the construction manager may not supervise such construction under MCL 388.8524; and
  - b. the District must still bid the project as required by law.

### C. Payment and Performance Bonds

1. For all contracts described in MCL 129.201 that exceed \$50,000, the principal contractor must procure performance and payment bonds in accordance with law.
2. Unless the Superintendent or designee determines otherwise, the District requires payment and performance bonds to be 100% of the contract sum.
3. The responsibility for procuring payment and performance bonds rests solely with the contractor. The District has no duty to ensure that a contractor has procured a payment or performance bond.

### D. Prevailing Wage

1. Bid materials, project specifications, and contract documents must comply with applicable federal and state law prevailing wage requirements.
2. The responsibility for paying prevailing wage rates rests solely with the contractor. The District has no duty to ensure that a contractor has paid prevailing wage rates.

Legal authority: 40 USC 3141, et seq.; MCL 129.201 et seq.; MCL 339.6001 et seq.; MCL 380.1263, 380.1264; MCL 388.851 et seq.; MCL 408.1101, et seq.

Date adopted:

Date revised:

## Series 3000: Operations, Finance, and Property

### 3400 School Safety and Security

#### 3402 Drills, Plans, and Reports

The Board will take reasonable steps to provide a safe and secure learning environment to protect students and employees.

##### A. Emergency Drills

The Superintendent or designee will schedule, notify, conduct, report, and post all fire, tornado, and other emergency drills as required by law.

##### B. Cardiac Emergency Response Plan

The Board will develop, adopt, and provide for annual review a cardiac emergency response plan as required by law. ~~Beginning in the 2025-26 school year, the~~ The Board will integrate the cardiac emergency response plan into the protocols of the local emergency response system and emergency response agencies. ~~Beginning in the 2025-26 school year, all~~ All high school athletic coaches must be certified in CPR and use of an AED by the American Red Cross, the American Heart Association, or a comparable organization approved by MDE.

##### C. Drinking Water Management Plan

~~By January 2025, the~~ The Board will develop, adopt, update, implement, and make available upon request a Drinking Water Management Plan as required by law.

##### D. Cooperation

The Superintendent or designee will act as liaison to work with the School Safety Commission and the Office of School Safety, including to identify model practices for determining school safety measures.

##### E. Safety and Emergency Plans

The Board will comply with the statewide school information policy, and the Superintendent or designee will provide all reports, information, and notices required by that policy. If the policy does not satisfy the requirements of Revised School Code Section 1308b(3), the Board will develop and adopt an emergency operations plan with public input and participation by at least 1 law enforcement agency having jurisdiction over the District. The statewide school information policy or the emergency operations plan, as applicable, will be reviewed every 2 years in conjunction with at least 1 law enforcement agency having jurisdiction over the District. The Board will notify MDE within 30 days after completing a required review.

## F. Reporting Incidents of Crime

Each building principal will collect and update information at least weekly on incidents of crime in the applicable building. At least annually, the Board will post information on its website about incidents of crime in the District and will make this information available to Parents on a per-building basis. Within 24 hours after an incident occurs, the Superintendent or designee will report to the Michigan State Police crimes and attempted crimes identified in MCL 380.1310a(2).

Legal authority: MCL 29.19, 29.19b; MCL 380.1241, 380.1308, 380.1308a, 380.1308b, 380.1310a, 380.1319, 380.1901, et seq.

Date adopted:

Date revised:

## Series 3000: Operations, Finance, and Property

### 3400 School Safety and Security

#### 3408 Firearms and Weapons

The District is a weapon-free school zone. Except as otherwise permitted by Policy or required by applicable law, a person may not possess a weapon on District property. See also Policy 5206. Each person on District property must also comply with the federal Gun- Free School Zones Act.

##### A. As used in this Policy:

1. in conjunction with subsection B.7: An “antique firearm” means that term as defined by MCL 750.237a.
2. A “firearm” means any weapon that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
3. “Pistol” means that term as defined by MCL 28.421.
4. “District property” means:
  - a. a building, playing field, or property used for school purposes to impart instruction to students or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses; and
  - b. a vehicle used by the District to transport students to or from a place described in subsection A.4.a above.
5. A “weapon” means a firearm, pneumatic gun, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles, or any other object used, intended, or represented to inflict serious bodily injury or property damage.

##### B. Permitted Uses

The following persons may possess a weapon on District property:

1. a peace officer as defined by law or those persons listed in MCL 28.425o(5);
2. a student’s Parent licensed to carry a concealed pistol may carry a concealed pistol (but no other weapons) while in a vehicle if the Parent is dropping the student off at, or picking the student up from, the student’s school;
3. a person with permission from the Superintendent or designee to possess a firearm (but no other weapons) within any lawful parameters established by the Board;

4. an employee or contracted person if the possession of that weapon is to provide security services for the District

#### C. Violations

1. Students and District personnel with knowledge that a person is in violation of this Policy should immediately report the violation to the building principal or designee.
2. Violation of this Policy will result in discipline of students, employees, and contractors, up to and including expulsion or termination, removal from District property, and referral to law enforcement.

#### D. Notices

1. The District will annually distribute the Michigan Department of Health and Human Services notice concerning the best practices for the safe storage of firearms to the parent or legal guardian of each student enrolled no later than October 1 of each year.
2. By October 1, 2025, and each October 1 thereafter, the District will annually post the Michigan Department of Health and Human Services notice to the District webpage.

Legal authority: 18 USC 921; 18 USC 922(q); MCL 28.425f, 28.425o; MCL 750.237a;  
MCL 380.1313b

Date adopted:

Date revised:

## Series 4000: District Employment

### 4100 Employee Rights and Responsibilities

#### 4101 *Non-Discrimination*

##### A. Equal Employment Opportunity

The District is committed to equal employment opportunity and compliance with federal, state, and local laws that prohibit workplace Unlawful Discrimination, including unlawful harassment and Retaliation, based on any protected class or activity. This Policy applies to all aspects of employment, including recruiting, advertising, hiring, training, job placement, evaluation, classification, promotion, transfer, work assignment, compensation, benefits, discipline, demotion, termination, reduction in force, recall, and any other term or condition of employment.

This Policy prohibits discrimination against employees or applicants for employment based on the following protected classes: race, color, national origin, ethnicity, religion, sex (including pregnancy or related conditions, gender identity, or sexual orientation), height, weight, marital status, age, disability, genetic information, veteran status, military service, or any other legally protected class. This Policy also prohibits Retaliation based on a protected activity.

The District prohibits unlawful employment discrimination as required by applicable civil rights statutes, including:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, religion, or national origin;
- Title VII of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, religion, sex (including gender identity, and sexual orientation), or national origin;
- Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex;
- Age Discrimination in Employment Act of 1967 (ADEA), which prohibits discrimination based on age as to persons who are at least 40 years old;
- Equal Pay Act of 1963, which prohibits sex discrimination in payment of wages for persons performing substantially equal work in the same establishment;
- Section 504 of the Rehabilitation Act of 1973 (Section 504), which prohibits discrimination based on disability;

- Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified persons with disabilities in employment, public service, public accommodations, and telecommunications;
- Pregnancy Discrimination Act of 1978, which prohibits discrimination based on pregnancy, childbirth, or related medical conditions;
- Pregnant Workers Fairness Act (PWFA), which requires covered employers to provide reasonable accommodations to a worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause an undue hardship;
- Genetic Information Non-Discrimination Act of 2008 (GINA), which prohibits discrimination based on genetic information as to health insurance and employment;
- Michigan Elliott-Larsen Civil Rights Act of 1976 (ELCRA), which prohibits discrimination based on race, color, national origin, age, sex, pregnancy, sexual orientation, gender identity or expression, religion, height, weight, or marital status;
- Michigan Persons with Disabilities Civil Rights Act of 1976 (MPDCRA), which prohibits discrimination against qualified persons based on disability that is unrelated to that person's ability to perform the duties of a particular position or genetic information; and
- Michigan Equal Pay Act, which prohibits discriminatory wage practices based on sex.

The District also complies with and prohibits employment action that violates the following statutes:

- Family and Medical Leave Act of 1993 (FMLA), which requires covered employers to provide up to 12 work weeks of unpaid, job-protected leave to eligible employees for certain family, military, and medical reasons, and up to 26 work weeks to care for a covered service member with a serious injury or illness;
- ~~Michigan Paid Medical Leave~~ **Earned Sick Time Act of 2018 (PMLA(ESTA))**, which provides eligible employees ~~paid medical leave~~ **with earned sick time that may be used** for certain reasons;

- Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), which provides job protection and reemployment rights to individuals who voluntarily or involuntarily leave employment to undertake military service, including military reservists and National Guard members called to duty;
- Public Employment Relations Act of 1947 (PERA), which prohibits a public employer from discriminating against an employee based on membership or non-membership in a labor organization;
- Fair Labor Standards Act of 1938 (FLSA), which establishes minimum wage, overtime pay, record keeping, and youth employment standards affecting employees; and
- Michigan Whistleblower Protection Act of 1980, which protects employees who report a violation or suspected violation of state, local, or federal law and employees who participate in hearings, investigations, or court actions.

## B. Reporting Requirements

Any employee who believes he/she has been subjected to behavior that violates this Policy is encouraged to file a complaint promptly with a supervisor. A complaint implicating an individual's civil rights will be investigated pursuant to the procedures outlined in Policy 4104 and 3115-3115H. A complaint alleging Title IX sexual harassment will be investigated pursuant to the procedures outlined in Policy 3118.

Employees with questions about compliance with this Policy and applicable laws should contact the Superintendent or the Employment Compliance Officer(s) identified in Policy 3115B.

Board members, administrators, and supervisors must promptly report incidents of Unlawful Discrimination and Retaliation that he/she observes or about which he/she receives information.

Board members, administrators, or supervisors who receive a complaint alleging a violation of this Policy must promptly report the complaint, in writing, to the Employment Compliance Officer(s) identified in Policy 3115B.

A failure to comply with reporting requirements may result in discipline, including discharge.

## C. Employment Discrimination Compliance Training

The District will train administrators, supervisors, and the Employment Compliance Officer(s) on how to address and investigate Unlawful Discrimination and Retaliation complaints.

The District may also provide Unlawful Discrimination and Retaliation training to Board members and employees.

Training may be provided by an outside entity or person approved by the District.

Legal authority: 20 USC 1681 et seq.; 29 USC 206 et seq., 701 et seq., 2601 et seq.; 38USC 4301 et seq.; 42 USC 2000d et seq., 2000e et seq., 2000ff et seq., 12101 et seq.; H.R. 2617-1626, 117th Cong. § 103(1) (signed into law December 29, 2022); MCL 37.1101 et seq., 37.2101 et seq.; MCL 423.201 et seq.; MCL 750.556; 34 CFR 106.1 et seq.; [MCL 408.934b, 408.961 et seq., \*Mothers Justice v Attorney General\*, 2024 Mich LEXIS 1454 \(July 31, 2024\)](#)

Date adopted:

Date revised:

## Series 4000: District Employment

### 4400 Professional Staff

#### 4403 Performance Evaluation

Performance evaluations are essential to provide quality educational services and to measure competency. This Policy does not diminish the Board's authority or ability to non-renew a professional staff member's contract at the end of the contract's term, consistent with applicable statutes, collective bargaining agreements, Policies, and individual employment contracts. This Policy must be implemented consistent with Policy 1101.

A. Teachers as Defined by Revised School Code Section 1249 (K-12 certified teachers of record)

Teachers will be evaluated pursuant to a performance evaluation system consistent with Revised School Code Section 1249 and the Teachers' Tenure Act. This performance evaluation system will include, as appropriate, the following:

1. a year-end evaluation process that meets statutory standards;
2. an evaluation tool that incorporates components required by law, including:
  - a. locally agreed-on student growth and assessment data or student learning objectives, as defined by Revised School Code Section 1249;
  - b. the teacher's performance; and
  - c. objective criteria.
3. an individualized development plan (IDP) with performance goals developed by the evaluator in consultation with the teacher and recommended training designed to improve the teacher's effectiveness for:
  - a. all probationary teachers;
  - b. ~~teachers rated minimally effective or ineffective during the 2023-24 school year;~~
  - c. ~~teachers rated needing support or developing; or~~
  - d. at the evaluator's discretion when performance deficiencies are noted.
4. classroom observations of at least 15 minutes each which include, at a minimum, a review of the teacher's lesson plan, the state curriculum standard used in the lesson, and pupil engagement, with appropriate written feedback and a post-observation meeting between the teacher and the school administrator conducting the observation to discuss those items;

5. a mid-year progress report, if required by law, which aligns with the teacher's individualized development plan, includes specific performance goals developed by the evaluator, and any recommended training identified by the evaluator;
6. a year-end performance evaluation effectiveness rating, of effective, developing, or needing support;
7. tenured teachers rated as highly effective or effective on the 3 most recent consecutive year-end evaluations may be evaluated biennially, but if the teacher is not rated as effective on one of the biennial year-end evaluations, the teacher must receive year-end evaluations;
8. a mentor for teachers rated developing or needing support or for teachers in the first year of probation;
9. opportunity for a tenured teacher rated needing support on a year-end evaluation to request a review consistent with Revised School Code Section 1249;
10. a tool approved by MDE, a modified MDE tool, or a local evaluation tool if adopted in compliance with Revised School Code Section 1249 and corresponding regulations;
11. website posting of required information for the evaluation tool;
12. training on the evaluation tool for teachers and evaluators as required by law; and
13. other components that the Superintendent or designee deems relevant, important, or in the District's best interests.

If a tenured teacher is rated ineffective or needing support on 3 consecutive year-end evaluations, the teacher must be discharged consistent with due process. The District is not precluded from discharging a teacher at other times as provided by the Teachers' Tenure Act.

If a teacher receives an unevaluated rating, the teacher's rating from the school year immediately before the designation must be used.

#### B. Non-Teaching Professionals Subject to the Teachers' Tenure Act

The performance evaluation system for a Non-Teaching Professional with a teaching certificate subject to the Teachers' Tenure Act must include multiple observations. An IDP will be developed during the employee's probationary period. Except during the probationary period, which must include annual evaluations, the Superintendent or designee will evaluate the employee's performance at intervals determined by the Superintendent or designee. The Superintendent or designee has discretion to select and use an evaluation tool that serves the District's best interests.

The Superintendent or designee also has discretion to implement an IDP if performance deficiencies are noted, regardless of the employee's effectiveness rating.

To the extent required by law, a tenured Non-Teaching Professional subject to the Teachers' Tenure Act rated as needing support may request a review consistent with Revised School Code 1249.

C. Non-Teaching Professionals and Teachers Not Subject to Revised School Code Section 1249

For Non-Teaching Professionals and teachers not subject to Revised School Code Section 1249, the Superintendent or designee will evaluate the employee's performance at intervals determined by the Superintendent or designee, except annual evaluation will be performed during the employee's probationary period. The Superintendent or designee has discretion to select and use an evaluation tool that serves the District's best interests.

An IDP may be established at the Superintendent's or designee's discretion.

Legal authority: MCL 38.71 et seq.; MCL 380.11a, 380.601a, 380.1233b, 380.1248, 380.1249; 380.1249a(2); MCL 423.215

Date adopted:

Date revised:

## Series 4000: District Employment

### 4400 Professional Staff

#### 4407 Discipline

Maintaining appropriate procedures and standards for addressing misconduct and other inappropriate behavior by Professional Staff is a critical component in furthering an effective educational environment and in providing quality educational services to students. Off-duty conduct may result in discipline if it adversely impacts the District and is not a legally protected activity. Information about substantiated unprofessional conduct will not be suppressed or removed from a personnel file consistent with Revised School Code Section 1230b. This Policy must be implemented consistent with Policy 1101.

##### A. Probationary Professional Staff

Probationary Professional Staff discipline or demotion may occur for any lawful reason.

1. If the complaint alleges suspected child abuse or neglect, the matter must be immediately reported to Children's Protective Services.
2. An employee who is subject to an investigatory interview that may result in discipline or who reasonably believes an investigatory interview may result in discipline may bring a representative consistent with Policy 4108.
3. The Superintendent or designee is authorized to place a Professional Staff member on paid, non-disciplinary administrative leave pending the completion of an investigation when, in the judgment of the Superintendent or designee, placing the Professional Staff member on leave will protect the investigatory process or work environment.
4. Disciplinary measures may include warning, reprimand, unpaid suspension, financial penalty, or discharge. This Policy does not require that disciplinary measures be applied progressively or sequentially. The District may apply appropriate disciplinary measures for the circumstances. The District may also consider preventative measures, including training, coaching, and other remedial measures.
5. Discipline will be confirmed in writing and placed in that person's personnel file. The person's year-end performance evaluation may also reflect the discipline.
6. The Superintendent or designee is authorized to impose discipline except for:
  - a. nonrenewal of a probationary teacher; or
  - b. discharge of a probationary teacher.

The Board's action may be based upon the Superintendent's or designee's written recommendation and applicable procedures set forth in the Teachers' Tenure Act.

#### B. Tenured and Non-Probationary Professional Staff

Tenured teacher discipline or demotion will occur only for a reason(s) that is not arbitrary or capricious. Likewise, the disciplining of Non-Teaching Professionals will be governed by the arbitrary or capricious standard unless expressly stated otherwise in a collective bargaining agreement, employee handbook, or individual employment contract. Under the arbitrary or capricious standard, a disciplinary decision must be supported by a preponderance of the evidence and the discipline must have a rational relationship to the established misconduct or inappropriate behavior.

Before imposing discipline, the Superintendent or designee will investigate whether a Professional Staff member engaged in conduct that may justify discipline. The investigation should include discussions with witnesses determined by the Superintendent or designee to have relevant information and a review of tangible evidence (e.g., documents, video, electronic communications). The Professional Staff member will be provided an opportunity to respond to the allegation(s).

If a Professional Staff member is governed by a collective bargaining agreement or individual employment contract, the Superintendent or designee will adhere to the disciplinary standards and procedures in that agreement. If the collective bargaining agreement or individual employment contract does not have an applicable provision, then the standards and procedures outlined below will apply.

The following procedures may be used for investigating allegations of Professional Staff misconduct or inappropriate conduct:

1. The Superintendent or designee may consult with legal counsel in appropriate cases and may request that legal counsel assist with an investigation.
2. The Superintendent or designee will give the Professional Staff member oral or written notice of the allegation(s).
3. If the complaint alleges suspected child abuse or neglect, the matter must be immediately reported to Children's Protective Services.
4. The Superintendent or designee will give oral or written notice of the time, date, and location of a meeting to provide the Professional Staff member with an opportunity to respond to the allegation(s) and substantiating factor(s).
5. An employee who is subject to an investigatory interview that may result in discipline or who reasonably believes an investigatory interview may result in discipline may bring a representative consistent with Policy 4108.

6. The Superintendent or designee is authorized to place a Professional Staff member on paid, non-disciplinary administrative leave pending the completion of an investigation when, in the judgment of the Superintendent or designee, placing the Professional Staff member on leave will protect the investigatory process or work environment.
7. If an investigation concludes that a preponderance of the evidence (i.e., more likely than not) establishes that the Professional Staff member engaged in conduct warranting discipline, the appropriate level of discipline will be guided by the following:
  - a. the seriousness of the offense;
  - b. the Professional Staff member's prior disciplinary and employment record;
  - c. whether other Professional Staff members have engaged in similar or like past conduct known to the District's administration and the discipline imposed for those infractions;
  - d. the existence of aggravating or mitigating factors, as determined by the Superintendent or designee;
  - e. applicable federal or state law;
  - f. the Professional Staff member's acceptance of responsibility;
  - g. the likelihood of recurrence; and
  - h. any other factors the Superintendent or designee determine are relevant.
8. Disciplinary measures may include:
  - a. warning;
  - b. reprimand;
  - c. unpaid suspension;
  - d. financial penalty; or
  - e. discharge.

This Policy does not require that disciplinary measures be applied progressively or sequentially. The District may apply appropriate disciplinary measure. The District may consider additional preventative measures to address the misconduct, including training, coaching, and other remedial measures.

9. Discipline will be confirmed in writing and placed in that person's personnel file. The discipline imposed may also be reflected in the person's year-end performance evaluation.

10. The Superintendent or designee is authorized to impose discipline except for:
- a. the discharge of a Professional Staff member; or
  - b. the demotion of a tenured teacher, as defined in the Teachers' Tenure Act.

The Board's action may be based on the Superintendent's or designee's written recommendation and applicable procedures in the Teachers' Tenure Act.

11. A tenured teacher's salary may be escrowed after tenure charges are approved by the Board pursuant to Policy 4208.

C. **Extracurricular Positions, Including Athletic Coaches**

Unless otherwise provided by an applicable collective bargaining agreement or individual employment contract, employees holding extracurricular positions, including athletic coaches, may be disciplined for any lawful reason. For contracted extracurricular positions, including athletic coaches, see Policy 4207.

Legal authority: MCL 38.71 et seq.; MCL 380.11a, 380.601a; *NLRB v J Weingarten, Inc*, 420 US 251 (1975)

Date adopted:

Dated revised:

## Series 4000: District Employment

### 4400 Professional Staff

#### 4408 Termination

This Policy must be implemented consistent with Policy 1101.

##### A. Probationary Teachers

For purposes of this Policy, the “termination” of a probationary teacher occurs when the probationary teacher is discharged during the term of an existing individual employment contract between the probationary teacher and the Board. Discontinuation of a probationary teacher’s employment at the expiration of an individual employment contract is not termination for purposes of this Policy and is addressed separately in Policy 4409.

The Board may terminate a probationary teacher for misconduct, inappropriate behavior, performance that is not effective, or for any other lawful reason at any time.

The Superintendent or designee may recommend the termination of a probationary teacher to the Board. The recommendation will include the reason(s) for the proposed termination.

Probationary teachers recommended for termination by the Superintendent or designee will be provided advance notice of the allegations; an opportunity for a hearing in closed or open session before the Board; and the time, date, and location of the Board hearing.

##### B. Tenured Teachers

The Superintendent or designee may recommend the termination of a tenured teacher by filing tenure charges with the Board. The Board will consider whether to proceed on the tenure charges or modify the charges. A tenured teacher may be terminated for a reason that is not arbitrary or capricious.

The tenured teacher may challenge the Board’s decision to discharge or demote the teacher by timely filing an appeal with the State Tenure Commission.

##### C. Non-Teaching Professionals and Teachers not subject to the Teachers’ Tenure Act (preschool, GSRP, or other teachers if they did not serve a probationary period under the Tenure Act)

Unless otherwise provided by a collective bargaining agreement or individual employment contract: (1) a Non-Teaching Professional or teacher who is not subject to the Teachers’ Tenure Act is subject to 5 years of probationary service and may be non-renewed or terminated at-will by the Board; and (2) after 5 years, the non-probationary Non-Teaching Professional or teacher may be

terminated for any reason that is not arbitrary or capricious, subject to due process.

The Superintendent or designee may recommend the termination of a Non-Teaching Professional or teacher to the Board. The recommendation will include the reason(s) for the proposed termination.

Non-Teaching Professionals or teachers recommended for termination by the Superintendent or designee will be provided advance written notice of the allegations; an opportunity for a hearing in closed or open session before the Board; and the time, date, and location of the Board hearing.

**D. Extracurricular Positions, Including Athletic Coaches**

Unless otherwise provided by a collective bargaining agreement or individual employment contract, extracurricular positions, including athletic coaches, may be non-renewed or terminated at-will by the Superintendent or designee. For contracted extracurricular positions, including athletic coaches, see Policy 4207.

Legal authority: MCL 38.83(2), 38.101, 38.121

Date adopted:

Date revised:

## Series 4000: District Employment

### 4400 Professional Staff

#### 4409 Non-Renewal

For purposes of this Policy, “non-renewal” of a probationary teacher refers to the discontinuation of the employment relationship between the Board and a probationary teacher at the expiration of the probationary year following the process set forth in the Teachers’ Tenure Act.

Teachers must serve a probationary period as required by the Teachers’ Tenure Act. A probationary teacher’s contract may be non-renewed for performance-based reasons or any other lawful reason.

This Policy must be implemented consistent with Policy 1101.

#### A. Probationary Period

1. A probationary teacher rated developing or needing support may be subject to non-renewal consistent with the Teachers’ Tenure Act. To attain tenure, a probationary teacher must ~~be rated effective (after July 1, 2024) or receive a “highly effective (before July 1, 2024)” or “effective” rating on the teacher’s 3 most recent year-end annual performance evaluations, including their most recent evaluation and serve~~ have completed at least 4 full school years of employment. A teacher’s probationary period may extend, or the probationary teacher may be nonrenewed, if the teacher does not receive 3 consecutive effective ratings during the probationary period.

For a teacher who previously held tenure in another Michigan public school district, the teacher is subject to a 2-year probationary period, unless the Board acts to reduce the teacher’s probationary period. The Board may make such a reduction if it determines that it is in the District’s best interest considering factors such as the teacher’s employment history; certifications, approvals, or authorizations; experience in subject matter or grade level; professional development, training, and academic preparation; and any other relevant factors as determined by the Board.

2. Unless otherwise provided by a collective bargaining agreement or individual employment contract:
  - a. Non-Teaching Professionals who are not subject to the Teachers’ Tenure Act are subject to 5 years of probationary service and may be non-renewed or terminated at-will by the Board; and
  - b. After 5 years, the non-probationary Non-Teaching Professional may be non-renewed or terminated for any reason that is not arbitrary or capricious, subject to due process.

## B. Non-renewal

1. Probationary teacher non-renewal is subject to the non-renewal procedures specified in the Teachers' Tenure Act. This Policy will be implemented consistent with that statute.
  2. Before non-renewing a probationary teacher, the probationary teacher must receive written notice of the Superintendent's or designee's recommendation for non-renewal and the time, date, and place of the Board meeting at which the Board will consider the recommendation. The recommendation for non-renewal will state the reason(s) for the recommendation and may include supporting documentation.
  3. The probationary teacher must receive written notice of Board action to non-renew the teacher's contract at least 15 calendar days before the end of the school year (June 30) except as provided in subsection 4 below. If the teacher is hired after the beginning of the school year, notice of non-renewal must be received at least 15 calendar days before the teacher's anniversary date of hire.
  4. For a teacher who previously held tenure in another Michigan public school district, the teacher must receive written notice of non-renewal at least 60 calendar days before the completion of the probationary period.
- C. The probationary teacher will be provided an opportunity to address the Board in open or closed session and respond to the Superintendent's or designee's recommendation to non-renew.
- D. The Board must take action in open session on the recommendation to non-renew the probationary teacher.
- E. The probationary teacher must be served with written notice of the Board's action non-renewing the teacher's employment and a copy of the Board action within the timeframe required by the Teachers' Tenure Act. The non-renewal notice will specify that a probationary teacher has the right to appeal the timeliness or legal effect of a notice of non-renewal. The appeal must be filed with the State Tenure Commission within 20 calendar days after the probationary teacher's receipt of the notice of non-renewal. A copy of the Teachers' Tenure Act should also be included with the notice.
- F. Teachers who are not subject to the Teachers' Tenure Act may be non-renewed at the discretion of the Board for any lawful reason subject to an applicable collective bargaining agreement or individual employment contract.

Legal authority: MCL 38.81 et seq., 38.91 et seq.

Date adopted:

Date revised:

## Series 5000: Students, Curriculum, and Academic Matters

### 5100 Student Rights

#### 5104 Age of Majority

State law recognizes students are adults at age 18 or when otherwise legally emancipated. Except as noted below, all Board Policies, applicable codes of conduct, and any other applicable rules or behavioral expectations apply to all students regardless of age.

Unless inconsistent with a court order, students who are 18 years or older or legally emancipated may:

- A. ~~have the same rights as their Parents as they relate to access to or control of their student records~~ as provided by law;
- B. ~~represent themselves during disciplinary conferences;~~
- C. ~~make decisions related to special education and Section 504;~~
- D. request a personal curriculum;
- E. represent themselves during disciplinary conferences;
- F. have other rights or privileges as determined by the Superintendent or designee;
- G. at the parent's written request, sign themselves in and out of school

Eligible students who wish to assert these rights must notify the building principal in writing. Otherwise, sections ~~B-FD-F~~ above will not apply. The building principal or designee may notify an eligible student's Parent that the eligible student has exercised the rights listed under this Policy.

Legal authority: MCL 380.1278b; MCL 722.4, 722.52

Date adopted:

Date revised:

## Series 5000: Students, Curriculum, and Academic Matters

### 5400 Curriculum, Instruction, and Parent Involvement

#### 5401 Parent Involvement in Education

##### A. Parent Involvement

The District will take the following steps to encourage Parent involvement in their student's education:

1. Parents will be provided the opportunity to review District-approved curriculum, textbooks, and instructional materials, including any material that will be used in connection with a survey, analysis, or evaluation, upon request.
  - a. Requests to review curriculum, textbooks, and instructional materials must be made to the building principal.
  - b. Parents may review textbooks based on availability and may review instructional materials within a time frame determined by the building principal or designee.
2. Parents will be permitted to attend and observe instructional activities in a class or course in which their student is enrolled and present.

Parents must make an appointment with the building principal to observe instructional activities in a class or course in which the student is enrolled and present. The building principal will permit a Parent observation unless the building principal determines that the observation would disrupt the class or course. Frequent observations are likely disruptive. Absent unusual circumstances, as determined by the building principal, observations that last more than 30 minutes or occur on consecutive days will not be permitted. Parents who want to observe instructional activities also must adhere to Policy 3105.

Parents are not permitted to observe testing.

3. Parents may inspect and review their student's education records, upon written request, consistent with Policy 5309 and state and federal law.
4. ~~At the beginning of the school year, the District will notify Parents of students attending Title I schools of the right to request a~~ A copy of this Policy. ~~The District will provide a copy of this~~ must be included in the Student Handbook.
5. See Policy ~~to a requesting~~ 5405 for Parent in a timely manner and Family Engagement Policy at schools receiving Title I funds.
6. RESERVED

## B. Assessments and Surveys

### 1. State assessments

Pursuant to state law, the District will not approve Parent requests to opt students out of state assessments.

### 2. National Assessment of Educational Progress

As a condition of receiving federal funds and as required by state law, the District may be selected to participate in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. Student participation in NAEP is voluntary.

The District will notify Parents of students eligible to take the NAEP before the assessment is administered. Parents wishing to opt their students out of the NAEP assessment must notify the District in writing at least 3 school days before the assessment date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

### 3. Surveys

Parents will be notified before their student participates in surveys on certain topics in accordance with Policy 5308.

Legal authority: MCL 380.1137, 380.1280b, 380.1295, 380.1507(3)

Date adopted:

Date revised:

## Series 5000: Students, Curriculum, and Academic Matters

### 5400 Curriculum, Instruction, and Parent Involvement

#### 5406 Title I Funds

The District will use Title I funds (including Perkins V funds) to supplement, not supplant, state and local funds that would, in the absence of Title I funds, be spent on Title I programs. The District will ensure that Title I funds will not be used to provide services that otherwise take the place of public education services that are to be provided to all students. A student's eligibility for Title I services may not disqualify the student from any service for which the student is otherwise eligible.

The District will maintain records of Title I-funded professional development. The Superintendent or designee will ensure that professional development is aligned with the needs of the District's Title I programs. Title I-funded professional development will not duplicate that which is funded from other sources and which, in the absence of Title I funds, would be provided to all staff.

Legal Authority: 20 USC 6301 et seq.

Date adopted:

Date revised:

## Series 5000: Students, Curriculum, and Academic Matters

### 5400 Curriculum, Instruction, and Parent Involvement

#### 5411 Student Promotion, Retention, and Placement

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider Parent requests that a student be placed in a particular classroom, building, educational program, or grade.

##### A. Student Promotion and Retention

The building principal will attempt to consult with a student's Parent before deciding to retain a student, advance a student to the next grade mid-year, or allow a student to skip a grade level. If the Parent disagrees with the building principal's decision about promotion or retention, the Superintendent or designee will make the final decision.

##### B. Student Placement

The Superintendent or designee will determine a student's classroom and building placement based on District needs, available space, and educational expertise, consistent with state and federal law. The District's placement decision is final. Nothing in this section may be construed to limit or modify rights under state or federal laws applicable to students with disabilities, including the right to have placement decisions made by an IEP or Section 504 Team.

##### C. Intradistrict Choice

A student who is the victim of a violent criminal offense at school may transfer to another public school in the District, if available. A student who attends a Title I school in the District that has not made adequate yearly progress as defined by state and federal law for 2 or more consecutive years or who is attending a persistently dangerous school may transfer to another public school in the District, if available. The Superintendent or designee will notify Parents if their student is eligible to transfer under this Policy.

This Policy incorporates the definitions for "violent criminal offense" and "persistently dangerous school" contained in the Michigan State Board of Education's Statewide Safe School Choice Policy.

##### D. Nontraditional Programs

The District may operate nontraditional programs to meet the needs of all students. Nontraditional programs may include alternative education or virtual settings. The building principal or designee will attempt to consult with a student's Parent before finalizing a decision to move a student to a nontraditional program. If the Parent disagrees with the building principal's or designee's decision, the

Superintendent or designee will make the final decision, consistent with applicable law. Nothing in this section may be construed to limit or modify rights under state or federal laws applicable to students with disabilities, including the right to have placement decisions made by an IEP or Section 504 Team.

E. Reserved

Legal authority: 20 USC 7912; MCL 380.1278a, 380.1278b, ~~380.1280f~~ MCL 388.1621f

Date adopted:

Date revised:

## Series 5000: Students, Curriculum, and Academic Matters

### 5400 Curriculum, Instruction, and Parent Involvement

#### 5420 Sex Education

Sex Education and Reproductive Health (for districts electing to provide sex and reproductive health education in addition to mandated communicable disease instruction).

##### A. Communicable Disease Instruction

The Superintendent or designee will ensure that students are taught about dangerous communicable diseases. Instruction must include the principal modes by which dangerous communicable diseases, including, but not limited to, human immunodeficiency virus infection and acquired immunodeficiency syndrome, are spread and the best methods for disease restriction and prevention.

Instruction must be provided by qualified instructors as defined by state law. Instruction must stress that abstinence from sex is: (1) a responsible and effective method of preventing sexually transmitted diseases, and (2) a positive lifestyle for unmarried young people.

##### B. Revision to Materials and Methods of Instruction

Before revising curriculum about dangerous communicable diseases, the Board will hold at least 2 public hearings occurring at least 1 week apart on the proposed revisions.

##### C. Sex Education Advisory Board

The Board will create a sex education advisory board to:

1. establish sex education program goals and objectives for student knowledge and skills that are likely to reduce the rates of sex, pregnancy, and sexually transmitted diseases;
2. review materials and methods of instruction used in the District's sex education program;
3. make recommendations to the Board for implementation of a sex education program; and
4. evaluate, measure, and report the attainment of program goals and objectives at least every 2 years.

The sex education advisory board must include the following members: Parents, students, educators, local clergy, and community health professionals. At least half of the members must be Parents who have a student in the District. A majority of those Parents must not be employed by a school district.

The sex education advisory board will have 2 co-chairs appointed by the Board. One co-chair must be a Parent of a student in the District.

The Board may, in its discretion, determine and modify terms of service for sex education advisory board members, the number of members, and the membership selection process.

Co-chairs or their designees will provide members of the sex education advisory board 2 weeks' electronic or written notice of meetings.

#### D. Sex Education Courses

The Board authorizes age-appropriate, medically-accurate instruction in sex education including, but not limited to, family planning, human sexuality, and the emotional, physical, psychological, hygienic, economic, and social aspects of family life. Instruction may also include the subjects of reproductive health and the recognition, prevention, and treatment of sexually transmitted diseases. The District's sex education curriculum must comply with state law.

~~Instruction must include principal modes by which dangerous communicable diseases, including, but not limited to, human immunodeficiency virus infection and acquired immunodeficiency syndrome, are spread and the best methods for disease prevention.~~

Sex education instruction must be provided by qualified instructors as defined by state law. Instruction must stress that abstinence is (1) a responsible and effective method of preventing unplanned pregnancy, out-of-wedlock pregnancy, and sexually transmitted diseases, and (2) a positive lifestyle for unmarried young people.

Sex education is an elective course and is not required for graduation.

#### E. Reproductive Health Instruction

A reproductive health instruction program must be supervised by a licensed physician, a registered nurse, or other person certified by the State Board of Education as qualified.

No person may dispense or distribute a family planning drug or device on District property.

Clinical abortion is not considered a method of family planning, and abortion must not be taught as a method of reproductive health.

#### F. Revision to Materials and Methods of Instruction

Before revising sex education materials or methods of instruction, or before revising curriculum about dangerous communicable diseases, the Board will hold at least 2 public hearings occurring at least 1 week apart on the proposed revisions.

## G. Parental Notice and Opt-Out

A student may not be enrolled in a class in which family planning or reproductive health is discussed unless the student's Parent is provided advance notice of the course content, is given a prior opportunity to review the course materials, and is provided advance notice of the right to excuse the student from the class. If a Parent excuses a student from the class in writing, the student will not be penalized or lose academic credit for not attending the class.

A Parent may file written notice that the student is excused from all sex education offered by the District. If the District receives written notice, the student may not be enrolled in a sex education class unless authorized by the Parent in writing.

## ~~H. Employee Responsibilities~~

~~Employees must comply with Policy 4209.~~

Legal authority: MCL 380.1169, 380.1506, 380.1507, 380.1507a, 380.1507b

Date adopted:

Date Revised:

## Series 5000: Students, Curriculum, and Academic Matters

### 5400 Curriculum, Instruction, and Parent Involvement

#### 5421 *Work-Based Learning Experience*

The District permits students to participate in approved work-based learning (WBL) experiences. All WBL experiences must comply with applicable law, regulations, and guidance, particularly those applicable to the employment of minors, workplace safety, workers' compensation, nondiscrimination, and unlawful harassment.

~~A WBL experience will be coordinated by the District through a training agreement with an employer. The employer must provide a training plan, acceptable to the District, which explains how the WBL experience relates to the student's educational objectives. The WBL experience must be supervised by the employer and monitored by a certified teacher employed by the District or an individual working under a valid substitute permit, authorization, or approval issued by MDE. The training agreement and training plan must comply with MDE guidance and be in effect by the applicable pupil count day. A copy of the training agreement and training plan will be kept on file at the District and with the employer. ¶~~

A WBL experience may be paid or unpaid.

The Superintendent will designate a WBL Coordinator ~~who~~. **The WBL Coordinator or a CTE program teacher** will determine whether a proposed WBL experience complies with applicable state and federal laws, regulations, and guidance and is consistent with the student's educational objectives.

If the WBL Coordinator **or CTE program teacher** denies a student's request for a WBL experience, the student may appeal the decision to the Superintendent or designee, whose decision is final.

If the WBL Coordinator **or CTE program teacher** determines during the course of the WBL experience that the experience or worksite no longer complies with the approved training plan, District Policy, or state or federal laws, regulations, or guidance, the WBL Coordinator **or CTE program teacher** will, in consultation with the Superintendent or designee, determine whether the WBL experience should continue.

Credit for a WBL experience will be consistent with Policy 5409 and the applicable student handbook.

Legal authority: *Work-Based Learning Manual*, Michigan Department of Education

Date adopted:

Date revised:

## Series 5000: Students, Curriculum, and Academic Matters

### 5700 Student Health and Safety

#### 5701 Abuse and Neglect

##### A. Child Abuse and Neglect

Mandated reporters must immediately report all instances of suspected child abuse or neglect pursuant to Michigan's Child Protection Law and Policy 4202. All other employees, volunteers, and contractors who are not mandated reporters are also expected to immediately report all instances of suspected child abuse or neglect.

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without Parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. The District will not impose conditions on the investigator or investigation beyond what is permitted by law.

Before a CPS investigator is given access to a student, the building principal or designee will verify the investigator's credentials.

The building principal or designee may be present for the student's interview, at the discretion of CPS. If CPS seeks to remove a student from school, the building principal or designee will: (1) provide CPS with the student's Parent phone number and address; and (2) request that the CPS official sign a statement certifying that the student is being removed because of safety-related concerns. If the CPS official refuses to or is unable to sign the requested certification, the building principal or designee will document the removal, including the name(s) of the CPS official(s) removing the student, the stated reason(s) given for the removal, the identity of the person(s) witnessing the removal, and the date and time of the removal.

The District may share student records with CPS only as permitted by Policy 5309 and the Family Educational Rights and Privacy Act.

If the District makes a report to CPS, the District will maintain a copy of the written report with the reporter's identity redacted. The reporter's identity will remain confidential unless disclosure is authorized by the reporter's consent or by court order.

"Mandated reporter" means a physician, dentist, physician's assistant, registered dental hygienist, medical examiner, nurse, person licensed to provide emergency medical care, audiologist, psychologist, **physical therapist, physical therapist assistant, occupational therapist, athletic trainer**, marriage and family therapist, licensed professional counselor, social worker, licensed master's social worker, licensed bachelor's social worker, registered social service technician, social

service technician, a person employed in a professional capacity in any office of the friend of the court, school administrator, school counselor or teacher, law enforcement officer, member of the clergy, or regulated child care provider who has reasonable cause to suspect child abuse or child neglect.

#### B. Vulnerable Adults

All school employees must report suspected abuse, neglect, or exploitation of a vulnerable adult consistent with Michigan's Social Welfare Act.

The District will cooperate with an Adult Protective Services (APS) investigation to the extent required by law. The District may share student records with APS only as permitted by Policy 5309 and the Family Educational Rights and Privacy Act.

If the District makes a report to APS, the District will maintain a copy of the written report with the reporter's identity redacted. The reporter's identity will remain confidential unless disclosure is authorized by the reporter's consent or by court order.

Legal authority: 20 USC 1232g; MCL 722.621 et seq.; MCL 400.11a

Date adopted:

Date revised:

## Series 5000: Students, Curriculum, and Academic Matters

### 5700 Student Health and Safety

#### 5712 Concussion Awareness

- A. Each coach, employee, volunteer, and other adult who works with ~~student-athletes~~ **students** in an athletic activity, **including physical education classes**, sponsored or operated by the District, must complete the concussion awareness training program required by the Michigan Public Health Code at least once every 3 years.
- B. Before allowing a student ~~athlete~~ to participate in any athletic activity, **including physical education classes**, the District will annually:
1. provide the MHSAA- or state-approved educational materials on concussion awareness to each student ~~athlete~~ and to the ~~student-athlete's~~ **student's** Parent; and
  2. obtain a statement signed by each student ~~athlete~~ and respective Parent acknowledging receipt of the MHSAA- or state-approved concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.
- C. A student ~~athlete~~ must be removed from any practice, **game**, or ~~game~~ **physical education class activity** when the student ~~athlete~~ is reasonably suspected of sustaining a concussion during a practice or game. The student ~~athlete~~ will not be permitted to participate in any school athletic activities involving physical exertion, including practices ~~or games~~, **games, or physical education class activities** until the student has:
1. been evaluated by a licensed physician, physician's assistant, or nurse practitioner;
  1. received written and signed clearance to resume participation in athletic activities from a licensed physician, physician's assistant, or nurse practitioner; and
  2. submitted to the school the written and signed clearance to resume participation in athletic activities, accompanied by written permission from the student's Parent to resume participation.

District officials are not required to verify the qualifications of the physician, physician's assistant, or nurse practitioner who provides the clearance.

- B. A student who has sustained a concussion may need accommodations, supports, and monitoring until the student is fully recovered. Nothing in this Policy automatically entitles a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act or the Individuals

with Disabilities Education Act. Staff should refer a student who has sustained a concussion for evaluation if they suspect the student may have a disability, consistent with Policies 5601 and 5603.

Legal authority: MCL 333.9155, 333.9156

Date adopted:

Date revised:

**BRIGHTON AREA SCHOOLS**  
**Board of Education**  
**September 8, 2025**

**Report #25-93**

**For Future Action**

Subject:  
Bond Surveys

Recommendation:

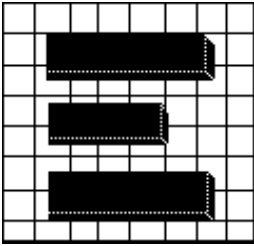
Rationale:

Facts/Statistics:  
Attached are three proposals to conduct a potential community survey.  
Epic | MRA  
Mitchell Research and Communications  
MRG Marketing Resource Group

District Goal Addressed:  
 Communication  
 Fiscal Integrity  
 Student Achievement

**Motion**  
Moved by:  
Supported by:

Voice Vote:  
 Ayes  
 Nays



## **EPIC ▪ MRA**

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August 8, 2025

Starr Acromite

Assistant to Superintendent Dr. Matthew S. Outlaw

Brighton Area Schools

125 South Church Street

Brighton, MI 48116

Assistant Superintendent Acromite:

Thank you for reaching out to EPIC ▪ MRA to inquire about the possibility of conducting a statistically valid survey of voters residing within the taxable boundaries of the Brighton Area Schools about perceptions of the District, and the potential willingness of voters to support a future bond proposal. For nearly three decades, as you may already know, educational, county, and municipal entities have used our firm's research services to assist in measuring policy direction, guidance for strategic planning, budgeting priorities, public outreach and education efforts, and to gauge voter sentiment on bond proposals and/or other ballot issues.

Such a survey can also measure voter perceptions of, among other things: the quality of education provided by the district; how the district compares to surrounding districts; the level of taxes and funding earmarked for education; the condition of district-owned buildings, facilities, and grounds; the district's financial management; what components/proposed improvements that would be funded by a potential future bond proposal are most supported or opposed; what information resonates the most among various demographic and geographic segments of the community; what election date (a May school election, August primary election or November general election) may prove most advantageous should a future bond be attempted; and where various segments of the population get the information that influences their opinions the most.

Our constituent contact databases have also been widely used by our clients to help advance their objectives as a proven effective and efficient means to communicate information gleaned from the research to the general public, whether simply educational in nature, or to communicate directly to voters about a ballot issue.

- Educational
- Political
- Industrial
- Consumer

- Market
- Research
- Analysis

Further to that conversation, I write to offer an outline of the typical process for conducting a public opinion survey. First, some brief background information about our company.

## COMPANY BACKGROUND

EPIC ▪ MRA is the assumed name for Michigan Researchers Associates, Inc., a for-profit corporation formed in 1991 with headquarters in Lansing, Michigan. It is the successor entity to the partnership, Michigan Research Associates, formed in 1985. The principal officers of EPIC ▪ MRA have been active in governmental, political, marketing, business, and health issues at the state and national levels for over 40 years. Since its inception, the firm has provided services to a broad range of clients, including: public school districts, intermediate school districts, school boards; community colleges and universities; state, county, township and municipal legislative bodies and planning commissions; non-profit organizations; financial institutions; transportation authorities; public libraries and library boards; political and business leaders; professional associations; the legal and judicial communities; and members of the health care industry.

EPIC ▪ MRA takes great pride in the accuracy of our survey research. When Nate Silver owned and ran his 538 website it gave us a B grade for the accuracy of our polling on statewide election races; a ranking and grading system for all polling firms that are recognized nationally. EPIC ▪ MRA ranked higher than any other Michigan-based polling firm then, and also higher than all but a handful of much larger national polling firms. Also, in the November 2022 election, EPIC ▪ MRA held the distinction of being the most accurate polling firm in predicting the outcomes of the Michigan 2022 races for Governor, Attorney General, Secretary of State - and the three ballot proposals - on surveys conducted for our media clients, including the Detroit Free Press, WLNS TV 6 in Lansing, WOOD TV 8 in Grand Rapids, and WJRT TV 12 in Flint.

EPIC ▪ MRA provides a statistically valid sampling of residents, not only throughout the taxable boundaries of the district as a whole, but also within any desired sub-regions - such as by “jurisdiction” and/or Zip Code - as well as among several major demographic subgroups that are representative of the population, including parents, race, gender, age, etc. In addition, should the placement of a proposal on a future election ballot be in question, survey participants can further be screened to include only respondents that are registered to vote within the district, and self-identify as being *at least* “likely” to cast a vote in any particular tested election(s). Consistent with the aim of providing a statistically valid result, EPIC ▪ MRA’s *preference* is to utilize live operator telephone interviews as its exclusive methodology in order to offer properly stratified and actionable data.

We also do our best to stay ahead of the curve when it comes to keeping on top of the industry’s best practices in polling and market research. We always include a *minimum* of 60 percent cell phone only respondents in our polling samples - and often much higher percentages when the

project requires - in order to make sure that all age groups, especially younger respondents, are appropriately represented in our sample frame; without the need to re-weight data once survey data collection is complete. In this way, residents that have forgone traditional land line usage in favor of the exclusive use of mobile devices are able to be reliably reached. This practice mitigates - if not totally eliminates - the need to re-weight results once survey data collection is complete.

Because of its attention to sampling detail, its in-house capacity to generate customized telephone sample draws, and the incorporation of cell-only respondents, EPIC • MRA rarely finds it necessary to re-weight the results of its surveys. Post-data collection weighting usually involves replicating responses from a relative handful of target respondents in one or more demographic subsets in order to match those subsets' proportion of the population tested – thus somewhat diminishing the influence of responses from the remaining subsets. While sparing use of this technique is appropriate in some circumstances, the practice carries the potential of producing findings that can be misleading, and at worst, wildly inaccurate; an outcome that becomes increasingly likely when multiple subsets are subject to even moderate post-data-collection weighting.

## **PROCEDURAL PROCESS**

Once a survey has been commissioned, we begin close consultation with the client to develop a survey instrument. The initial draft is then presented to the client for review and comment; with the review and re-draft process continuing until a questionnaire that is satisfactory to all parties is developed. Typically, this phase consumes the lion's share of what is normally a *six-week* timeline for completion of the research, from initial consultation through presentation of the final deliverables. However, presuming the construction and finalization of the survey instrument to be used can be expedited, a more contracted timeline can often be accommodated.

Regardless of when the survey research is desired, a potential timeline for the survey research contemplated in this proposal could be:

<u>DATE</u>	<u>ACTIVITY</u>
Week 1	Contract Award
Weeks 1 through 2	Initial and ongoing consultation with designated staff
	Presentation of 1 <sup>st</sup> questionnaire draft for review and comment
	Receive final comments and suggested amendments to questionnaire
Weeks 2 through 3	Live operator calls/data collection
Weeks 3 through 4	Process data, present frequency report (top line results)
Weeks 3 through 4	Present cross-tabulation report
Weeks 5 through 6	Analyze data; develop and present textual report with recommendations
TBD	Oral presentation of survey findings; if desired

The presentation of the draft questionnaire would include an estimate of the average interview length. As can be seen from the price chart that follows, interview length is one primary factor in determining the overall price of the research. Sample size, or the number of interviews to be completed, is the other main variable that determines the cost of a survey.

Once a survey instrument is completed and approved, we set about conducting the interviews. Typically, for example, the interview administration of a 300 sample, 15-minute survey takes approximately five-to-seven days to complete. As each shift's production is completed, data entry is performed, so that by the end of the phoning, the data is ready to apply to our aggregation and tallying software.

The results of the tabulations are known as:

- Frequency results - the percentage of all respondents saying "yes, no, undecided, don't know/refused, etc." or all other responses to survey questions; and,
- Cross tabulation tables - the tabulation of responses to individual questions by segment (that is, demographic and geographic subgroup) such as; parents vs. non-parents, gender, age, education level, race, location in the district, income, etc.

The frequency results are useful in gauging overall reaction to specific questions posed, and for garnering an understanding of what the attitudes of the population are as a whole. The cross tabulations are beneficial in getting a handle on how particular segments (e.g. lower-income residents, homeowners, non-parents, men under age 50, etc.) of the population react to any given question in comparison to the entire sample. The comparison of frequency results with the cross tabulations is useful in analyzing the attitudes of subgroups toward various issue questions and questions about a bond proposal. Moreover, if the survey includes detailed questions about the rationale behind pursuing or not pursuing certain specific ventures, one is able to see what information, and even which messages, resonate the most with all voters, as well as within specific subgroups and geographies.

EPIC • MRA is well aware of the fact that the survey, its cost, and its results, are subject to the Freedom of Information Act when commissioned by a public entity, and thus, open to public scrutiny. However, our firm has great experience with taking on public entities as clients, and we pride ourselves on our ability to craft an unbiased survey instrument and present results in a manner that justifies the expenditure of public dollars. Moreover, our services include offering an oral presentation of results, if desired, which, more often than not, can be delivered as part of a regularly scheduled board meeting; a feature that goes a long way toward calming any concerns that may arise in the community about the allocation of tax dollars for a public opinion survey.

## **SAMPLE FRAME**

To generate a sample, EPIC • MRA maintains an in-house database of published telephone numbers, both landline and cell, and regularly appends this database with the Secretary of State's Qualified Voter File and Bureau of the Census information to generate the desired sample pool. For example, if the survey is to be conducted *only* among registered voters residing within the taxable boundaries of Brighton Area Schools, then the telephone file is matched against the voter file to identify addresses located within the geographic sub-areas of the district from all voting precincts. From this matched file, telephone numbers are randomly pulled in a manner that ensures proper stratification (i.e., proportional to each subunit's contribution to the total) across the entire school district geography.

After our initial conversation about the possible topics and lines of inquiry that ultimately may be examined in a live operator telephone survey, and based on the size of the District, EPIC • MRA recommends a stratified N=300 sample (a margin of error of 5.7 points). The 300 sample is suggested if we are going to pull the sample and screen for a lower turnout May 2026 election as you suggested. If you would like to survey the 2026 general election in November and include a crosstab question about participation in May school elections, a 400 sample (a margin of error of 4.9 points) could be conducted. Pricing for both a 300 sample and 400 sample are shown.

Sample sizes refer to the number of *completed* interviews; regardless of the number of attempts (calls) required.

As for interview length, from our experience with similar prior work and what is known at this time, it is our expectation that the interview will necessarily be *at least* 12 minutes, and could quite possibly range up to 18 minutes, in order to accurately cover the topics that may be under consideration.

Obviously, there are many possible permutations of sampling frames that could ultimately be chosen, and the same is true for the yet-to-be-determined lines of inquiry to be pursued. Ultimately, settling on an interview length and sample size is as much a balance between the reality of the available research budget as it is by the need for accurate, and actionable, information.

It is also noted that all EPIC ▪ MRA survey research services include an electronic voter contact database, which includes the name and address of all registered voters within the district, along with other designations, such as individual vote history, absentee-voter status, and other information for mailing purposes.

Voter contact databases are also available for purchase as a stand-alone product if survey research services are NOT commissioned (starting at \$500). In addition, parent and/or staff files, as well as commercially available telephone numbers (both landline and cell phone, if desired), can be appended to the voter contact database for an additional nominal fee.

With the foregoing given as a brief background primer, the following chart illustrates our firm's prices for live-operator, telephone survey research services:

**LIVE OPERATOR TELEPHONE INTERVIEW OF DISTRICT VOTERS**

<b>Survey Length</b>	<b>300 Samples</b> <i>(Margin of error 5.7 points)</i>	<b>400 Samples</b> <i>(Margin of error 4.9 points)</i>	<b>Typical Lines Of Inquiry</b>	<b>Approximate Number of Questions</b> <i>(Including screening and demographic questions)</i>
<b>Up to 12 Minute Interview</b>	\$15,175	\$18,000	Warm-up atmospheric questions, presentation of “informed” proposal info.	22 to 28
<b>13 to 15 Minute Interview</b>	\$18,500	\$21,985	Further includes presentation of itemized proposal components, testing multiple proposals, and/or message test battery.	26 to 35
<b>16 to 18 Minute Interview</b>	\$21,725	\$26,000		32 to 42

The prices shown reflect the fee for all survey-related services, including:

- Pre-survey client consultation
- Ongoing telephone consultation to develop the questionnaire
- Final survey instrument drafting and programming
- Telephone sample draw and stratification
- A *minimum* of sixty percent cell-phone-only respondents as part of the sampling
- Telephone interview administration and supervision
- Data entry of results
- Coding and grouping of any open-ended responses
- Frequency Report and Cross Tabulation tables
- Registered Voter Database
- Textual Executive Report with recommendations
- PowerPoint Presentation of results; if desired
- Post-survey oral presentation of results; if desired

It is hoped that the foregoing information is helpful, and on behalf of all of us at EPIC ▪ MRA, we appreciate the opportunity to offer our services to meet the research needs of the Brighton Area Schools. Of course, should you have any questions, the need for further detail or clarification, pricing for additional services beyond those contained in this proposal, or require a list of prior client references, please do not hesitate to contact me at your convenience.

Yours truly,

Bernie Porn, President  
EPIC ▪ MRA



**PROPOSAL**  
**Brighton Area Schools**  
**August 15, 2025**

**Primary Contact**

Steve Mitchell  
 Mitchell Research & Communications, Inc.  
 Cell: 248-891-2414  
 Email: [stevemitchell40@gmail.com](mailto:stevemitchell40@gmail.com)

**Client Contact**

Starr Acromite  
 Brighton Area Schools  
  
[acromis@brightonk12.com](mailto:acromis@brightonk12.com)

**I. BACKGROUND/OVERVIEW**

Brighton Area Schools would like to conduct a community survey to determine if there is support for a bond proposal on the May 2026 ballot.

**II. PROFILE OF THE COMPANY AND PROFESSIONAL PERSONNEL/PAST EXPERIENCE**

- a) Full Name and Address: Headquarters      Billing – Corporate Address  
 Mitchell Research & Communications, Inc.      Mitchell Research & Communications, Inc.  
 101 S. Washington Square – Suite 500      5034 Champlain Circle  
 Lansing, MI 48933      West Bloomfield, MI 48323
- b) Mitchell Research & Communications, Inc. is a C-type Corporation that has served clients in more than 40 states since 1985
- c) We have conducted surveys for a wide variety of local governmental and school entities to help develop an understanding of their residents' attitudes, priorities, and general support for various services. They include clients such as:
1. Kent District Library
  2. Bloomfield Township Library
  3. Muskegon Area District Library
  4. West Bloomfield Township Parks & Recreation Department
  5. Hartland Township
  6. Bloomfield Township
  7. City of Southfield
  8. Dearborn Public Schools
  9. West Michigan Airport Authority
  10. Wayne RESA

Mitchell Research has been ranked as one of the **Top 10 Most Accurate State/Regional Pollsters by RealClearPolitics.com**. Our final polling in Michigan has consistently been within + or – 3.8% from the actual results in the races on which the ranking was based.

According to **ABC News 538.com rating of pollsters, Mitchell Research is the top-rated Michigan based pollster**, the next closest Michigan based pollster (EPIC-MRA) is 40 positions lower than Mitchell Research. The third most accurate Michigan based pollster (MRG) is 67 positions lower, and the fourth (Glengariff) is 112 positions lower.

In our 2024 polling we conducted 8 statewide Michigan polls between March and November 1, 2024. In our October 28-29 poll (N=1167 LV's) we showed Donald Trump leading by +1.1%, the final margin was Trump +1.5%.

In 2022, Mitchell Research served as the pollster for the Michigan House Republican Campaign Committee (HRCC). In that capacity, we conducted more than 100 polls in the 90 days leading up to the General Election. Additionally, we conducted almost 50 polls across Michigan during the Republican Primary.

In the last week before the 2022 General Election, we surveyed HRCC's top 12 districts to determine the final standings in those races. Comparing the margin in which Republican candidates were behind or ahead with the actual results showed that on average our polls were off by only 3.25% in 10 of those polls. That 3.25% accuracy was well within the 5.68% Margin of Error.

Mitchell Research & Communications, Inc. is a national full service, political polling/consulting, marketing research, public affairs and lobbying firm located in Lansing and West Bloomfield, Michigan. We have been serving political candidates, associations, ballot committees, corporations, small businesses, governments, and the media for more than 30 years.

Our principals work closely with clients to determine the most effective approach to their challenges and develop the tools they need to overcome obstacles. Mitchell Research has an outstanding record of capturing data and providing clients with accurate results and carefully crafted, research driven plans to meet their goals and objectives.

As one of the most accurate polling companies in the country, Mitchell Research has correctly predicted statewide election results in Michigan, Illinois, Missouri, California, South Carolina, Arizona, Florida, and Georgia since 1986.

Our accuracy, we believe, is a direct result of our rigorous sampling methods and strict screening process. We take great care to ensure that our samples reflect the demographic make-up of the area in which we are polling. Our screening processes help us identify the precise target we are studying.

Mitchell Research provides both primary and secondary research services. Our analysis procedures are precise and thorough. Our conclusions and recommendations are valuable, useful, and realistic. We have extensive experience working for a wide range of clients.

### **III. Project Leadership**

Steve Mitchell is CEO of Mitchell Research & Communications, Inc. and will be the project leader on this survey. He has worked in more than 40 states since 1985. Political clients have included governors, U.S. Senators, Members of Congress, state legislators, mayors, judges, school districts, cities, townships, counties, and states.

[www.MitchellResearch.net](http://www.MitchellResearch.net)

Mitchell Research – Brighton Area Schools Proposal (N=400 LV's)  
Phone 248-891-2414 – 101 S. Washington Square – Suite 500 – Lansing, MI 48933

He founded the company after working on the national staff of Reagan-Bush '84.

He has been a consultant and pollster on hundreds of winning campaigns for political candidates and for governmental organizations seeking passage of millage or bonding proposals. His Company has helped hundreds of municipalities, townships, parks & rec. departments, school systems, universities, and myriad other organizations win millage or bonding increases.

Steve Mitchell served as on-air analyst and pollster for KSDK-TV in St. Louis, as well as KCAL-TV and KCBS-TV in Los Angeles, KFSN in Fresno, and KOVR-TV in Sacramento.

His company was a pollster for the Detroit News, Detroit Free Press and WDIV-TV in Detroit from 1996-2014. He was a regular guest on Devin Scillian's weekly Sunday morning Flashpoint program on WDIV-TV from 2001-2014. He left WDIV-TV after being retained by Fox 2 Detroit (WJBK-TV) to be its pollster starting in September 2014. He returned to WDIV-TV in 2017.

He has served as an analyst for Fox News Channel, CBS, NBC, MSNBC, ABC, BBC, Fox Business News, Financial Times of London, Washington Post, Washington Times, Houston Chronicle, Newsweek Magazine, New York Times, Chicago Tribune, and other media around the country and the world.

He is a Member of Michigan Chamber of Commerce Board of Directors and Chaired the organization in 2020, former Member of Michigan Chamber of Commerce Foundation Board, former Member of the Board of Directors of the Michigan Society of Association Executives, and former Chair of the Board of Trustees of Northern Michigan University.

#### **IV. METHODOLOGY**

As a result of the extensive polling and research we have conducted over the last several cycles, we are convinced our unique SMS-Web/Live Phoners polling is now more accurate than any other polling method. Not only is our process more accurate, but we also receive faster results at a more competitive price. We have pioneered our latest polling process in the State of Michigan. The advances in our methodology have been tailored to reflect changes in consumer behavior and market preferences. This gives our candidates accurate, real-time insight into the opinions and moods of voters. We can deliver a survey from the conceptual phase, all the way to the basic level results phase, within 24 hours of a survey being ordered 24/7/365.

#### **V. TYPE OF POLL**

##### **Short Benchmark Survey**

1. The survey will be N=200, 300, or 400, which means the survey will consist of 200, 300, or 400 complete responses from voters who identify themselves as likely voters in the May 2026 Election.
2. The length of the survey will be no more than 25 questions.

[www.MitchellResearch.net](http://www.MitchellResearch.net)

Mitchell Research – Brighton Area Schools Proposal (N=400 LV's)  
Phone 248-891-2414 – 101 S. Washington Square – Suite 500 – Lansing, MI 48933

3. Samples will be completed and weighted to match the geo-political makeup of the school district. We will try to complete MN=400 and if we fall short price will be \$34.50 x the number of completes. If you want N=300 we would stop there.

**Price: (\$34.50 Per Completed Interview) MMS-Web/Live Phoners**

**N=200 = \$ 6,900**

**N=300 = \$10,350**

**N=400= \$13,800**

There are about 40,000 people and about 26,000 registered voters in the BAS district. Yet only about 10,000 will vote in May. We will cast a wide net to capture as many May 2026 voters as possible. It will likely take several deployments to collect our quota.

## **VI. References**

**Name of Contracting Client: Kent District Library**

Location: 814 River Center Drive, Comstock Park, MI 49321

Client Contact: Lance Werner

Title: Director

Phone Number: 616-784-2091

Email: [LWerner@KDL.org](mailto:LWerner@KDL.org)

Services Performed: We have conducted two surveys of the entire district on a millage proposal and several surveys of communities within the BAS.

**Name of Contracting Client: Oakland Community College**

Location: Oakland Community College, 2480 Opdyke Road, Bloomfield Hills, MI 48304

Client Contact: Tim Meyer

Title: Former Chancellor

Phone Number: 248-894-9332

Email: [trmeyer@oaklandcc.edu](mailto:trmeyer@oaklandcc.edu)

Services Performed: We have conducted several surveys for the college testing attitudes and opinions of Oakland County residents. Our initial survey was to help the college pass a millage proposal. Because of our accuracy, they have had us conduct several other surveys.



## SURVEY RESEARCH PROPOSAL

**Date:** August 27<sup>th</sup>, 2025  
**To:** Dr. Matthew S. Outlaw, BAS, via Starr Acromite by email: [AcromiS@brightonk12.com](mailto:AcromiS@brightonk12.com)  
**From:** Jenell Leonard, Owner, Marketing Resource Group, LLC  
**Subject:** Community Support, School Bond Survey Proposal

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Dr. Outlaw,

Thank you for the opportunity to provide a cost-estimate and strategy to gauge community support for a potential Brighton Area Schools (BAS) bond proposal expected on the ballot in May of 2026.

Included in this memo is a recommended strategy and implementation timeline we believe will maximize your efforts and yield positive results. Also included are budget options we hope fit within the boundaries of the BAS's available resources.

MRG is a full-service communications, public affairs, political affairs, and survey research firm. MRG has decades of experience working with communities on initiatives that require the support of local leaders, elected officials, and the general public. We believe we can be an asset to you as you move forward.

Upon review, we welcome the opportunity to speak with you in depth about the strategy and next steps. In the meantime, please reach out at any time with any questions you may have.

Thank you again for your consideration. We look forward to hearing from you.

Jenell Leonard

Owner, MRG, LLC  
E: [jleonard@mrgmi.com](mailto:jleonard@mrgmi.com)  
Cell: 765-210-7971

## PROJECT & OPPORTUNITY

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MRG understands Brighton Area Schools (BAS) is looking to gauge the community's sentiment and support surrounding a potential bond proposal that could be placed on the May 2026 ballot. The request is for MRG to conduct a survey research project that would assess community support and messaging strategies that would help BAS achieve its goals. MRG recommends this poll to gauge voter awareness, ballot testing, and a couple persuadable messaging questions. Analyzing results will help understand what resonates with voters and their appeal for future support.

## HOW MRG SURVEYS

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MRG works hand-in-glove with our clients from start to finish. We want to know your overarching goals and will apply our years of experience to craft the perfect questions that will yield accurate results. We say "accurate" because while many polls may frame questions to ensure you get the responses you *want* the responses may not be accurate to the true feelings of the voter. This is called "push polls" and while they have their place, we believe in ensuring our clients receive objective responses so that we can craft a better messaging strategy that will be truly impactful towards accomplishing your goals.

Our survey research includes live-call phones with 75% cell phones, and an MOE of +/-4%.

## ANALYSIS

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Following any poll, within 48 hours of the poll's completion, you will be provided with top-lines that will give you a high-level overview of the results. Within three days of completion, you will be provided with a summary and report that will provide details on trends, demographic and geographic considerations, most persuasive messaging data (if applicable), and our recommendations on how to move forward to achieve the goals of your project.

The final analysis will include all aspects outlined within the scope of work including, but not limited to:

- 1) General overview of key findings
- 2) Breakdowns of key differences in attitudes by region, political affiliation, age, gender or other factors as determined relevant by the contractor
- 3) Findings related to positive and negative messages (if applicable)

## TIMELINE

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MRG is flexible to work within the required timeframe BAS is interested in. If time is of the essence, below is a proposed schedule that accommodates the completion of the survey within the month of September. Understanding this may be aggressive, we are happy to accommodate your preferred time-frame for execution.

**September 3:** Retain MRG to conduct survey

**September 10:** MRG provides draft survey to BAS for review, revisions and approval

**COB, Wednesday, September 17:** Survey finalized

**Monday, September 22:** Survey launches into the field

**Week of September 29:** Survey results provided to BAS

## BUDGET

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When you consider budgeting for a poll, it is important to think in terms of time, rather than questions. The longer the questions, the longer the survey. The more open-ended questions, the longer it takes a respondent to provide an answer, which can increase the cost of a survey.

The MRG team works closely with the client to ensure questions are concise, accurate, and promises to yield objective responses to produce quality data. For this survey, we believe a sample size of 300 and up to 10 minutes would suffice, but again, that is dependent on how many questions and available response options. For your consideration, below are a variety of pricing options for a 200 or 300 sample size with various timeframes:

	8-Minute	10-Minute	15-Minute
200	\$ 7,500.00	\$ 8,190.00	\$ 11,950.00
300	\$ 10,900.00	\$ 11,950.00	\$ 17,700.00

## CONCLUSION

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Our depth and breadth of experience in working with communities on strategy, communication, marketing initiatives, and public opinion research allow us to engage as soon as possible with BAS. Should you have any questions regarding this memo or any services we provide, please contact Jenell at 765.210.7971.

We look forward to hearing from and working with you on this effort.

**BRIGHTON AREA SCHOOLS**  
**Board of Education**  
**September 8, 2025**

**For Information**

Finance:

1. Bills for payment of August 6 - 22, 2025.

Check Register  
 Run Date: 08/06/2025

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
<b>REGULAR CHECKS</b>								
032866	08/06/25	13524	SCOTT ACREE		21-321-7410-000-015-0000	UMPIRE SCHEDULING	595.00	595.00
032867	08/06/25	09670	CITY OF BRIGHTON		11-261-3830-000-000-0000	BECC WATER 6/1-7/31	260.44	
					11-261-3830-000-000-0000	SLOAN WATER 6/1-7/31	2,224.80	
					11-261-3830-031-000-0000	CONCESS WATER 6/1-7/	176.46	
					11-261-3830-031-000-0000	BHS WATER 6/1-7/31	12,702.50	
					11-261-3830-031-000-0000	620 7TH WATER 6/1-7/	3,140.79	
					11-261-3830-041-000-0000	BRIDGE WATER 6/1-7/3	781.30	
					11-261-3831-000-000-0000	TRNS WATER 6/1-7/31	801.01	
					21-261-3830-002-000-0000	MILLER WATER 6/1-7/3	2,242.59	22,329.89
032868	08/06/25	13853	CORRIGAN ENTERPRISES		41-456-6220-003-000-0000	FUEL TANK REPLACEMEN	109,350.00	109,350.00
032869	08/06/25	13176	DETROIT TECHNICAL	41732	11-261-6410-000-000-0000	SCIENCE ROOM FUME HO	10,272.22	10,272.22
032870	08/06/25	11871	DTE ENERGY		11-261-5520-001-000-0000	HAWK STREETLITE JULY	341.40	
					11-261-5520-001-000-0000	HAWK ELECT 6/24-7/24	3,141.91	
					11-261-5520-021-000-0000	SCRN ELECT 6/24-7/24	5,322.50	
					11-261-5520-031-000-0000	BHS SIGN 6/27-7/28	64.51	8,870.32
032871	08/06/25	34795	KEIDER PAINTING CO		11-261-6410-200-000-0000	HALLWAY PAINTING	8,765.00	8,765.00
032872	08/06/25	13884	LIMA MILLWORK INC	42562 C	11-261-6410-200-000-0000	KITCHEN COUNTERTOPS	13,500.00	13,500.00
032873	08/06/25	13162	PEOPLE DRIVEN TECHNOLOGY, IN	42517	11-284-5910-000-000-0000	DELL PRO 14	1,025.91	1,025.91
032874	08/06/25	13767	STEALTH LACROSSE CLUB		21-321-7410-000-008-0000	SUMMER LAX CAMP	1,530.00	1,530.00
032875	08/06/25	66424	STENGER & STENGER PC		12-451-0500-000-000-0000	GARNISH W/H 08/08/25	255.76	255.76
032876	08/06/25	84519	WASTE MANAGEMENT		11-261-4125-000-000-0000	WASTE PICKUP AUG	6,099.85	6,099.85
<b>Sub Total:</b>							<b>\$182,593.95</b>	
<b>ACH CHECKS</b>								
A09330	08/06/25	13748	ABIGAIL KISSEL		21-321-3110-000-007-0000	IPF SUPERVISOR	67.50	67.50
A09331	08/06/25	10760	CONSTELLATION NEW ENERGY LL		11-261-5510-000-000-0000	BECC GAS 8/4	24.25	
					11-261-5510-000-000-0000	LAUNDRY GAS 8/4	22.38	
					11-261-5510-001-000-0000	HAWK GAS 8/4	44.76	
					11-261-5510-004-000-0000	SPEN GAS 8/4	18.65	
					11-261-5510-005-000-0000	HRNG GAS 8/4	44.76	
					11-261-5510-006-000-0000	HILT GAS 8/4	41.03	
					11-261-5510-021-000-0000	SCRN GAS 8/4	29.84	
					11-261-5510-031-000-0000	CONCESS GAS 8/4	3.73	
					11-261-5510-031-000-0000	BHS GAS 8/4	511.01	
					11-261-5510-041-000-0000	BRIDGE GAS 8/4	72.73	
					11-261-5510-121-000-0000	IPF GAS 8/4	3.73	
					11-261-5510-121-000-0000	MALT GAS 8/4	134.28	
					11-261-5511-000-000-0000	TRNS GAS 8/4	55.95	
					21-261-5510-002-000-0000	MILLER GAS 8/4	55.95	1,063.05
A09332	08/06/25	51360	NORTHLAND SERVICES LLC		11-261-4124-000-000-0000	MONTHLY GROUNDS	27,000.00	

Check Register  
Run Date: 08/06/2025

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
				42643 C	11-261-4124-000-000-0000	BECC TREE CLEANUP	3,250.00	30,250.00
Sub Total:							\$31,380.55	
Register Total:							\$213,974.50	

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
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Posting By Fund

Fund Name	Amount
CAPITAL PROJECT FUNDS	\$109,350.00
GENERAL FUND	\$100,133.46
COMMUNITY EDUCATION	\$4,491.04
<b>Total:</b>	<b>\$213,974.50</b>

Posting To Detail Control Accounts

Account	Description	Fund	Account Class	Acct. Charge
12-101-1000-000-000-0000	GENERAL FUND CHECKING	G	O	(213,974.50)
12-131-0000-000-000-0000	INTERFUND REC AP	G	K	113,841.04
12-402-0000-000-000-0000	A/P CONTROL - GF	G	D	100,133.46
22-402-0000-000-300-0000	A/P CONTROL - CE	M	D	4,491.04
22-411-0000-000-300-0000	COMM ED I/F	M	N	(4,491.04)
42-402-0000-000-000-0000	AP BOND	A	D	109,350.00
42-411-0000-000-000-0000	CAP PROJ I/F	A	N	(109,350.00)

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
<b>REGULAR CHECKS</b>								
032877	08/15/25	13916	AARON JACKSON		21-296-5991-000-004-0000	CAMP LEADER	2,000.00	2,000.00
032878	08/15/25	01350	ALLSTAR ALARM	42744 C	11-261-4129-000-000-0000	MONITORING	78.00	78.00
032879	08/15/25	00393	AT&T		11-261-3412-000-000-0000	INTERNET JULY	600.00	600.00
032880	08/15/25	06550	BEST PLUMBING SPECIALTIES INC	42728 C	11-261-5994-000-000-0000	FAUCET	253.51	
				42758 C	11-261-5994-000-000-0000	ROD W/ WASHER	68.57	322.08
032881	08/15/25	06995	BOB MYERS EXCAVATING	42610 C	11-111-6420-005-000-0000	HRNG DRAINAGE	13,600.00	13,600.00
032882	08/15/25	13838	BOOSTERS INC		11-111-5110-004-000-0000	RIBBONS/TOPS	282.00	282.00
032883	08/15/25	13124	BULLSEYE PEST SOLUTIONS	42726 C	11-261-4125-000-000-0000	PEST CONTROL	50.00	50.00
032884	08/15/25	13408	CAPITOL VARSITY SPORTS, INC	42737 C	11-293-4120-000-004-0000	HELMET REPAIRS	13,740.00	13,740.00
032885	08/15/25	09080	CHAMPION FORCE ATHLETICS		21-137-3110-000-000-0000	SUMMER CHEER	1,127.50	1,127.50
032886	08/15/25	10290	COHNS COMMERCIAL FLOOR COV	42718 C	11-261-5992-000-000-0000	STOCK MATERIALS	291.88	291.88
032887	08/15/25	10808	CONTI CORP	42755 C	11-261-4110-000-000-0000	GOLF DOOR ACCESS	2,700.00	2,700.00
032888	08/15/25	11060	CORRIGAN OIL COMPANY	42752 C	11-261-4220-000-000-0000	TANK RENTAL	440.00	440.00
032889	08/15/25	13917	DAN FOSTER		21-321-7410-000-012-0000	12U - DUNCAN REG	499.00	499.00
032890	08/15/25	35030	DANCE TEAM UNION	42762 C	11-293-7410-000-012-0000	SCHOOL TEAM REG	3,360.00	3,360.00
032891	08/15/25	11871	DTE ENERGY		11-261-5520-121-000-0000	IPF ELECT 7/3-8/1	3,997.19	
					11-261-5521-000-000-0000	POLEBARN ELECT 7/7-8	53.33	4,050.52
032892	08/15/25	17685	ELECTROCOMM-MICHIGAN		11-271-8221-000-000-0000	MOBILE RADIO	642.85	
					11-271-8221-000-000-0000	MOBILE RADIO	642.85	
					11-271-8221-000-000-0000	MOBILE RADIO	642.85	
					11-271-8221-000-000-0000	MOBILE RADIO	642.85	2,571.40
032893	08/15/25	15303	EPES SOFTWARE	42747 C	11-293-7410-000-000-0000	WEB ACCOUNTING	176.00	176.00
032894	08/15/25	13716	EVIDENT, INC		11-111-5110-000-006-0000	BRO RICE SUP	3,653.01	3,653.01
032895	08/15/25	20890	FLINN SCIENTIFIC INC		11-111-5110-000-006-0000	BRO RICE SUPPLIES	643.95	643.95
032896	08/15/25	13222	IMPACT SPORTS PERFORMANCE	42738 C	11-293-3131-000-000-0000	JULY 2025	5,208.33	
				42727 C	11-293-3131-000-000-0000	JUNE 2025	22,128.33	27,336.66
032897	08/15/25	35832	KONE INC		11-261-4129-000-000-0000	MAINT TERM	71.69	71.69
032898	08/15/25	20144	LANG CO. LLC	42323 P	11-261-4110-000-000-0000	BHS WINDOWS	3,465.00	
				42323 P	11-261-4110-000-000-0000	BHS WINDOWS	700.00	4,165.00
032899	08/15/25	13056	LEONARDS FOUNTAIN SPECIALTIE	42725 C	11-261-5991-000-000-0000	BULK CO2	295.60	295.60
032900	08/15/25	13760	LITERACY RESOURCES	42704 C	11-221-5990-000-000-2820	BRIDGE TO READING	5,000.00	5,000.00
032901	08/15/25	37790	JOHN LOKEN		21-137-3110-000-000-0000	BASIC ITALIAN	240.00	240.00
032902	08/15/25	41336	MERCY HIGH SCHOOL	42754 C	11-293-7410-000-014-0000	VB POWER SERIES	250.00	250.00
032903	08/15/25	44667	MI SCHL BAND & ORCHESTRA	42739 C	11-113-5110-031-038-0000	MSBOA REG	150.00	150.00
032904	08/15/25	13136	MOBILE ED PRODUCTIONS	42736 C	21-296-7920-021-000-0000	SKY DOME	1,895.00	1,895.00
032905	08/15/25	13915	NORTH SHORE GYM SALES LLC	42760 C	21-296-5991-000-010-0000	KLAA GYM MEET	1,650.00	1,650.00
032906	08/15/25	51590	OHIO NORTHERN UNIVERSITY	42757 C	21-296-5991-000-004-0000	CAMP EXP	14,589.05	14,589.05
032907	08/15/25	13424	OTTAWA AREA ISD	42695 C	11-111-5210-001-000-0000	DELTA MATH	833.00	
				42695 C	11-111-5210-004-000-0000	DELTA MATH	781.00	
				42695 C	11-111-5210-005-000-0000	DELTA MATH	847.00	

Check Register  
 Run Date: 08/15/2025

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
				42695 C	11-111-5210-006-000-0000	DELTA MATH	746.00	3,207.00
032908	08/15/25	13182	THE PROMO SOURCE	42761 C	21-296-5991-000-004-0000	COTTON Ts	1,050.00	1,050.00
032909	08/15/25	55308	QUICK SILVER MARKETING		21-321-5990-000-012-0000	JERSEYS FALL 2025	420.00	420.00
032910	08/15/25	13091	RESCOM DOOR	42775 C	11-261-5992-000-000-0000	OVERHEAD DOOR	950.00	950.00
032911	08/15/25	57165	RIDDELL ALL AMERICAN	42714 C	11-293-4120-000-004-0000	PAD REPAIRS	365.95	365.95
032912	08/15/25	13630	SCHENA ROOFING AND SHEET MET	42742 C	11-261-4110-000-000-0000	ROOF REPAIRS	711.20	711.20
032913	08/15/25	59730	SCHOOL DATEBOOKS INC	42723 C	21-296-7920-021-000-0000	STUDENT DATEBOOKS	2,144.52	2,144.52
032914	08/15/25	76885	U S POSTMASTER		21-331-3430-000-000-0000	POSTCARD MAILING	6,956.73	6,956.73
032915	08/15/25	13358	YOUTH SOLUTIONS		21-296-7920-041-000-0000	LEADERSHIP DAYS	160.00	
					21-296-7920-041-000-0000	LEGISLATIVE DAYS	200.00	360.00
032916	08/15/25	MSC55	ALICIA URBAIN		21-321-5990-000-012-0000	ALICIA URBAIN	178.22	178.22
Sub Total:							\$122,171.96	
<b>ACH CHECKS</b>								
A09333	08/15/25	38520	ACADEMIC ENRICHMENT LLC		21-137-3110-000-000-0000	POTIONS CAMPS	595.00	595.00
A09334	08/15/25	13242	AGILE SPORTS TECHNOLOGIES	42774 C	21-296-5991-000-004-0000	HUDL STREAMING	1,390.00	
				42774 C	21-296-5991-000-005-0000	HUDL STREAMING	1,390.00	
				42774 C	21-296-5991-000-007-0000	HUDL STREAMING	1,390.00	
				42774 C	21-296-5991-000-013-0000	HUDL STREAMING	1,390.00	
				42774 C	21-296-5991-000-014-0000	HUDL STREAMING	1,390.00	
				42774 C	21-296-5991-000-015-0000	HUDL STREAMING	1,390.00	
				42774 C	21-296-5991-000-017-0000	HUDL STREAMING	1,390.00	
				42774 C	21-296-5991-000-027-0000	HUDL STREAMING	1,390.00	
				42774 C	21-296-5991-000-028-0000	HUDL STREAMING	1,390.00	
				42774 C	21-296-5991-000-040-0000	HUDL STREAMING	1,390.00	13,900.00
A09335	08/15/25	04178	ARCH ENVIRONMENTAL GROUP		11-261-4110-000-000-0000	ASBESTOS REMOVAL	1,265.00	1,265.00
A09336	08/15/25	05089	AVENTRIC TECHNOLOGIES LLC		11-213-5910-000-000-0000	AED ELECT REPLACEMEN	5,616.00	5,616.00
A09337	08/15/25	05235	BSN SPORTS INC	42764 C	11-293-5990-000-006-0000	PARKAS	500.00	
				42767 C	11-293-5990-000-008-0000	PHENOM Ts	830.45	
				42766 C	11-293-5990-000-019-0000	SBALL EQUIPMENT	1,575.60	
				42768 C	21-296-5991-000-001-0000	HALF-ZIP TOPS	510.84	
				42770 C	21-296-5991-000-004-0000	PHENOM Ts	1,482.94	
				42772 C	21-296-5991-000-004-0000	SLEEVELESS TOP	37.30	
				42771 C	21-296-5991-000-004-0000	WHITE JERSEY	288.00	
				42765 C	21-296-5991-000-005-0000	COACHES GEAR	1,298.25	
				42764 C	21-296-5991-000-006-0000	PARKAS	3,364.84	
				42773 C	21-296-5991-000-010-0000	HOODIES/JACKETS	872.22	
				42769 C	21-296-5991-000-014-0000	VBALL CART	238.49	
				42763 C	21-296-5991-000-029-0000	HOODIE/SHORTS	2,570.27	13,569.20
A09338	08/15/25	08316	CDW GOVERNMENT INC	42568 C	11-284-3450-000-000-0000	MICROSOFT	29,828.66	29,828.66
A09339	08/15/25	10069	CLEAR RATE COMMUNICATIONS IN		11-261-3410-001-000-0000	HAWK PHONE AUG	215.19	

Check Register  
 Run Date: 08/15/2025

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
					11-261-3410-004-000-0000	SPEN PHONE AUG	215.19	
					11-261-3410-005-000-0000	HRNG PHONE AUG	207.12	
					11-261-3410-006-000-0000	HILT PHONE AUG	215.19	
					11-261-3410-021-000-0000	SCRN PHONE AUG	298.57	
					11-261-3410-031-000-0000	BHS PHONE AUG	941.45	
					11-261-3410-121-000-0000	MALT PHONE AUG	301.26	
					11-261-3411-000-000-0000	TRNS PHONE AUG	45.73	
					11-261-3412-000-000-0000	TECH PHONE AUG	166.77	
					21-261-3410-002-000-0000	MILLER PHONE AUG	215.19	2,821.66
A09340	08/15/25	11808	D M BURR SECURITY		11-261-3150-000-000-0000	BANKCOURIER 7/31	51.40	
					11-261-3150-000-000-0000	BANKCOURIER 8/7	58.74	110.14
A09341	08/15/25	15750	EDMENTUM INC		11-284-3450-000-000-0000	LIBRARY LICENSE	9,271.00	9,271.00
A09342	08/15/25	20084	FIRE SYSTEMS OF	42733 C	11-261-4129-000-000-0000	EXT INSPECT	98.15	
				42748 C	11-261-4129-000-000-0000	ALARM INSPECT	610.00	
				42716 C	11-261-4129-000-000-0000	INSPECTION	997.50	
				42731 C	11-261-4129-000-000-0000	EXT INSPECTION	189.95	
				42730 C	11-261-4129-000-000-0000	KITCHEN INSPECT	265.00	
				42732 C	11-261-4129-000-000-0000	EXT INSPECT	473.20	
				42729 C	11-261-4129-000-000-0000	EXT INSPECT	152.10	
				42717 C	11-261-4129-000-000-0000	ALARM INSPECT	1,160.00	
				42715 C	11-261-4129-000-000-0000	EXT INSPECT	1,940.00	
				42746 C	11-261-4129-000-000-0000	EXT INSPECT	59.15	5,945.05
A09343	08/15/25	28800	HOBART SERVICE		21-297-4120-000-000-0000	MAINTENANCE KIT	1,701.87	1,701.87
A09344	08/15/25	34315	JOHN'S SANITATION	42735 C	11-261-4220-000-000-0000	PORTAJOHNS RENTAL	420.00	
				42745 C	11-261-4220-000-000-0000	PORTAJOHNS RENTAL	210.00	
				42749 C	11-261-4220-000-000-0000	PORTAJOHNS RENTAL	105.00	
				42751 C	11-261-4220-000-000-0000	PORTAJOHNS RENTAL	105.00	
				42750 C	11-261-4220-000-000-0000	PORTAJOHNS RENTAL	105.00	
				42734 C	11-261-4220-000-000-0000	PORTAJOHNS RENTAL	105.00	1,050.00
A09345	08/15/25	34750	KAUKAB LLC		21-137-3110-000-000-0000	DRAWING EASY	1,350.00	
					21-137-3110-000-000-0000	CLAY CAMP	1,215.00	
					21-137-3110-000-000-0000	DOODLE LUNCH	90.00	
					21-137-3110-000-000-0000	SLIME/POTIONS CAMP	2,025.00	4,680.00
A09346	08/15/25	37127	LINDHOUT ASSOCIATES		11-113-6410-031-000-0000	SCIENCE LABS	677.13	
					11-261-4110-000-000-0000	WORK PUNCHLIST	135.00	
					11-261-6410-200-000-0000	ARCHITECT	745.00	
					11-271-8221-000-000-0000	ARCHITECT	1,615.00	3,172.13
A09347	08/15/25	37640	LIVINGSTON COUNTY MECHANICA	42740 C	11-261-4123-000-000-0000	8/4-8/7	2,280.00	
				42720 C	11-261-4123-000-000-0000	HVAC 7/28-8/1	2,160.00	4,440.00
A09348	08/15/25	37665	LIVINGSTON CTY TREASURER		11-259-7911-000-000-0000	2025 SUMMER SURETY B	2,234.00	2,234.00
A09349	08/15/25	13399	MARCO TECHNOLOGIES	42691 C	11-284-4120-000-000-0000	DISTRICT PRINTERS	7,360.00	7,360.00

Check Register  
 Run Date: 08/15/2025

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
A09350	08/15/25	43530	MI EDUCATORS FINANCIAL		12-451-0805-000-000-0000	SEPT GTL LIFE INS	152.05	152.05
A09351	08/15/25	44230	MICHIGAN PLAYGROUNDS LLC		11-111-6420-001-000-0000	PLAYGROUND	63,512.00	
					11-111-6420-001-000-0000	PLAYGROUND	47,310.00	110,822.00
A09352	08/15/25	44930	MICHIGAN VIRTUAL		11-111-3220-000-006-0000	CONF COLLAB CONTR	1,000.00	1,000.00
A09353	08/15/25	13770	PERRY WEATHER		11-293-5990-000-000-0000	10-PACK USERS	352.88	352.88
A09354	08/15/25	54152	PITNEY BOWES (LEASE)		11-232-4220-000-000-0000	POSTAGE MACHINE	735.48	
					11-232-4220-000-000-0000	POSTAGE MACHINE	735.48	1,470.96
A09355	08/15/25	13638	LINDA POLO		21-137-3110-000-000-0000	ART JOY CLASS	200.00	200.00
A09356	08/15/25	59742	DUKE SERVICES LLC	42741 C	11-261-4122-000-000-0000	PLUM 8/4-8/8	2,460.00	
				42719 C	11-261-4122-000-000-0000	PLUM 7/28-8/2	2,280.00	4,740.00
A09357	08/15/25	75670	THRUN, MAATSCH, AND NORDBER		11-231-3170-000-000-0000	LEGAL SERV GENERAL	6,238.50	
					11-231-3170-000-000-0000	TEACHER NEGOTIATIONS	8,842.50	15,081.00
A09358	08/15/25	49235	TRANE US INC	42756 C	11-261-4123-000-000-0000	REP OLD CONTROLLER	2,103.42	2,103.42
A09359	08/15/25	76028	ARMOREX	42721 C	11-261-5990-000-000-0000	VAC MOTOR	259.95	
				42753 C	11-261-5992-000-000-0000	FLOOR FINISH	574.95	
				42722 C	11-261-5992-000-000-0000	MOTOR	662.13	1,497.03
A09360	08/15/25	81465	VERIZON WIRELESS		11-261-3410-000-000-0000	CELLPHONE BECC 7/23	371.48	
					11-261-3410-000-000-0000	CELLPHONE CUST 7/23	89.44	
					11-261-3410-004-000-0000	CELLPHONE SPEN 7/23	48.57	
					11-261-3410-005-000-0000	CELLPHONE HRNG 7/23	48.57	
					11-261-3410-021-000-0000	CELLPHONE SCRN 7/23	48.57	
					11-261-3410-031-000-0000	CELLPHONE BHS 7/23	48.57	
					11-261-3410-121-000-0000	CELLPHONE MALT 7/23	48.57	
					11-261-3412-000-000-0000	CELLPHONE TECH 7/23	46.67	
					11-293-3410-000-000-0000	CELLPHONE ATHL 7/23	46.67	
					21-261-3410-002-000-0000	CELLPHONE CE 7/23	18.09	
					21-297-3410-000-000-0000	CELLPHONE FS 7/23	54.52	869.72
Sub Total:							\$245,848.77	
Register Total:							\$368,020.73	

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
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Posting By Fund

Fund Name	Amount
CAFETERIA FUND	\$1,756.39
GENERAL FUND	\$302,882.89
SPEC REV - STUDENT ACTIVITY	\$48,251.72
COMMUNITY EDUCATION	\$15,129.73
<b>Total:</b>	<b>\$368,020.73</b>

Posting To Detail Control Accounts

Account	Description	Fund	Account Class	Acct. Charge
12-101-1000-000-000-0000	GENERAL FUND CHECKING	G	O	(368,020.73)
12-131-0000-000-000-0000	INTERFUND REC AP	G	K	65,137.84
12-402-0000-000-000-0000	A/P CONTROL - GF	G	D	302,882.89
22-402-0000-000-297-0000	A/P CONTROL - FS	C	D	1,756.39
22-402-0000-000-299-0000	A/P CONTROL STUDENT ACT	K	D	48,251.72
22-402-0000-000-300-0000	A/P CONTROL - CE	M	D	15,129.73
22-411-0000-000-000-0000	STUD ACTIVIT I/F	K	N	(48,251.72)
22-411-0000-000-297-0000	FOOD SERVICE I/F	C	N	(1,756.39)
22-411-0000-000-300-0000	COMM ED I/F	M	N	(15,129.73)

Check Register

Run Date: 08/22/2025

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
<b>REGULAR CHECKS</b>								
032917	08/22/25	00160	ADR CONSTRUCTION CO.	42689 C	11-111-6420-004-000-0000	WALL&DOOR	7,350.00	
				42690 C	11-111-6420-005-000-0000	WALL&DIVIDER	5,680.00	13,030.00
032918	08/22/25	13920	BAKER TILLY ADVISORY GROUP PA		11-231-3180-000-000-0000	ARBITRAGE COMPLIANCE	2,250.00	2,250.00
032919	08/22/25	06550	BEST PLUMBING SPECIALTIES INC	42786 C	11-261-4122-031-000-4470	FILTERS	1,659.77	
				42786 C	11-261-4122-121-000-4470	FILTERS	1,659.77	
				42785 C	11-261-5992-001-000-4470	FILTERS	1,659.75	
				42785 C	11-261-5992-005-000-4470	FILTERS	1,659.83	
				42785 C	11-261-5992-021-000-4470	FILTERS	3,319.50	
				42797 C	11-261-5994-000-000-0000	VAC BREAKER	1,134.96	11,093.58
032920	08/22/25	13124	BULLSEYE PEST SOLUTIONS	42794 C	11-261-4125-000-000-0000	ADD'L PEST CONTROL	650.00	650.00
032921	08/22/25	35030	DANCE TEAM UNION	42788 C	21-296-5991-000-012-0000	NAT'L PRE-REG	1,000.00	1,000.00
032922	08/22/25	13308	ENERCO CORPORATION	42796 C	11-261-4122-000-000-0000	WATER TESTING	150.00	150.00
032923	08/22/25	13807	FENTON FASTPITCH		21-321-7410-000-012-0000	8U BARTON/GHOULS HAV	475.00	475.00
032924	08/22/25	22784	GENERAL BINDING CORP / GBC		21-351-5990-000-000-0000	LAMINATOR SUPPLIES	187.60	187.60
032925	08/22/25	27380	HEARST NEWSPAPERS MI		21-331-3510-000-000-0000	POSTCARD MAILERS	6,620.00	6,620.00
032926	08/22/25	32452	INACOMP TECHNICAL SERVICES	42428 C	11-266-3190-004-000-2491	SEC CAMERAS	1,973.10	1,973.10
032927	08/22/25	34795	KEIDER PAINTING CO		11-261-4110-000-000-0000	DOOR PAINTING	650.00	650.00
032928	08/22/25	20144	LANG CO. LLC	42323 P	11-261-4110-000-000-0000	BECC WINDOWS	750.00	750.00
032929	08/22/25	35900	LAWSON PRODUCTS	42799 C	11-261-5992-000-000-0000	DRILL BITS	694.75	694.75
032930	08/22/25	38588	MALTBY MIDDLE SCHL PTO		21-331-3512-000-000-0000	BARC SPONSOR PTO	500.00	500.00
032931	08/22/25	13919	NICO VALENTI		21-137-3110-000-000-0000	BOUNCE HOUSES	175.00	
					21-391-4913-000-000-0000	MOVE SENIOR CENTER	450.00	625.00
032932	08/22/25	13767	STEALTH LACROSSE CLUB		21-321-7410-000-008-0000	SKILL/SCRIM CAMP	4,590.00	4,590.00
032933	08/22/25	66424	STENGER & STENGER PC		12-451-0500-000-000-0000	GARNISH W/H 08/22/25	255.76	255.76
032934	08/22/25	13855	TRIST CREEK FLOORING	42790 C	11-261-4110-000-000-0000	CARPET REPAIRS	400.00	
				42612 C	11-261-6410-000-000-0000	TRNS FLOOR	24,600.00	25,000.00
032935	08/22/25	MSC55	ANDREW CONWAY		21-321-7410-000-026-0000	ANDREW CONWAY	400.00	400.00
032936	08/22/25	MSC55	ANDREW PISKOROWSKI		21-321-7410-000-031-0000	ANDREW PISKOROWSKI	395.00	395.00
032937	08/22/25	MSC55	ANNA GIBSON		21-321-7410-000-026-0000	ANNA GIBSON	600.00	600.00
032938	08/22/25	MSC55	BILL JEFFORDS		21-321-7410-000-015-0000	BILL JEFFORDS	600.00	600.00
032939	08/22/25	MSC55	ELI PROUT		21-321-7410-000-026-0000	ELI PROUT	460.00	460.00
032940	08/22/25	MSC55	GEOFF PEART		21-321-7410-000-026-0000	GEOFF PEART	680.00	680.00
032941	08/22/25	MSC55	JEFF HUMMEL		21-321-7410-000-026-0000	JEFF HUMMEL	460.00	460.00
032942	08/22/25	MSC55	JEREMY BOWMAN		21-321-7410-000-026-0000	JEREMY BOWMAN	460.00	460.00
032943	08/22/25	MSC55	MARK WARREN		21-321-7410-000-026-0000	MARK WARREN	460.00	460.00
032944	08/22/25	MSC55	NATHAN GRABOWSKI		21-321-7410-000-026-0000	NATHAN GRABOWSKI	860.00	860.00
032945	08/22/25	MSC55	NICOLE DORAIS		21-321-7410-000-026-0000	NICOLE DORAIS	1,000.00	1,000.00
032946	08/22/25	MSC55	NICOLE WALLACE		10-131-1000-000-001-0000	NICOLE WALLACE	50.00	50.00

Sub Total: \$76,919.79

Check Register

Run Date: 08/22/2025

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
<b>ACH CHECKS</b>								
A09361	08/22/25	00930	ADVANCED WATER	42798 C	11-261-5994-000-000-0000	SOLAR SALT	361.25	361.25
A09362	08/22/25	13918	BARCO PRODUCTS		11-261-5992-000-000-0000	35 GAL STEEL	5,775.00	5,775.00
A09363	08/22/25	06932	BLUE LAKES CHARTERS & TOURS		21-296-5991-000-006-0000	8/28 TRIP	940.00	
					21-296-5991-000-011-0000	TRIP-ALMA 7/31	1,050.00	
					21-296-5991-000-026-0000	CAMP BUS 8/14-17	4,300.00	6,290.00
A09364	08/22/25	05235	BSN SPORTS INC	42789 C	21-296-5991-000-009-0000	TOPS	200.28	
				42787 C	21-296-5991-000-011-0000	PULLOVERS	299.98	500.26
A09365	08/22/25	13650	DIRECT ENERGY BUSINESS LLC		11-261-5520-000-000-0000	BECC ELECT 8/15	821.27	
					11-261-5520-001-000-0000	HAWK ELECT 8/15	2,997.93	
					11-261-5520-004-000-0000	SPEN ELECT 8/15	3,026.07	
					11-261-5520-005-000-0000	HRNG ELECT 8/15	2,134.42	
					11-261-5520-006-000-0000	HILT ELECT 8/15	2,777.52	
					11-261-5520-021-000-0000	SCRN ELECT 8/15	5,184.84	
					11-261-5520-031-000-0000	BHS ELECT 8/15	24,748.14	
					11-261-5520-041-000-0000	BRIDGE ELECT 8/15	2,463.81	
					11-261-5520-121-000-0000	MALT ELECT 8/15	6,403.27	
					11-261-5521-000-000-0000	TRNS ELECT 8/15	403.06	
					21-261-5520-002-000-0000	MILLER ELECT 8/15	3,291.94	54,252.27
A09366	08/22/25	18952	EXECUTIVE ENERGY		11-261-4128-000-000-0000	ENERGY MNGT JULY	500.00	500.00
A09367	08/22/25	28800	HOBART SERVICE		21-297-4120-000-000-0000	MAINTENANCE/PREWASH	1,413.88	1,413.88
A09368	08/22/25	34327	JOHNSON CONTROLS	42795 C	11-261-4129-000-000-0000	ALARM PANEL REP	1,493.13	1,493.13
A09369	08/22/25	34867	KENSINGTON VALLEY VARSITY	42801 C	11-261-5992-000-000-0000	T-SHIRTS	263.56	263.56
A09370	08/22/25	37640	LIVINGSTON COUNTY MECHANICA	42791 C	11-261-4123-000-000-0000	HVAC 8/11-8/15	2,160.00	2,160.00
A09371	08/22/25	44230	MICHIGAN PLAYGROUNDS LLC	42256	11-111-6420-001-000-0000	HAWK PLAYGROUND	76,752.00	76,752.00
A09372	08/22/25	59761	SCHOOL FINANCIAL SOLUTIONS		11-226-3190-000-006-0000	SECOND DRAW 25/26	639,166.50	639,166.50
A09373	08/22/25	59742	DUKE SERVICES LLC	42792 C	11-261-4122-000-000-0000	PLUM 8/11-8/15	2,118.00	
				42792 C	11-261-4122-004-000-4470	FILTERS	222.00	2,340.00
A09374	08/22/25	75928	TOWN CENTER INC		21-297-4120-000-000-0000	REP HEATING/HOTSIDE	833.68	833.68
A09375	08/22/25	49235	TRANE US INC	42793 C	11-261-4123-000-000-0000	REP FAN CONTROL	709.00	709.00
A09376	08/22/25	76028	ARMOREX	42800 C	11-261-5990-000-000-0000	WALLMOUNT HYGEINE	105.89	105.89
						Sub Total:	\$792,916.42	
						Register Total:	\$869,836.21	

Check Register

Run Date: 08/22/2025

CheckNo	CkDate	Vendor	Name	PO #	Account	Description	Amount	CheckAmt
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Posting By Fund

Fund Name	Amount
CAFETERIA FUND	\$2,247.56
GENERAL FUND	\$837,133.85
SPEC REV - STUDENT ACTIVITY	\$7,790.26
COMMUNITY EDUCATION	\$22,664.54
<b>Total:</b>	<b>\$869,836.21</b>

Posting To Detail Control Accounts

Account	Description	Fund	Account Class	Acct. Charge
12-101-1000-000-000-0000	GENERAL FUND CHECKING	G	O	(869,836.21)
12-131-0000-000-000-0000	INTERFUND REC AP	G	K	32,702.36
12-402-0000-000-000-0000	A/P CONTROL - GF	G	D	837,133.85
22-402-0000-000-297-0000	A/P CONTROL - FS	C	D	2,247.56
22-402-0000-000-299-0000	A/P CONTROL STUDENT ACT	K	D	7,790.26
22-402-0000-000-300-0000	A/P CONTROL - CE	M	D	22,664.54
22-411-0000-000-000-0000	STUD ACTIVIT I/F	K	N	(7,790.26)
22-411-0000-000-297-0000	FOOD SERVICE I/F	C	N	(2,247.56)
22-411-0000-000-300-0000	COMM ED I/F	M	N	(22,664.54)

**BRIGHTON AREA SCHOOLS  
Board of Education  
September 8, 2025**

**Closed Session**

**Subject:**

A. Negotiations, BEA, BESPAA and BASAA

**Motion**

Moved by:

Supported by:

To enter closed session for the purpose of discussing negotiation strategies connected with BEA, BESPAA and BASAA bargaining units inasmuch as the administration has requested a closed session

**Roll Call Vote:**

\_\_\_\_\_ Stahl  
\_\_\_\_\_ Krebs  
\_\_\_\_\_ Marks  
\_\_\_\_\_ Myers  
\_\_\_\_\_ Urbain  
\_\_\_\_\_ Storm  
\_\_\_\_\_ Tierney