

Lincoln Consolidated Schools

BOARD OF EDUCATION

REGULAR MEETING

August 12, 2024

Electronic Packet

Lincoln Consolidated Schools

**LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan**

BOARD OF EDUCATION MEETING

August 12, 2024

6:00 p.m.

Boardroom-Lincoln High School

CONSENT AGENDA

1.0 CALL TO ORDER

2.0 ROLL CALL

3.0 ESTABLISHMENT OF QUORUM

4.0 PLEDGE TO FLAG

5.0 PRESENTATIONS

5.1 Regional Teacher of the Year Presentation-Lori Richert

5.2 Transportation Presentation

6.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

6.1 Superintendent's Report

6.2 Human Resources Report

7.0 BOARD REPORTS/CORRESPONDENCE

7.1 Board Executive Committee

7.2 Board Performance Committee Report

7.3 Board Planning Committee Report

7.4 Board Finance Committee Report

7.5 Board Reports

8.0 PUBLIC COMMENT

8.1 Response to Prior Public Comment

8.2 Public Comment

9.0 CONSENT AGENDA

9.1 Minutes of Previous Meeting

9.1.1 Regular Meeting July 22, 2024

9.2 Personnel Transactions

10.0 NEW BUSINESS

- 10.1 AD Consulting Sentinel Technology
- 10.2 Chromebook Carts Middle School
- 10.3 InformedK12 Contract
- 10.4 MASB 2024 Delegate Assembly
- 10.5 Elevatek12

11.0 OLD BUSINESS

- 11.1 CIPA Compliance
- 11.2 Miller Johnson Policy Update

12.0 CLOSED SESSION

- 12.1 Superintendent Informal Evaluation

13.0 ADJOURNMENT

TO: Board of Education
FROM: Robert Jansen, Superintendent
DATE: August 7, 2024
SUBJECT: Board of Education Meeting
August 12, 2024
6:00 p.m.

AGENDA/EXPLANATORY NOTES
CONSENT AGENDA

1.0 CALL TO ORDER

2.0 ROLL CALL

3.0 ESTABLISHMENT OF QUORUM

4.0 PLEDGE TO FLAG

5.0 PRESENTATIONS

- 5.1 Regional Teacher of the Year Presentation-Lori Richert
Presentation by Lori Richert
- 5.2 Transportation Presentation
Presentation by Jason Fredenburg

6.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

- 6.1 Superintendent's Report
- 6.2 Human Resources Report

7.0 BOARD REPORTS/CORRESPONDENCE

- 7.1 Board Executive Committee
- 7.2 Board Performance Committee Report
- 7.3 Board Planning Committee Report
- 7.4 Board Finance Committee Report
- 7.5 Board Reports

8.0 PUBLIC COMMENT

- 8.1 Response to Prior Public Comment
 - No Prior Public Comment
- 8.2 Public Comment
Board of Education Public Comment Statement

This is the time set aside by the Board to hear from you, the members of our community. We invite you to address the Board with comments, questions or concerns regarding board actions, policies, or other issues not resolved through appropriate administrative channels. The Board may not immediately respond to concerns presented at this meeting; however, we will respond to inquiries on or before the next board meeting.

Please sign in completing your contact information. Limit individual comments to 5 minutes or less. Comments with respect to the performance of specific district employees are not appropriate during public comment.

Rules for Public Comment:

1. The Board of Education reserves the right to limit the total public comment to 30 minutes in any meeting.
2. The Board of Education will limit each speaker to one opportunity to speak during any public comment period.
3. The Board of Education President, or the President's delegee (such as the Superintendent or another District administrator) will respond to your comment.
4. The Presiding officer may: A) prohibit public comments which are frivolous, repetitive, or harassing; B) interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant; C) request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting; D) request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting, and; E) call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action

9.0 CONSENT AGENDA

9.1 Minutes of Previous Meeting

9.1.1 Regular Meeting July 22, 2024

Enclosed are the minutes of the July 22, 2024, Regular Meeting as presented.

9.2 Personnel Transactions

<u>ACTION ITEMS</u>					
Name	Position/Building	Date of Hire	Effective Date	Status	Major/Step
Deborah Chambers	Noon Supervisor/Bishop Elementary	10/26/2020	6/6/2024	Resignation	
Callie Krawcke	Teacher/Childs Elementary	8/12/2024		New Hire	BA step 3
Ryland Trahan	Teacher/Childs Elementary	8/12/2024		New Hire	BA step 14
Olivia Elswick	Teacher/Brick Elementary	8/6/2023	7/18/2024	Resignation	
Donald Goven	Retiree Help/Lincoln High School		7/24/2024	Resignation	
Yesenia McCoy	Paraprofessional/Model Elementary	8/12/2024		New Hire	LEAO Step 1
Sarah Arnold	Paraprofessional/Model Elementary	8/12/2024		New Hire	LEAO Step 1
Roderick James	Paraprofessional/Lincoln High School	8/12/2024		New Hire	LEAO Step 1
William McCombie	Bus Driver/Transportation	7/26/2024		Re-Hire	
Karen Flores	Bus Driver/Transportation	7/29/2024		New Hire	
Geraldine Buford	Bus Aide/Transportation	9/19/2017	7/27/2024	Retirement	
Natasha Malmquist	Teacher/Model Early Childhood	8/27/2019	7/29/2024	Resignation	
LaTina Noland	Noon Supervisor/Childs Elementary	8/26/2024		New Hire	
Sarah Vollmer	Teacher/Bishop Elementary	8/12/2024		New Hire	MA Step 3

Jessica Smith	Teacher/Lincoln Middle School	9/9/2018	8/15/2024	Resignation	
Name	Position/Building	Start Leave Date	Return to Work Date	Status	Approved/Not Approved
Desiree Seng	Teacher/Lincoln High School	8/20/2024	9/30/2024	FMLA	
Kaitly Rosales	Teacher/Bishop Elementary	8/20/2024	11/4/2024	FMLA	
Margaret Convery	Teacher/Lincoln Middle School	8/20/2024	10/10/2024	FMLA	
Lori Price	Secretary/Athletic Department	8/1/2024	9/2/2024	FMLA	
Myra Hamilton	Secretary/Lincoln High School	8/19/2024	11/4/2024	FMLA	

RECOMMENDED MOTION: I move that we accept the Consent Agenda as presented.

10.0 NEW BUSINESS

10.1 AD Consulting Sentinel Technology

Request to purchase consulting services from Sentinel technology on modernizing our cloud and local account and device management infrastructure in the Windows ecosystem.

As we continue to expand into the use of mobile devices in the District we need a more modern and robust infrastructure for managing the devices, pushing policies, and managing accounts. To do this we need a partner with expertise in this area. Sentinel Technologies is a close partner with the district and has worked with us on network projects every year.

Our plan is to completely update and redo the account management infrastructure. This will allow us to change the way we manage our windows mobile devices and give us greater visibility and flexibility when it comes to managing the fleet.

We estimate 6-8 weeks for completion and training of our team and a rolling implementation to be completed by the start of the 2025-2026 school year.

Link to proposal - total of \$37,500. This is presented for information only; Board action will be requested at a subsequent meeting.

10.2 Chromebook Carts Middle School

Request to purchase device charging and storage infrastructure for the Middle School. These containers differ from traditional carts in that they are modular and can be arranged in different setups to fit a classroom’s needs.

As we continue to expand into the use of mobile devices in the district we need infrastructure to hold and store devices while also providing a dedicated method for charging. In addition, this will provide dedicated spaces for students to keep their devices when not in use. Through the 2023-2024 school year we leveraged existing and traditional laptop carts in the 6th grade wing to see how this could impact on students and how they use their devices. We found a significant drop in 6th grade students breaking their devices because there was dedicated storage and higher device availability due to dedicated charging stations. The one big negative was the bulky size of the carts.

We want to continue providing this infrastructure for the rest of the building as well as providing a solution that is modular, not taking up a lot of floor space.

The proposal here would provide these new modular carts for every classroom in the Middle School, the assembly of the devices (allowing the technology team to continue start of year tasks), and disposal of refuse from the project.

Link to proposal - total of \$96,088.20₇

RECOMMENDED MOTION: I move that we approve the purchase of the Middle School Chromebook Carts as presented.

- 10.3 InformedK12 Contract
Renewal of Informedk12. The District has been using this for several years. It is the paperless software used for enrollment, HR, business office, transportation, curriculum, athletics, and building level. Our current agreement ends on 9/1/2024. The cost of the renewal is \$28,877 and does not have an increase from the 23/24 cost. This is presented for information only; Board action will be requested at a subsequent meeting.
- 10.4 MASB 2024 Delegate Assembly
MASB's 2024 Delegate Assembly will begin **Thursday, October 24 at 7 p.m.** at the Lansing Center in Lansing. Delegates selected by boards of education across the state will decide MASB's positions on a wide variety of issues affecting education.

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. Your 2024-2025 MASB dues must be paid in order for a district to participate in the Delegate Assembly.

All delegates must be certified and submitted by Friday, October 4th. This is presented for information only; Board action will be requested at a subsequent meeting.

- 10.5 Elevatek12
ElevateK12 is a company that provides virtual certified teachers to address staffing needs. Currently, we have been unable to hire a Spanish teacher for our high school classes. ElevateK12 will provide a certified Spanish teacher who is able to interact with students in a classroom. Some of the benefits of this proposal include the following:

- High-quality LIVE Tier 1 Teaching – US certified Teacher of Record (including substitutes for our live teacher)
- Full-service live class delivery management
- School level classroom set up and day to day management of live online teaching classes
- Quality control of all live classes by our academic experts
- Training and management of your para-professional
- All support for grading, pacing, school meetings and more
- State aligned lessons written by our curriculum experts
- 24x7 live customer service and support for para-professional or building substitute
- High-quality LIVE Tier 1 Teaching - Assigned as Teacher of Record
- One Elevate K-12 Operations Manager dedicated per school for implementation and support
- Dedicated Academic Coach who guides and quality audits Elevate K-12's live Teacher for the school
- ElevateK12 provides hi-end speakers, a powerful classroom microphone, and a hi-end camera
- Elevate K-12 including the service they provide, benefits of the company and terms of service.

This will be an ongoing as needed contract. To be used in a high-need demand for our students in areas where hiring a staff member has not be possible. Board approval will allow the Human Resources Director the ability to use ElevateK12 as needed. The contract will be in the Board packet for the August 26, 2024 meeting. This is presented for information only; Board action will be requested at a subsequent meeting.

11.0 OLD BUSINESS

- 11.1 CIPA Compliance
We are required to confirm the district's compliance with CIPA (Children Internet Protection Act) at a public meeting on an annual basis. Supporting documentation is enclosed in your packets. Board action is requested.

RECOMMENDED MOTION: I move that we approve the CIPA (Children Internet Protection Act) on an

annual basis as presented.

- 11.2 Miller Johnson Policy Update
Miller Johnson yearly policy update is attached in your Board packet. Board action is requested.

RECOMMENDED MOTION: I move that we approve Miller Johnson Policy Update as presented.

12.0 CLOSED SESSION

- 12.1 Superintendent Informal Evaluation
It will be necessary to enter closed session to discuss the Superintendent Informal Evaluation, to return to open session.

A roll call vote will be necessary.

RECOMMENDED MOTION: Pursuant to Sections 8(a) of the Open Meetings Act, I move that we enter closed session to discuss the Superintendent Informal Evaluation, to return to open session.

Mr. Rollins _____
Ms. Sparks _____
Mr. Moore _____
Mrs. Smith _____
Mrs. Czachorski _____
Mrs. LaBombarbe _____
Mr. Bentley _____

13.0 ADJOURNMENT



**Board Executive Committee Meeting Agenda
Monday, August 5, 2024
Pittman Room
2:30pm**

MINUTES

Jennifer LaBombarbe, Matt Bentley, Robert Jansen, Ty Smith, Paula Robinette, Karensa Smith

1. Call to order- at 2:37pm
2. Public Comment-No Public Comment
3. Old Business
 - a. Performance Committee Update-Have not met
 - b. Planning Committee Update-The September meeting needs to be rescheduled .
 - c. Finance Committee Update- Will meet after Executive today on 8/5.
4. New Business
 - a. Board of Education Consent Agenda August 12, 2024-A reminder to all department heads that planning is imperative when submitting agenda item request forms. Two reads are a directive from the Board of Education to allow the Board enough time to ask questions between meetings. Agenda approved.
 - b. October 14, 2024 Board Workshop Discussion-Portrait if a Graduate Deepdive (with dinner)
5. Superintendent Updates
 - High School Principal hunt still in process
 - Admin training the next four days
 - AI policy in the works and encouraging staff to staff up to date
 - Discussion on high school staffing and needs
6. Other
 - LaBombarbe complimented the grounds and how beautiful everything looks
7. Adjourn- 3:48pm

Upcoming Meetings:

8/29*, 9/16, 10/7, 10/21, 11/4, 11/18, 12/2

*Off regular scheduled date or time

LINCOLN CONSOLIDATED SCHOOLS
Ypsilanti, Michigan
BOARD OF EDUCATION / REGULAR
MEETING
July 22, 2024
6:00 p.m.
District Boardroom-Lincoln High School

OFFICIAL MINUTES

BOARD MEMBERS PRESENT

Allie Sparks, Secretary (arrived at 6:02pm)
Thomas Rollins, Treasurer
Matthew Bentley, Trustee
Jason Moore, Trustee
Lauren Smith, Trustee

ADMINISTRATORS PRESENT

Paula Robinette, Human Resources Director
Adam Snapp, Finance Director
Karensa Smith, Assistant Superintendent Curriculum & Instruction

OTHERS PRESENT

Edgar Brown, Jessie James, Chris Westfall

1.0 CALL TO ORDER

Treasurer Rollins called the meeting to order at 6:01 pm.

2.0 ROLL CALL

Roll call showed all Board Members were present with the exception of Czachorski and LaBombarbe.

3.0 ESTABLISHMENT OF QUORUM

A quorum was established.

4.0 PLEDGE TO FLAG

The Pledge of Allegiance was recited by Board and audience members.
(Sparks arrived at 6:02pm)

5.0 PRESENTATIONS

5.1 Community Education Presentation

Presented by Chris Westfall

- Tax funding through the millage is distributed to three entities: Community Education, Lincoln Seniors, and Youth Sports
- Community Ed-Athletic Participation

Youth Basketball	1/2 Grade	53
Youth Basketball	3/4 Grade	63
Youth Basketball	5/6 Grade	62
Soccer Clinics	Fall	45
Soccer Clinics	Winter	32
Soccer Clinics	Spring	-
LAB Track Club	11 LCS	27

LAB Track Club	Non LCS	24
Elementary XC	Fall	36
MS Soccer – Boys	Spring	32
Youth Lacrosse	3/4 Grade	11
Youth Lacrosse	5/6 Grade	16
Youth Volleyball Clinics	Spring	53
Youth Cheer Clinic	Fall	46

- Community Ed-Participation included Drop in Pickleball, Babysitter Training, Splitter Singers, Jr. Theatre Camp, Safety Town, Riptides, USA Swim and Lessons
- Lincoln Youth Football & Cheering Club-Total Cheerleaders 118 and total Football players 156
- LAB Uses-Lincoln Athletics, Community Use and Revenue Generating
- LAB Membership data is down 2.88% overall
- LAB total revenue in the months of November through March totaled \$206,420.00

5.2 Virtual Academy Presentation

Presented by Jessica James

Virtual Students

- Represent the diversity of LCS, coming from schools throughout Washtenaw and school of choice counties.
- Exhibit many characteristics, including:
 - an affinity for technology and online learning.
 - commitment and persistence to succeed in an online instructional environment.
 - flexible thinking and the ability to use available resources to succeed.
 - can participate in activities, sports, and clubs at their “home school.”
 - gain access to innovative courses, flexible scheduling, and specialty courses that may not be available in all schools.
 - may also be students with extenuating circumstances, including health and other reasons, that can be mitigated through a virtual program.
 - make use of modified scheduling to address instructional needs including but not exclusive to, internship or work experiences, flexible schedule to complement career and technical education programs or enrollment at Washtenaw Community College, or courses available in the evenings in addition to a full day schedule.
- Demographics- 129 Enrolled, Current Enrollment 146, Boys 71, Girls 75, At-Risk 135, Free and Reduced 104, Students with Disabilities 38 and English Learners 7
- Vision & Next Steps
 - Increase K-12 student enrollment
 - Increase support of student academic and SEL needs/guidance via our new counselor
 - Intentional networking, collaboration, sharing resources and ideas with the brick and mortar schools in the district
 - Explore curricular programming to provide increased direct instruction and intervention
 - Seek Engineering, STEM, and CTE opportunities
 - Exploring Alternative & Adult Ed. opportunities
 - Coordination of in-person and virtual educational field trips
 - Parallel school improvement opportunities and LCS initiatives via MTSS, SEL, PLC & Curriculum
 - Developing on-site support and learning opportunities for students at new location - Office 319, Room 314, and Room 316

6.0 SUPERINTENDENT AND STAFF REPORTS/CORRESPONDENCE

6.1 Superintendent’s Report

- The Sinking Fund will be on the November ballot
- Many Centennial Celebration are approaching.
- Celebration that Summer School is complete for the Summer.
- The 24/25 Professional Development calendar is being finalized.

6.2 Student Services Report

- No report

6.3 Finance Report

- 6.3.1 June Enrollment Report
Board report was included in Board packet.
- 6.3.2 June Food Service Report
Board report was included in Board packet.

7.0 BOARD REPORTS/CORRESPONDENCE

7.1 Board Executive Committee

The Board Executive Committee will meet next on August 5th at 2:30pm in the Pittman Room

7.2 Board Performance Committee Report

The Board Performance Committee will meet next on September 23rd at 4:30pm in the Pittman Room

7.3 Board Planning Committee Report

The Board Planning Committee will meet next on August 12th at 4:30pm in the Pittman Room

7.4 Board Finance Committee Report

The Board Finance Committee will meet next on August 5th at 4:00pm in the Pittman Room

7.5 Board Reports

- No Board Reports

8.0 PUBLIC COMMENT

8.1 Response to Prior Public Comment

- No Prior Public Comment

8.2 Public Comment

Board of Education Public Comment Statement

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the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting; D) request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting, and; E) call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

- No Public Comment

9.0 CONSENT AGENDA

9.1 Minutes of Previous Meeting

9.1.1 Regular Meeting June 24, 2024

9.1.2 Board Workshop June 25, 2024

Enclosed are the minutes of the June 24, 2024, Regular Meeting and June 25, 2024, Board Workshop as presented.

9.2 June 2024 Check Register

Enclosed is the June 1-31, 2024, check register in the amount of \$2,464,955.47. The Superintendent recommends approval as presented.

9.3 June 2024 Trust and Agency

Enclosed is the June 2024, Trust & Agency Report. The Superintendent recommends approval as presented.

9.4 Personnel Transactions

ACTION ITEMS					
Name	Position/Building	Date of Hire	Effective Date	Status	Major/Step
Renee Whitley	Teacher/Lincoln High School	8/29/1997	8/1/2024	Retirement	
Linda Westphal	Bldg Secretary/Student Services	8/26/2020	8/1/2024	Transfer	
Elizabeth Hammar	Bus Driver/Transportaton	9/13/1989	6/7/2024	Retirement	
Adrianna Kitchen	Receptionist/LAB	11/9/2021	6/28/2024	Resignation	
William Brenner	Coach/Community Ed/Athletics	8/25/2022	6/25/2024	Resignation	
Dianne Vargo	Assistant Bldg Secretary/Brick Elementary	12/15/2003	8/1/2024	Transfer	
Ashley Jeffries	Teacher/Bishop Elementary	8/12/2024		New Hire	MA Step 4
Meredith Wolf	Teacher/Childs Elementary	8/12/2024		New Hire	BA Step 11
Taylor Hopp-Storey	Teacher/Bishop Elementary	8/12/2024		New Hire	MA Step 6
Jenna Gould	Teacher/Bishop Elementary	8/12/2024		New Hire	BA Step 3
Isabelle Lightfoot	Spec Ed Paraprofessional/Childs Elementary	8/20/2024		New Hire	LEAO Step I
Candice Jackson	Teacher/Bishop Elementary	8/12/2024		New Hire	MA Step 11
Siobhan Stemme	Teacher/Bishop Elementary	8/12/2024		New Hire	BA Step 3
Amanda Badenhip	Teacher/Bishop Elementary	8/12/2024		New Hire	BA Step 5

It was moved by Bentley and seconded by Moore that we accept the Consent Agenda as presented.

Ayes: 5

Nays: 0

Motion carried 5-0

10.0 NEW BUSINESS

10.1 CIPA Compliance

We are required to confirm the district's compliance with CIPA (Children Internet Protection Act) at a public

meeting on an annual basis. Supporting documentation is enclosed in your packets. This was presented for information only; Board action will be requested at a subsequent meeting.

10.2 School Bond Loan Fund

The District is applying to draw funds from the Treasury Department through the School Bond Loan Fund. The District applies for this every year as the property tax revenue for debt payments is not enough to cover our annual principal and interest payments. It is expected that the District will need to borrow approximately \$3.7 million for the 24/25 fiscal year. This was presented for information only; Board action will be requested at a subsequent meeting.

It was moved by Bentley and seconded by Moore that we approve School Bond Loan Fund Application as presented.

Ayes: 5
Nays: 0
Motion carried 5-0

10.3 Miller Johnson Policy Update

Miller Johnson yearly policy update is attached in your Board packet. This was presented for information only; Board action will be requested at a subsequent meeting.

11.0 OLD BUSINESS

11.1 Transfinder-Stopfinder

Purpose

The transportation department needs new software and tablets for each bus. This would allow us to offer turn-by-turn navigation for each employee as well as using student badges to scan on and off buses aka Student Ridership. Our current software company contract expires on February 20, 2025, however the company Synovia, now called Cal Amp, has filed for chapter 11 bankruptcy as of June 3, 2024. We will need to purchase all new devices as well as the supporting software for these devices.

Analysis

We currently have been in a contract with CaVAmp (formally known as Synovia) since February 2020. The company was bought out in September of 2023. Since this happened the service at CaVAmp has declined and it's been very difficult to get problems solved. The company has filed for bankruptcy now and we are llllsure of the stability of this company currently. We have already purchased Transfinder (routing software) and they have released software that is capable of replacing every aspect of CaVAmp. This software is called Wayfinder. It includes student ridership, GPS tracking, Navigation, and the parent app called Stopfinder. We feel that this would be the logical direction to turn since we are already using their routing software. This would ensure that we will NOT have communication issues between software's.

Recommendation

It is my recommendation to purchase the Wayfinder software and hardware for the amount of \$92,650.00 (initial investment) and pay a monthly service fee in the amount of approximately \$3754.50. We are currently paying \$2310.00 per month for Cal/Amp. Board action was requested.

It was moved by Bentley and seconded by Moore to approve the purchase of Transfinder-Stopfinder parent app as presented.

Ayes: 5
Nays: 0
Motion carried 5-0

11.2 Trinity Athletic Contract

Ryan Lucas has worked, and Trinity has billed us, just over 1800 hours this school year in service to our teams and our events. Proposing that we move our existing contract up to 2100 hours for the 2024-25 school year in order to replace Ryan with 1 ½ athletic trainers. The "lead" trainer will be a full 40 hour/week employee in service of Lincoln and our teams. The "assistant" trainer will supplement that schedule on a flexible basis to 1) provide care on days that we have multiple events at the same time; 2) add all Middle School teams and events to our service contract; and 3) provide a schedule that will not burn out our next trainer. Trinity Health is confident they can fill both positions and will supplement the second staff by

scheduling their “non-Lincoln” hours in their physical therapy clinics.

The additional cost to us for the increase in services will be approximately \$9,500 and has been added to the Athletic Budget proposal by making cuts to funds dedicated to after school strength & conditioning services. Those cuts are to funds held in the athletic budget this year from funds dedicated to an outside strength coach. We’re ready to scale back any need for paying staff for after school strength & conditioning due to the huge participation increase to in-school classes - Coach Dillon and Coach Tucker are seeing a great number of athletes in PE classes, and the need for after school programming is greatly reduced. Board action was requested.

It was moved by Bentley and seconded by Moore to approve the Trinity Athletic Contract as presented.

Ayes: 5
Nays: 0
Motion carried 5-0

12.0 ADJOURNMENT

It was moved by Moore and seconded by Bentley that we adjourn the meeting at 6:47p.m.

Ayes: 5
Nays: 0
Motion carried 5-0

Treasurer Rollins declared the meeting adjourned.

ACTION ITEMS					
Name	Position/Building	Date of Hire	Effective Date	Status	Major/Step
Deborah Chambers	Noon Supervisor/Bishop Elementary	10/26/2020	6/6/2024	Resignation	
Callie Krawcke	Teacher/Childs Elementary	8/12/2024		New Hire	BA step 3
Ryland Trahan	Teacher/Childs Elementary	8/12/2024		New Hire	BA step 14
Olivia Elswick	Teacher/Brick Elementary	8/6/2023	7/18/2024	Resignation	
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Yesenia McCoy	Paraprofessional/Model Elementary	8/12/2024		New Hire	LEAO Step 1
Sarah Arnold	Paraprofessional/Model Elementary	8/12/2024		New Hire	LEAO Step 1
Roderick James	Paraprofessional/Lincoln High School	8/12/2024		New Hire	LEAO Step 1
William McCombie	Bus Driver/Transportation	7/26/2024		Re-Hire	
Karen Flores	Bus Driver/Transportation	7/29/2024		New Hire	
Geraldine Buford	Bus Aide/Transportation	9/19/2017	7/27/2024	Retirement	
Natasha Malmquist	Teacher/Model Early Childhood	8/27/2019	7/29/2024	Resignation	
LaTina Noland	Noon Supervisor/Childs Elementary	8/26/2024		New Hire	
Sarah Vollmer	Teacher/Bishop Elementary	8/12/2024		New Hire	MA Step 3
Jessica Smith	Teacher/Lincoln Middle School	9/9/2018	8/15/2024	Resignation	
Name	Position/Building	Start Leave Date	Return to Work Date	Status	Approved/Not Approved
Desiree Seng	Teacher/Lincoln High School	8/20/2024	9/30/2024	FMLA	
Kaitly Rosales	Teacher/Bishop Elementary	8/20/2024	11/4/2024	FMLA	
Margaret Convery	Teacher/Lincoln Middle School	8/20/2024	10/10/2024	FMLA	
Lori Price	Secretary/Athletic Department	8/1/2024	9/2/2024	FMLA	
Myra Hamilton	Secretary/Lincoln High School	8/19/2024	11/4/2024	FMLA	

LINCOLN CONSOLIDATED SCHOOLS

AGENDA ITEM REQUEST

Completion of this form will help us prepare accurate and complete agendas and explanatory notes for consideration by the Board of Education. It will also ensure timely consideration and/or approval of your request.

Group/Individual Making Request: Solomon Zheng

Contact Person: Solomon Zheng Phone/Email: techdirector@lincoln12.org

Topic of Agenda Item: (Be specific)

Request to purchase consulting services from Sentinel technology on modernizing our cloud and local account and device management infrastructure in the Windows ecosystem.

Background Data: (To assist in writing corresponding explanatory notes)

As we continue to expand into the use of mobile devices in the district we need a more modern and robust infrastructure for managing the devices, pushing policies, and managing accounts. To do this we need a partner with expertise in this area. Sentinel Technologies is a close partner with the district and has worked with us on network projects every year.

Our plan is to completely update and redo the account management infrastructure. This will allow us to change the way we manage our windows mobile devices and give us greater visibility and flexibility when it comes to managing the fleet.

We estimate 6-8 weeks for completion and training of our team and a rolling implementation to be completed by the start of the 2025-2026 school year.

[Link to proposal - total of \\$37,500](#)

Desired Board Action: approve consulting Informational only _____ Board action required _____

Please keep in mind that in most circumstances, Board policy calls for a two-meeting review of all agenda items requiring action. Incomplete information could result in additional delays.

Board meeting date-First reading: _____

Board meeting date-Second reading & approval (If required): _____

Who will attend meeting to present request and answer questions? _____

Requests and all supporting documentation MUST be received in the Superintendent's office no later than noon the Friday prior to the Executive Committee meeting the week before the scheduled Board

of Education meeting. Late requests will be deferred to the following agenda and may compromise your deadline.

Submitted By: Solomon Zheng

Building/Department Head: Solomon Zheng

Date

Date

LINCOLN CONSOLIDATED SCHOOLS

AGENDA ITEM REQUEST

Completion of this form will help us prepare accurate and complete agendas and explanatory notes for consideration by the Board of Education. It will also ensure timely consideration and/or approval of your request.

Group/Individual Making Request: Solomon Zheng

Contact Person: Solomon Zheng Phone/Email: techdirector@lincoln12.org

Topic of Agenda Item: (Be specific)

Request to purchase device charging and storage infrastructure for the Middle School. These containers differ from traditional carts in that they are modular and can be arranged in different setups to fit a classroom's needs.

Background Data: (To assist in writing corresponding explanatory notes)

As we continue to expand into the use of mobile devices in the district we need infrastructure to hold and store devices while also providing a dedicated method for charging. In addition, this will provide dedicated spaces for students to keep their devices when not in use. Through the 2023-2024 school year we leveraged existing and traditional laptop carts in the 6th grade wing to see how this could impact on students and how they use their devices. We found a significant drop in 6th grade students breaking their devices because there was dedicated storage and higher device availability due to dedicated charging stations. The one big negative was the bulky size of the carts.

We want to continue providing this infrastructure for the rest of the building as well as providing a solution that is modular, not taking up a lot of floor space.

The proposal here would provide these new modular carts for every classroom in the Middle School, the assembly of the devices (allowing the technology team to continue start of year tasks), and disposal of refuse from the project.

[Link to proposal - total of \\$96,088.20](#)

Desired Board Action: approve consulting Informational only _____ Board action required _____

Please keep in mind that in most circumstances, Board policy calls for a two-meeting review of all agenda items requiring action. Incomplete information could result in additional delays.

Board meeting date-First reading: _____

Board meeting date-Second reading & approval (If required): _____

Who will attend meeting to present request and answer questions? _____

Requests and all supporting documentation MUST be received in the Superintendent's office no later than noon the Friday prior to the Executive Committee meeting the week before the scheduled Board of Education meeting. Late requests will be deferred to the following agenda and may compromise your deadline.

Submitted By: Solomon Zheng

Building/Department Head: Solomon Zheng

Date

Date

LINCOLN CONSOLIDATED SCHOOLS

AGENDA ITEM REQUEST

Completion of this form will help us prepare accurate and complete agendas and explanatory notes for consideration by the Board of Education. It will also ensure timely consideration and/or approval of your request.

Group/Individual Making Request: Business Office/Human Resources

Contact Person: Adam Snapp _____ Phone/Email: 734-484-7081 snappa@lincolnk12.org

Renewal of Informedk12. The District has been using this for several years. It is the paperless software used for enrollment, HR, business office, transportation, curriculum, athletics, and building level

Our current agreement ends on 9/1/2024. The cost of the renewal is \$28,877 and does not have an increase from the 23/24 cost.

Desired Board Action _____ Informational only _____ Board action required ___X___

Please keep in mind that in most circumstances, Board policy calls for a two-meeting review of all agenda items requiring action. Incomplete information could result in additional delays.

Board meeting date-First reading:8/12/2024_____

Board meeting date-Second reading & approval (If required):8/26/2024_____

Who will attend meeting to present request and answer questions? ___Adam Snapp_____

Requests and all supporting documentation MUST be received in the Superintendent's office no later than noon the Friday prior to the Executive Committee meeting the week before the scheduled Board of Education meeting. Late requests will be deferred to the following agenda and may compromise your deadline.

Submitted By:

Building/Department Head:

Adam Snapp _____ 8/5/2024 _____
Date

_____ _____
Date



555 12th Street, Suite 1670
Oakland, CA 94607
www.informedk12.com

Renewal Order Form

Customer Information

District Name:
Lincoln Consolidated School District

Accounts Payable Contact Name:
Robert Jansen
Accounts Payable Email:
jansenr@lincolnk12.org

Quote Number: IK12-220000521
Created Date: 07/25/2024

Subscription Renewal Date: 09/01/2024

Informed K12 Contact Information

Customer Success Manager: Janelly Ramos

For billing questions, please email
accounting@informedk12.com

Informed K12 Package Service

Premium Edition: District License - Internal

Price

\$ 28,877.00

\$

\$

TOTAL AMOUNT: \$ 28,877.00

All forms packages include:

- Unlimited electronic signatures, interactive form fields, pre-filled data fields, and reusable templates to automatically collect, route, and track responses and approvals
- Unlimited responses archived with full access search and nightly back-ups for all data
- Phone, chat, and email support for form managers and recipients
- Continuous upgrades and extensive browser and device support
- Online webinars and resources for form managers

Terms of Use

1. This Renewal Order Form (this "Order Form"), together with the Informed K12 Terms of Use available at <https://www.informedk12.com/terms-of-use>, governs the access to and use of the Services set forth above. In the event of a conflict between the Terms of Use and the Order Form, the Order Form shall control.
2. Customer will be invoiced between 30-60 days from their Renewal Date, or upon request, and payment is due in full within 30 days of the Renewal Date. Informed K12 reserves the right to pause services if payment is not received within 30 days of the Renewal Date.
3. The term of this Order Form will begin on the Renewal Date and will end after 12 months, unless stated otherwise in the service package description. The services renew for successive periods of twelve (12) months each, unless a party gives the other party written notice of non-renewal at least thirty (30) days prior to the expiration of the then-current term. Informed K12 reserves the right to increase fees by up to five percent (5%) upon renewal.
4. In the event of termination of services, Customer is responsible for downloading and storing any data from Informed K12 that needs to be retained within 30 days, or as governed by an additional offboarding agreement. Informed K12 will comply with complete data destruction of Customer form data from the Informed K12 platform after the 30-day data retention window or as governed by an offboarding agreement signed by both parties.
5. The signatures below acknowledge the agreement of each party to be bound by this Order Form. The undersigned representative of Customer represents that he/she has read, understands, and accepts, on behalf of Customer, as a duly authorized representative of Customer, this Order Form (including the Terms and Conditions) in its entirety.

Informed K12

Lincoln Consolidated School District

Brianna Bolton

Authorized Signature

Authorized Signature

Brianna Bolton

Print Name

Print Name

07/26/2024

Date

Date

FCC Form 479

OMB Control No. 3060-0853
Estimated time per response: 1 hour

**DO NOT SEND THIS FORM TO THE UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
OR TO THE FEDERAL COMMUNICATIONS COMMISSION**

**Schools and Libraries Universal Service
Certification by Administrative Authority to Billed Entity of
Compliance with the Children's Internet Protection Act**

Please read instructions before completing.
(To be completed by the Administrative Authority and provided to your Billed Entity)

Administrative Authority's Form Identifier:
Create your own code to identify THIS FCC Form 479. **Form 479-2024 for School Year 2024-2025 Due 7/1/2024**

Block 1: Administrative Authority Information

1. Name of Administrative Authority /Name of ISD, School District, Library Lincoln Consolidated Schools		2. Funding Year FY 2024
3. Mailing Address and Contact Information for Administrative Authority Street Address, P. O. Box or Route Number 7425 Willis		
City Ypsilanti	State MI	Zip Code 48197
Name of Contact Person Solomon Zheng		
Telephone Number 734-660-8545	Cell Number 734-660-8545	Email Address techdirector@lincolnk12.org

Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

Block 2: Certifications and Signature

- I am the Administrative Authority for one or more schools or libraries for which Universal Service Support Mechanism discounts have been requested or approved for eligible services. The Administrative Authority must make the required certification(s) for the purposes of the Children's Internet Protection Act (CIPA) in order to receive discounted services.
- I recognize that I may be audited pursuant to this form and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records that I rely upon to complete this form.

Name of Administrative Authority
Administrative Authority's Form Identifier
Contact Person
Telephone Number:

Cell Number:

Block 2: Certifications and Signature (Continued)

6. I certify that as of the date of the start of discounted services:

- a the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).
- b pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments:
 (FOR SCHOOLS and FOR LIBRARIES IN THE FIRST FUNDING YEAR FOR PURPOSES OF CIPA) is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.

 (FOR FUNDING YEAR 2003 ONLY: FOR LIBRARIES IN THE SECOND OR THIRD FUNDING YEAR FOR PURPOSES OF CIPA) is (are) in compliance with the requirements of CIPA under 47 U.S.C. § 254(l) and undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA under 47 U.S.C. § 254(h) for the next funding year.
- c the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), does not apply because the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments is (are) receiving discount services only for telecommunications services.

CIPA Waiver. Check the box below if you are requesting a waiver of CIPA requirements for the Second Funding Year after the recipients of service under your administrative authority have applied for discounts:

- d I am providing notification that, as of the date of the start of discounted services, I am unable to make the certifications required by the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification(s) otherwise required. I certify that the recipient(s) of service under my administrative authority and represented in the Funding Request Number(s) for which you have requested or received Funding Commitments will be brought into compliance with the CIPA requirements before the start of the Third Funding Year in which they apply for discounts.

(CIPA WAIVER FOR LIBRARIES FOR FUNDING YEAR 2004. Check the box above if you are requesting this waiver of CIPA requirements for Funding Year 2004 for the library(ies) under your administrative authority that has (have) applied for discounts for Funding Year 2004. By checking this box, you are certifying that the library(ies) represented in the Funding Request Number(s) on this FCC Form 479 will be brought into compliance with the CIPA requirements before the start of the Funding Year 2005.)

The certification language above is not intended to fully set forth or explain all the requirements of the statute.

7. Signature of authorized person

8. Date

9. Printed name of authorized person

Robert Jansen

10. Title or position of authorized person

Superintendent

11. Telephone number of authorized person

734-484-7001

FCC NOTICE FOR INDIVIDUALS REQUIRED BY THE PRIVACY ACT AND THE PAPERWORK REDUCTION ACT

Part 54 of the Commission's Rules authorizes the FCC to collect the information on this form. Failure to provide all requested information will delay the processing of the application or result in the application being returned without action. Information requested by this form will be available for public inspection. Your response is required to obtain the requested authorization.

The public reporting for this collection of information is estimated to be 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the required data, and completing and reviewing the collection of information. If you have any comments on this burden estimate, or how we can improve the collection and reduce the burden it causes you, please write to the Federal Communications Commission, AMD-PERM, Paperwork Reduction Act Project (3060-0853), Washington, DC 20554. We will also accept your comments regarding the Paperwork Reduction Act aspects of this collection via the Internet if you send them to PRA@fcc.gov. PLEASE DO NOT SEND YOUR RESPONSE TO THIS FORM TO THIS ADDRESS.

Remember - You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0853.

THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, PUBLIC LAW 93-579, DECEMBER 31, 1974, 5 U.S.C. 552a(e)(3) AND THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. SECTION 3507.

A paper copy of this form, with a signature in Block 2, Item 7, must be mailed or delivered to your Billed Entity.

MILLER JOHNSON

School Policy Services

TO: MJ Policy Service Clients

FROM: MJ School Policy Services

DATE: June 13, 2024

RE: Policy Manual and Administrative Regulations Update – June 2024

Thank you for choosing MJ School Policy Services for your school policy needs. This memo contains recommended updates/modifications to all MJ School Policy Services policy manuals and administrative regulations manuals. Proposed revisions are presented by section, with a specific update number for ease of reference, along with a narrative providing the basis for the contemplated modification.

PLEASE NOTE: All updates are numbered individually (i.e., Update 17.01). Additions to the language in policy or AR are shown in blue. Deletions are shown in ~~red~~. Areas highlighted in yellow require additional information from you, to complete the update.

As each district policy manual and administrative regulations manual is unique and modified consistent with school district priority and prerogative, recommended modifications may already be contained in your completed manuals. If you have any questions regarding the suggested revisions outlined herein and how they may/may not fit with your existing manuals, please contact us at Policy@MillerJohnson.com.

MILLER JOHNSON

School Policy Services

POLICY UPDATES

INTRODUCTION – 0000 Series

There are no recommended updates for this section.

BYLAWS – 1000 Series

Update 17.01 (Policy 1003 – Adoption of Amendment of Bylaws and Policies)

Over time, several clients have requested that the Superintendent have the authority to make minor clerical revisions to the Board Policy without taking such items through the formal approval process. This policy additionally accomplishes that goal through the delegation of authority for such minor changes.

The Board will adopt or amend Bylaws and Policies after readings at two separate Board meetings. The Board may, by a majority vote of members elected and serving, waive a first reading.

The Board delegates to the Superintendent the authority to make non-substantive, clerical changes or correct scriveners' errors in the Policies without Board of Education approval. Such changes will not be effective for a period of one month from the date they are provided to the Board.

Update 17.02 (*NEW* Policy 1004 – Conflict Between Policies and Administrative Regulations)

Several clients requested that we codify the existing practice that Board Policy supersedes any administrative regulation which conflicts with such policy.

In the event of a conflict between Board-approved policies and administrative regulations, the Board-approved policy will prevail.

MILLER JOHNSON

School Policy Services

STUDENTS – 2000 Series

Update 17.03 (Policy 2007 – Cardiac Emergency Response Plan)

The Michigan Legislature passed two bills which require amendments to the School District's Cardiac Emergency Response Plan Policy prior to the 2025-2026 school year. We are recommending those changes be made now.

Cardiac Emergency Response Plan The purpose of this policy is to comply with Sections 19 and 19b of the Fire Prevention Code and Section 1319 of the Revised School Code. The Superintendent will develop and implement regulations that will enable the School District to offer an appropriate response in the event of a cardiac emergency. These procedures will address, at a minimum:

- The use and regular maintenance of automated external defibrillators located ~~within the School District~~ throughout the school's campus and athletic facilities.
- The establishment, and Aactivation of a cardiac emergency response team in the event of an identified cardiac emergency and integration of the cardiac emergency response team with the local emergency response agencies and system.
- The methods for effective and efficient communication in the building or outside area in which the emergency arises.
- A legally compliant training plan for the use of automated external defibrillators and cardiopulmonary resuscitation techniques.
- The incorporation or integration of a local emergency response system and emergency response agencies into the School District's procedures.

The Superintendent will ~~annually~~ periodically evaluate the School District's cardiac emergency response procedures and report the evaluation results to the Board.

CURRICULUM AND INSTRUCTION – 3000 Series

Update 17.04 (Policy 3005 – Selection of Media Center/Library Materials)

The selection of media center and library materials continues to be a topic of much discussion. We recommend the revisions below to clarify expectations relative to the Board's policy for selecting media center or library materials.

The Board intends that students be provided access to a wide variety of educational materials, in various media, to support learning. The Superintendent ~~is authorized to~~ may make or approve purchases for the media center (and/or classroom libraries). Professional staff members,



~~parents, and students~~ and may ~~receive~~ recommendations such purchases ~~from professional staff members, parents, and students.~~

Update 17.05 (Policy 3006 – Parental Objections)

The selection of curriculum also continues to be a topic of discussion. We recommend the revisions below to provide the Superintendent appropriate authority to consider and process parental objections in the regular course of business.

The Superintendent will develop regulations that provide an opportunity for ~~the presentation and fair consideration~~ **parents to object to, and the Superintendent to consider** parental objections to, the School District's curriculum, the selection of textbooks and other instructional materials, and media center materials.

PERSONNEL – 4000 Series

Update 17.06 (Policy 4005 – Other Matters of Employment)

Each election cycle comes with unique challenges and concerns. In what is expected to be a heated election year, the recommended revisions offer clarifications to staff to keep political campaigning outside of school hours.

Political Activities Political activities of any employee ~~campaigning for a candidate or ballot proposal~~ shall be conducted outside of District buildings, off District premises, and outside working hours. **“Political Activities” include, but are not limited to, attempting to persuade or dissuade anyone to be for or against any candidate or issue while on duty. Employees shall not use** Students ~~shall not be used for any Political Activity unless the Activity by employees outside of school hours to campaign for a specific candidate or ballot proposals, unless the Activity~~ is student-initiated and **parent-approved approval has been obtained from the parents of those students.** In accordance with Michigan law, District resources are, in no way, to be used in furtherance of any political activities.

Update 17.07 (Policy 4005 – Other Matters of Employment)

The State School Aid Act was amended to remove this policy requirement. In keeping with our philosophy relative to policy, because it is no longer required by law, we recommend removing this section.

~~**Prohibition of Referral or Assistance** All District employees, Board members, and school officials are prohibited from referring a student for an abortion or assisting a student in obtaining an abortion. This policy does not apply to employees, Board members, and school officials who are parents or legal guardians of that student.~~



BUSINESS – 5000 Series

There are no recommended updates for this section.

FACILITIES AND OPERATIONS – 6000 Series

There are no recommended updates for this section.

SCHOOL AND COMMUNITY RELATIONS – 7000 Series

There are no recommended updates for this section.

GENERAL POLICIES – 8000 Series

Update 17.08 (Policy 8007 – Discrimination and Harassment)

In light of the new Title IX regulations, this policy is revised to more closely track the regulatory language of Title IX.

The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment based on a legally prohibited characteristic. ~~There will be no tolerance for~~ The District does not discriminate and prohibits discrimination or harassment in any program or activity that it operates, including in admission and employment, as required by Title IX and other applicable law, on the basis of race, color, national origin, religion, sex (including sexual orientation and gender identity/expression), marital status, pregnancy status, genetic information, disability, age, or any other basis prohibited by law. The Superintendent will develop administrative regulations to implement this policy. The Superintendent designates [insert name and position, (which position must include the term "Title IX Coordinator")] to supervise the implementation of this policy and its implementing regulations.

Update 17.09 (*NEW* Policy 8009 – Digital Communications)

The new section, entitled Social Media Authorizations, limits the reach of the Supreme Court case Lindke v. Freed by withholding authority to speak on behalf of the School District by school employees on their personal social media accounts.

Personal Social Media Authorizations

The Board of Education does not authorize the use of personal social media to speak on the School District's behalf. The Superintendent may designate social media accounts as District social media, which may be used for official School District communications. The Superintendent may develop and implement administrative regulations to carry out this policy.

MILLER JOHNSON

School Policy Services

ADMINISTRATIVE REGULATION UPDATES

STUDENTS – 2000-AR Series

Update 17.10 (2007-AR Health and Safety)

The Michigan Legislature passed two bills which require amendments to the School District's Cardiac Emergency Response Plan Administrative Regulation prior to the 2025-2026 school year. These changes buttress the noted changes to the Policy.

Cardiac Emergency Response Plan

Introduction. This regulation was adopted to comply with [2014 PA 12](#), [2024 PA 36](#), and [2024 PA 37](#). Sudden cardiac arrest is the sudden, unexpected loss of heart function, breathing and consciousness. Sudden cardiac arrest is a medical emergency. If not treated immediately, it causes sudden cardiac death. Sudden cardiac arrest symptoms are immediate and drastic and may include sudden collapse, no pulse, no breathing, or loss of consciousness. Sometimes sudden cardiac arrest is preceded by fatigue, weakness, palpitations, or vomiting. Other times, sudden cardiac arrest occurs without warning. Reference: [Mayo Clinic Website](#). [The School District's \[position\] will be responsible for the periodic review and implementation of these regulations, including the cardiac emergency response plan for each building or facility.](#)

Equipment. The District will [make best efforts, based on funding, to](#) purchase and maintain a sufficient number of automated external defibrillators (AEDs) so that an AED is available on school grounds [and athletic facilities](#) within [one to](#) three minutes of a sudden cardiac arrest at school. [AEDs must be easily retrievable and may not be locked or otherwise secured against public access.](#) AEDs will be purchased from or through a supplier listed on the [Michigan Department of Education's \(MDE\) list of Approved Providers for First Aid and CPR](#). Each building principal will be responsible for: notifying his or her supervisor when a sufficient number of AEDs are not available or not in working order; and informing staff members where AEDs are located. Each building principal will be responsible for posting the locations of AEDs in a public place in the office and in the teachers' lounge.

Training. All building administrators, ~~50% of~~ [high school](#) sports coaches, [members of the cardiac emergency response team](#), 50% of physical education teachers, and 10% of other staff members will be trained and certified in cardiopulmonary resuscitation techniques (CPR), [first aid](#), and the use of AEDs. The District will be responsible for securing and arranging the necessary training from or through a supplier listed on [MDE's List of Approved Providers for First Aid and CPR](#). Each building principal will be responsible for informing all school staff members of the identities of trained staff members [and the dissemination of the cardiac emergency response plan throughout their school's campus.](#) ~~and~~ [Each building principle is required to continuously monitor and](#) ~~informing his or her~~ [their](#) supervisor if the number of trained staff members falls below the requirements of this regulation. The building principal will be responsible for conducting at least one cardiac emergency response drill per year. [Members of the cardiac emergency response team are required to participate in at least one cardiac emergency response drill annually.](#)



Emergency Response Team. Each school's cardiac emergency response team will consist of the building principal, ~~or~~ and his or her designees, ~~any trained or untrained staff member who observes any person who may be experiencing sudden cardiac arrest at school, and any trained or untrained staff member who is notified, as required by this regulation, that any person may be experiencing sudden cardiac arrest at school.~~

Required Actions. An untrained staff member who observes a student or other person who may be experiencing sudden cardiac arrest at school must immediately: call 911 and notify the operator of the victim's name, sex, age or approximate age, condition, and location; notify the office; notify a trained staff member; and, retrieve the nearest AED.

A trained staff member who observes a student or other person who may be experiencing sudden cardiac arrest at school must immediately: call 911 (and report to the operator as described above); notify the office; and, attend to the victim according to his or her training.

Building administrators, upon observing or being notified that a student or other person may be experiencing sudden cardiac arrest at school, must immediately: call 911 (and report to the operator as described above); secure the emergency card (in the case of a student); report to the scene of the emergency with an AED and any medication prescribed for the student; and, attend to the victim according to their training. The building principal must notify the family of any student who may have experienced a sudden cardiac emergency at school.

All staff members are responsible for removing students from the area of the emergency and taking steps to provide for their appropriate supervision.

Report. The building principal must report all incidents of suspected sudden cardiac arrest, in writing, to the Superintendent or his or her designee.

MI HEARTSafe School Award Program. Building principals may apply for, obtain, and maintain designation as a MI HEARTSafe School.

Annual Review and Evaluation. Annually, each building administrator will review this regulation with building staff and, if warranted, provide his or her supervisor with recommendations for revision.

CURRICULUM AND INSTRUCTION – 3000-AR Series

There are no recommended updates for this section.

PERSONNEL – 4000-AR Series

There are no recommended updates for this section.

MILLER JOHNSON

School Policy Services

BUSINESS – 5000-AR Series

There are no recommended updates for this section.

FACILITIES AND OPERATIONS – 6000-AR Series

There are no recommended updates for this section.

SCHOOL AND COMMUNITY RELATIONS – 7000-AR Series

There are no recommended updates for this section.

GENERAL POLICIES – 8000-AR Series

Update 17.11 (8001-AR Acceptable Use)

Artificial Intelligence tools continue to be used by students and staff in new and creative ways. The creation of AI “deepfakes” which include realistic audio and video recordings of students or staff is a novel issue. The proposed administrative regulation prohibits the creation of deepfakes to the extent they violate the Student Code of Conduct and clarifies that off-campus use of these tools may be subject to the terms of the Student Code of Conduct.

Artificial Intelligence

The School District's [Role/Title] will be responsible for overseeing the ongoing review of Artificial Intelligence tools. The School District will comply with industry-standard data protection when engaging with any contractor which will use school district data. The use of all tools is subject to the terms of the District's Acceptable Use Agreement, ~~and s~~ Student use of such tools, even when off-campus, may be is-subject to the terms of the Student Code of Conduct. Student creation of deepfakes which violate the Student Code of Conduct is strictly prohibited.

The School District's [insert responsible administrator] will provide appropriate training to staff in the use of large language models and generative artificial intelligence. Training will provide guidance on the risks of using AI tools and acceptable uses.

[OPTIONAL: The use of large language models or generative artificial intelligence by students and staff is limited to tools which have been approved by the Superintendent]

[OPTIONAL: The use of large language models or generative artificial intelligence by staff is prohibited until the staff receives appropriate training]



Update 17.12 (8007-AR Discrimination and Harassment)

In light of the new Title IX regulations, we recommend revising this Administrative Regulation to more closely track the regulatory language of Title IX.

The Board of Education is committed to maintaining an educational and work environment that is free from discrimination and harassment based on race, color, national origin, sex (including sexual orientation and gender identity/expression), disability, religion, genetic information, marital status, pregnancy status or any other legally protected characteristic. The Board has therefore adopted anti-discrimination and anti-harassment policies that prohibit discrimination and harassment by Board members, School District employees, students, contractors, volunteers and others connected with the School District. A student, employee, or any other person who believes that a student or employee has been subjected to discrimination or harassment may seek resolution of the matter through the procedures that follow. Complaints of sexual harassment within any educational program or activity of the School District will be investigated and resolved under 8007.3-AR, as required by Title IX and its implementing regulations (“Title IX sexual harassment”). All other complaints of discrimination, harassment or retaliation, other than Title IX sexual harassment, will be investigated and resolved under 8007.1-AR or 8007.2-AR. [The District will work to address and remedy any violations of this regulation that prevent individuals from equal access to an education and to the workplace.](#)

Update 17.13 (8007.3-AR Discrimination and Harassment Under Title IX Employees and Students)

*The Department of Education promulgated new Title IX regulations effective August 1, 2024. Because of the volume of revisions in this section, for readability they are presented as a **total replacement** of the existing Administrative Regulation. The baseline regulations below are intended to comport with both the legal requirements and with common school operations. Importantly, there is one area where school districts should consider the appropriate scope of the administrative regulation.*

The revised Title IX regulations permit school districts to identify particular “Confidential Employee.” Confidential Employees, under the revised Title IX regulations are intended to be identified individuals who can support students who are unsure about whether they wish to file a formal Title IX complaint, but are seeking support. Our general recommendation is to identify at least one Confidential Employee, such as a counselor, at each building or site. Confidential Employees have specific responsibilities when receiving a Title IX complaint, but are relieved of the duty to report such a complaint to the Title IX Coordinator.

Generally This Administrative Regulation sets forth the procedure the School District follows to respond to reports of conduct that may constitute sex discrimination within any education program or activity of the School District, as required by Title IX. Administrative Regulations 8007.1-AR and 8007.2-AR apply to discrimination and harassment on other bases.



The School District's Title IX Coordinator is responsible for implementing 8007.3-AR. The Title IX Coordinator will ensure their contact information is posted on the School District's website, included in the School District's annual notifications document, and published in every handbook and catalogue distributed to parents and students.

The School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX. The School District has adopted grievance procedures that provide for the prompt and equitable resolution of sex discrimination complaints made by students, employees, or other individuals who are participating or attempting to participate in the District's education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.

Sex Discrimination, including Sexual Harassment, Covered by this Policy

The School District prohibits sex discrimination in all programs and activities that the District operates. Sex-based harassment is a form of sex discrimination, which means harassment on the basis of sex – including harassment on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity – that falls within one of the following categories:

- (1) *Quid pro quo harassment.* An employee, agent, or other person with authority to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly conditions the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- (2) *Hostile environment harassment.* Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive, and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
 - The degree to which the conduct affected the complainant's ability to access the District's education program or activity;
 - The type, frequency, and duration of the conduct;
 - The parties' ages, roles within the District's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
 - The location of the conduct and the context in which the conduct occurred; and
 - Other sex-based harassment in the District's education program or activity; or
- (3) *Specific offenses, including:*
 - Sexual Assault
 - Dating or Domestic Violence
 - Stalking



Sex discrimination, including sex-based harassment, is covered by this Policy when it occurs under the District's education program or activity in the United States. Conduct occurs under the District's education program or activity when it is subject to the District's disciplinary authority. This includes conduct that occurs on school property; through use of school property (e.g., during online learning or when using the District's network or computer systems); at school-sponsored events or activities (e.g., field trips, athletic events, extracurricular activities); and in off-campus settings, if the conduct is sufficiently serious or severe that it could contribute to a hostile environment. The District will address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the District's education program or activity.

Reporting Concerns about Conduct That May Be Sex Discrimination

The School District encourages anyone who believes that they have been subjected to sex discrimination (or has knowledge of another person being subjected to sex discrimination) in connection with the District's programs or activities to promptly report their concerns to the School District. The nature of the District's response will depend upon whether the report is made to a "confidential employee" or another school employee.

- Reports to a "Confidential Employee." Reports made to a "confidential employee" will generally not be shared with the Title IX Coordinator or other school administrators. After receiving a report about conduct that may reasonably constitute sex discrimination, the confidential employee will share information with the reporting person about Title IX and its regulations, including the confidential employee's status, how to contact the Title IX Coordinator, how to make a complaint, and how to obtain additional information about possible supportive measures and options for resolution.
 - At the School District, **[Identify Confidential Employees]** are designated as "confidential employees." They may be contacted:

[add contact information or where to find contact information].
- Reports to All Other School Employees. Reports made to all other school employees must be reported to the District's Title IX Coordinator.
- Reports to the Title IX Coordinator. When the Title IX Coordinator receives a report about conduct that may reasonably constitute sex discrimination, the Title IX Coordinator will be responsible for coordinating the District's response in a fair and equitable manner, consistent with Title IX and its regulations.
 - The District's Title IX Coordinator is **[Name/Job Title]** and may be reached at:
 - **[Office]**
 - **[Email Address]**
 - **[Phone Number]**

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- Student Protection Obligations. When an employee with mandatory reporting obligations under Michigan’s Child Protection Law (e.g., counselors, teachers, administrators) or other law receives information about suspected abuse of a student by a person responsible for the child’s health or welfare associated with the School District (e.g., teacher, coach, or other individual affiliated with the School District), the employee must notify child protective services and/or Title IX Coordinator, even if they are a confidential employee.

The District’s Response to Reports About Conduct That May Reasonably Constitute Sex Discrimination

The Title IX Coordinator’s Initial Response.

When the Title IX Coordinator becomes aware of conduct that may reasonably constitute sex discrimination, the Title IX Coordinator will take the following actions:

- Provide the “complainant” (i.e., the person who is alleged to have been subjected to sex discrimination); the complainant’s parent, guardian or legal representative; or the person who made the report, if the complainant’s identity is unknown, with information about the Title IX process and possible options for resolution, including:
 - The availability of “supportive measures” for complainant, as described below;
 - The right to make a “complaint” that would trigger the District’s grievance procedure, which is an oral or written request that could objectively be understood as a request for the District to investigate and make a determination about alleged sex discrimination;
 - The option for informal resolution, if available and as described below;
- If a complaint is made, provide the “respondent” (i.e., the person who is alleged to have violated the District’s prohibition on sex discrimination) or the respondent’s parent, guardian or legal representative, with information about the Title IX process and possible options for resolution, including:
 - The availability of “supportive measures” for respondent, as described below.
 - The grievance procedures;
 - The option for informal resolution, if available and as described below.
- If a report made to the Title IX Coordinator does not trigger the grievance procedures (e.g., no complaint was made, the complaint allegations were withdrawn, no informal resolution process was elected), the Title IX Coordinator will determine whether to initiate a complaint that will trigger the grievance procedures. In making this determination, the Title IX

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Coordinator will consider multiple factors, including the complainant's wishes; the complainant's reasonable safety concerns; the risk of additional acts of sex discrimination if the grievance procedures are not initiated; the severity and scope of the allegations of sex discrimination; the age and relationship of the parties; the availability of evidence; and whether the District could end the alleged sex discrimination and prevent its recurrence without initiating the grievance procedures.

- If the Title IX Coordinator initiates the complaint and grievance procedures, the Title IX Coordinator will first notify the complainant and address reasonable concerns about the safety of complainant or others, including by providing supportive measures.

Supportive Measures, Emergency Removal and Administrative Leave

The Title IX Coordinator will be responsible for coordinating supportive measures, removals and placement decisions.

- *Supportive Measures.* "Supportive measures" are supports that the District may provide, as appropriate, to restore or preserve the complainant's and respondent's access to the School District's education program or activity. Supportive measure may be available to the complainant even if the complainant does not make a complaint that triggers the grievance process. Supportive measures may be available to the respondent if either the grievance procedures have been triggered or informal resolution process has been offered.
 - Supportive measures may include, but are not limited to counseling, extensions of deadlines and other course-related adjustments; campus escort services; increased security or monitoring of certain areas of campus; restrictions on contact; leaves of absence; changes in class, work, or other extracurricular or any other activity, and training and education programs related to sexual harassment. Supportive measures are not disciplinary or punitive, and may not unreasonably burden either party.
 - If a party disagrees with a decision to provide, deny, modify or terminate supportive measures applicable to them, the party may submit a written request to the Title IX Coordinator challenging the decision. The Title IX Coordinator will designate an impartial employee (other than the person who made the initial decision) to evaluate the party's challenge and decide whether to modify or reverse the decision. The impartial employee's decision is final, except that a party may seek additional modification or termination of supportive measures applicable to them if circumstances change materially.
 - Supportive measures may be available, as appropriate, through any grievance procedure or informal resolution process; following resolution, supportive measures may terminate or remain in place.

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- Supportive measures offered to the parties are confidential and may not be disclosed, except as necessary to provide the supportive measure or restore or preserve a party's access to the District's education program or activity.
- *Emergency Removals.* Removal of a student-respondent from the District's education program or activity is only permitted on an emergency basis, and may only occur after the District undertakes an individualized safety and risk analysis, and determines that an imminent and serious threat to the health and safety of a complainant or others arising from the allegations of sex discrimination justifies removal. If the District determines that an emergency removal is justified, the District must provide notice to the respondent and an opportunity to challenge the decision immediately following the removal. Any such challenge should be submitted to the Title IX Coordinator, who will be responsible for designating an impartial employee (other than the employee who made the initial decision) to evaluate and make a decision on the respondent's challenge.
- *Students with Disabilities.* When evaluating supportive measures and emergency removals for students with disabilities covered by the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Title IX Coordinator will consult with one or more members of the student's team or group of persons responsible for the student's placement decision, in order to determine how to comply with IDEA and Section 504.
- *Administrative Leave.* The District may place an employee-respondent on administrative leave pending completion of the grievance procedures.

Complaints Triggering the Grievance Procedures

An oral or written request that could objectively be understood as a request for the District to investigate and make a determination about alleged sex discrimination is considered a "Complaint" that triggers the Title IX grievance procedures. The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the School District investigate and make a determination about alleged discrimination under Title IX:

- A "complainant," which includes:
 - a student or employee of the School District who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
 - a person other than a student or employee of the School District who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in the School District's education program or activity;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or

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- The School District's Title IX Coordinator.

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator has grounds to initiate a complaint based on the factors described above.

With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

- Any student or employee of the School District; or
- Any person other than a student or employee who was participating or attempting to participate in the School District's education program or activity at the time of the alleged sex discrimination.

The School District may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

The Grievance Procedures

Basic Requirements

The School District will treat complainants and respondents equitably. The School District requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A decisionmaker may be the same person as the Title IX Coordinator or investigator.

The School District presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

The School District has established the following timeframes for the major stages of the grievance procedures:

- *Evaluation:* Within five (5) calendar days of receiving a complaint, the Title IX Coordinator will evaluate the complaint to determine whether it should be dismissed or investigated.
- *Investigation:* Within forty-five (45) calendar days of receiving a complaint, the investigation will be completed.
- *Determination:* Within sixty (60) calendar days of receiving a complaint, a determination will be issued.

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- *Appeal:* Within five calendar (5) days after a determination is issued, parties may submit a written appeal. The other party will be allowed five (5) calendar days to respond. A decision will be made on the appeal within ten (10) calendar days after the appeal is received.

When there is good cause, the School District may reasonably extend these timeframes on a case-by-case basis. If such an extension is needed, the Title IX Coordinator will notify the parties of the need for an extension, the reason for delay, and the extended timeframe(s).

The School District will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

The School District will objectively evaluate all evidence that is relevant and not otherwise impermissible—including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by the School District to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the School District obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.



Notice of Allegations

Upon initiation of the School District's Title IX grievance procedures, the School District will notify the parties of the following:

- The School District Title IX grievance procedures and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited; and
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. If the School District provides a description of the evidence, the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.

If, in the course of an investigation, the School District decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the School District will notify the parties of the additional allegations.

Dismissal of a Complaint

The School District may dismiss a complaint of sex discrimination if:

- The School District is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the School District's education program or activity and is not employed by the School District;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the School District determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- The School District determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the School District will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the School District will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the

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School District will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The School District will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then the School District will also notify the respondent that the dismissal may be appealed.

If the dismissal is appealed, the School District will:

- Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties of the result of the appeal and the rationale for the result.

When a complaint is dismissed, the School District will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within the School District's education program or activity.

Investigation

The School District will provide for adequate, reliable, and impartial investigation of complaints.

The burden is on the School District—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The School District will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

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The School District will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance. The School District will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- The School District will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the School District provides a description of the evidence, the School District will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;
- The School District will provide a reasonable opportunity to respond to the evidence or the accurate description of the evidence; and
- The School District will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Questioning the Parties and Witnesses

Typically, the person who investigates the complaint will be the same person who makes the determination of whether sex discrimination occurred. In the event a different person must make the determination (e.g., the investigator becomes unavailable or develops a conflict), prior to making the determination, the decisionmaker will question the parties and witnesses, either in writing or orally, in order to adequately assess a party's or witness's credibility. This questioning is only required to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

Determination Whether Sex Discrimination Occurred

Following the investigation and evaluation of all relevant and not otherwise impermissible evidence, the School District will:

- Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.
- Notify the parties in writing of the determination whether sex discrimination occurred under Title IX, including the rationale for such determination and the procedures and permissible bases for the complainant and respondent to appeal;

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- Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.
- If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:
 - Coordinate the provision and implementation of remedies to a complainant and other people the School District identifies as having had equal access to the School District's education program or activity limited or denied by sex discrimination;
 - Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
 - Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the School District's education program or activity.
- Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

Disciplinary Sanctions and Remedies.

Following a determination that sex-based harassment occurred, the School District may impose disciplinary sanctions, which may include discipline ranging from a verbal warning up to and including expulsion, termination of employment, or exclusion from the District's programs and activities. The School District may also provide remedies, which may include ensuring that a complainant can move safely between classes and while at school or on campus such as by providing a campus escort or allowing a student to park in the teachers' parking lot; making changes to class schedules and extracurricular activities to ensure the complainant and respondent are separated; providing services, including medical support and counseling; providing academic resources and support; reviewing any disciplinary actions taken against the complainant to determine whether there is a causal connection between the sex-based harassment and the misconduct; providing reimbursement for professional counseling services; making tuition adjustments; and any other remedies the District deems appropriate.

Appeal of Determinations

The School District offers the following process for appeals from a determination whether sex discrimination occurred:

- Within five (5) calendar days of receiving the determination, if either party disagrees with the determination, the party may submit a written appeal to the Superintendent, copying the Title IX Coordinator. The appeal should describe the reason why the party believes the

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determination was incorrect. The Superintendent will allow the other party five (5) calendar days to provide a written response, and will issue a decision on the appeal within ten (10) calendar days of receiving the appeal.

Informal Resolution In lieu of resolving a complaint through [K-12 School]'s Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. [K-12 School] does not offer informal resolution to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student, or when such a process would conflict with Federal, State, or local law.

Cooperation with Law Enforcement Agencies In certain instances, an allegation of sex based harassment may be investigated as a criminal matter. To the extent permitted by law, the School District will comply with law enforcement requests for cooperation.

Update 17.14 (*NEW* 8009-AR Digital Communications)

*In response to the United States Supreme Court in Lindke v. Freed, this **new** administrative regulation, entitled Social Media Authorizations, gives operational effect to the corresponding Board Policy.*

Social Media Authorizations

The Superintendent designates the School District's [position] to review the Board Policy governing Digital Communications and these administrative regulations at least annually. The [position] will maintain and update a list of designated District Social Media accounts. School District social media accounts must be named after school buildings, facilities, or departments and maintained by School District administrators or communications department staff.

As always, if you have any questions regarding the proposed updates, please don't hesitate to contact us by emailing Policy@MillerJohnson.com. Thank you!