

DOLLAR BAY-TAMARACK CITY AREA SCHOOLS BOARD OF EDUCATION
REGULAR MEETING - DB-TC Activity Room- January 15, 2024 - 5:30 P.M.

- I. Opening of Meeting
 - A. Pledge of Allegiance
 - B. Call to Order
 - C. Roll Call

- II. Recommendation to adopt Agenda

- III. Public Comment

- IV. Organizational Meeting
 - A. Nomination of board president, vice president, treasurer, secretary.
 - B. Recommendation to adopt the following dates for 2024 Board of Ed meetings:
 - February 19, 2024
 - March 18
 - April 15
 - May 20
 - June 17
 - July 15
 - August 19
 - September 16
 - October 21
 - November 18
 - December 16
 - January 20, 2025
 - C. Recommendation to designate the district administrative assistant as the person responsible for posting notices of board meetings, with the superintendent as the alternate.
 - D. Recommendation to approve Thrun Law Firm, P.C. of Lansing, as school attorney.
 - E. Recommendation to appoint Superior National Bank and The Michigan Liquid Asset Fund, as banks of depository, with check signing and other privileges to the following:
 - 1. General Fund-DBTC's business manager, superintendent, and board treasurer.
 - 2. Activity Fund-Tom Sturos, Christina Norland
 - 3. Debt Retirement Fund-Tom Sturos, Christina Norland
 - 4. Payroll-Tom Sturos, Christina Norland
 - 5. Recommendation to authorize ability to do ACH files and electronically transfer district funds to Tom Sturos, Kelly Destrampe (CCISD payroll specialist), Jason Auel (CCISD business manager).
 - F. Recommendation to appoint Hungerford Nichols, CPAs, PC as auditor for 2024.
 - G. Recommendation to designate the current board president as the DB-TC voting delegate to the Michigan Association of School Boards 2024 Delegate Assembly, also as representative for the Copper Country Association of School Boards, with the vice president as alternate.

-This meeting is a meeting of the Board of Education in public for the purpose of conducting the school district's business and is not to be considered a public community meeting. There is a time for public comment during the meeting as indicated in the agenda.

-Upon request to the superintendent, DB-TC Area Schools shall make reasonable accommodation for a person with disabilities to be able to participate in the meeting.

- H. Recommendation to designate Mr. Jesse Kentala (HS/MS principal) to handle district responsibilities in the absence of Mrs. Christina Norland, if she is unavailable. These responsibilities would include, but not be limited to, representing, making decisions, and signing documents on behalf of the Superintendent. If the Superintendent can be reached, the substitute will confer by phone, text, or email with the Superintendent in matters of importance.

- V. Consent Agenda - Recommendation to approve the following:
 - A. Regular Board Meeting Minutes (previous month)
 - B. Financial Statements through the previous month
 - C. Checks written in the previous month

- VI. Reports
 - A. Superintendent
 - B. MS/HS Principal

- VII. Action and Discussion Items
 - A. Recommendation to approve 2023 NEOLA policy update: 0122.
 - B. Recommendation to approve Thrun as the provider of DB-TC's board policies, with intent to have new policies in place by the start of the next fiscal year.
 - C. Recommendation to approve 31 Backpacks as the recipient of this year's CCASB Community Award.
 - D. Hearing of DBEA Grievance
 - 1. Recommendation to ask the association to explain to the board how it believes the collective bargaining agreement was violated.
 - 2. Recommendation to ask the superintendent to present the administration's position regarding the grievance.
 - 3. Recommendation to grant or deny the grievance and authorize the board secretary to draft a written response to the association.

- VIII. Old and/or New Business

- IX. Adjournment

-This meeting is a meeting of the Board of Education in public for the purpose of conducting the school district's business and is not to be considered a public community meeting. There is a time for public comment during the meeting as indicated in the agenda.

-Upon request to the superintendent, DB-TC Area Schools shall make reasonable accommodation for a person with disabilities to be able to participate in the meeting.

DOLLAR BAY-TAMARACK CITY AREA SCHOOLS BOARD OF EDUCATION
REGULAR MEETING - DB-TC ACTIVITY ROOM - DECEMBER 18, 2023 - 5:30 P.M.

- I. Opening of Meeting
 - A. Pledge of Allegiance
 - B. Call to Order - 5:31 pm
 - C. Roll Call
 - Board Members: David Maki, Jen Stout, Christine Halkola, Dallas Bond, Absent: Steve LeClaire, Donna Engman, Angela Keranen
 - Administration: Christina Norland (S.I./K-5 Principal), Jesse Kentala (MS/HS Principal), Absent: Tom Sturos (Business Manager)

- II. Recommendation to appoint a temporary presiding officer for tonight's meeting
 - Jen Stout motions to appoint David Maki, support by Dallas Bond. Motion carried unanimously.

- III. Recommendation to adopt Agenda
 - Motion by Dallas Bond, support by Jen Stout. Motion carried unanimously.

- IV. Public Comment
 - The Board heard public comment.

- V. Consent Agenda - Recommendation to approve the following:
 - A. Regular Board Meeting Minutes (previous month)
 - B. Financial Statements through the previous month
 - C. Checks written in the previous month
 - Motion by Christine Halkola, support by Dallas Bond. Motion carried unanimously.

- VI. Reports
 - A. Superintendent
 - B. MS/HS Principal
 - C. Business Manager (Absent)
 - The Board heard the reports.

- VII. Action and Discussion Items
 - A. Recommendation to approve 2023 NEOLA fall policy updates: 2370.01, 7217, 7540.03, 8305, 8531.
 - Motion by Dallas Bond, support by Christine Halkola. Discussion. Motion carried unanimously.
 - B. Recommendation to review Thrun board policy service costs.
 - C. Recommendation to approve Morgan Gast as girls' basketball assistant coach.
 - Motion by Christine Halkola, support by Jen Stout. Discussion. Motion carried unanimously.
 - D. Recommendation to approve Facility Use Agreement.
 - Motion by David Maki to approve after raising the cleaning deposit to \$50, support by Dallas Bond. Discussion. Motion carried unanimously.
 - E. Recommendation to accept the November 2023 evaluation of the superintendent.
 - Motion by Jen Stout, support by Dallas Bond. Discussion. Motion carried unanimously.
 - F. Recommendation to discuss employing a part-time school social worker/counselor beginning Fall 2024, likely to share with another local school.

-This meeting is a meeting of the Board of Education in public for the purpose of conducting the school district's business and is not to be considered a public community meeting. There is a time for public comment during the meeting as indicated in the agenda.
-Upon request to the superintendent, DB-TC Area Schools shall make reasonable accommodation for a person with disabilities to be able to participate in the meeting.

VIII. Old and/or New Business

-None

IX. Adjournment - 6:18 pm

-Motion by Dallas Bond, support by Christine Halkola. Motion carried unanimously.

Respectfully Submitted,



David Maki (Secretary)

Typed by Danielle Bausano

| Check No. | Check Type | Status | Vendor | Vendor Name | Amount | Description | Date |
|-----------|------------|---------|--------|--|-------------|--|------------|
| 2597 | EFT | Printed | 1388 | Capital One | \$470.97 | October/November 2023 | 12/04/2023 |
| 2598 | EFT | Printed | 1597 | GORDON FOOD SERVICE | \$2,554.06 | 11/20/23 Invoice; 1/27/23 Invoice | 12/05/2023 |
| 2599 | EFT | Printed | 1527 | PCMI - WillSub, INC | \$1,131.24 | 12/8/23 Payroll | 12/08/2023 |
| 2600 | EFT | Printed | 229 | Upper Peninsula Power Company | \$3,834.97 | November 2023 | 12/12/2023 |
| 2601 | EFT | Printed | 739 | Semco Energy, Inc. | \$1,795.63 | November 2023 | 12/13/2023 |
| 2603 | EFT | Printed | 1578 | BMO Financial Group | \$2,497.89 | November 2023 | 12/04/2023 |
| 2604 | EFT | Printed | 3 | EFTPS - Electronic Federal Tax Payment S | \$17,300.38 | Payroll - FICA Tax Payable | 12/08/2023 |
| 2605 | EFT | Printed | 961 | Valic C/O Chase Bank | \$629.39 | VALIC ROTH 403(B) (AFTER TAX) (ALL PAYS) | 12/08/2023 |
| 2606 | EFT | Printed | 1268 | Health Equity | \$3,248.19 | Health Savings Account | 12/08/2023 |
| 2607 | EFT | Printed | 9 | MPSERS | \$31,434.63 | MIP VOYA DC Record | 12/08/2023 |
| 2609 | EFT | Printed | 466 | CHARTER COMMUNICATIONS | \$29.99 | December 2023 | 12/01/2023 |
| 2610 | EFT | Printed | 1597 | GORDON FOOD SERVICE | \$3,757.87 | 11/16/23 Invoice; 11/17/23 Invoice; 12/4/23 Invoice; 12/11/2 | 12/18/2023 |
| 2613 | EFT | Printed | 3 | EFTPS - Electronic Federal Tax Payment S | \$15,025.90 | Payroll - FICA Tax Payable | 12/22/2023 |
| 2614 | EFT | Printed | 961 | Valic C/O Chase Bank | \$644.76 | VALIC ROTH 403(B) (AFTER TAX) (ALL PAYS) | 12/22/2023 |
| 2615 | EFT | Printed | 1268 | Health Equity | \$1,288.19 | Health Savings Account | 12/22/2023 |
| 2616 | EFT | Printed | 24 | State Of Michigan W/H | \$2,880.12 | Payroll - State Tax Payable | 12/08/2023 |
| 2617 | EFT | Printed | 24 | State Of Michigan W/H | \$2,599.97 | Payroll - State Tax Payable | 12/22/2023 |
| 2618 | EFT | Printed | 9 | MPSERS | \$31,741.25 | UAAL | 12/26/2023 |
| 2696 | PAPER | Printed | 1052 | SCHOOL SPECIALTY | \$24,275.36 | Food Svc: 2024 NSLP Equip Grant:16 Caf tables | 12/01/2023 |
| 2697 | PAPER | Printed | 1080 | AT&T Mobility | \$131.36 | 10/12/23-11/1/23 | 12/04/2023 |
| 2698 | PAPER | Printed | 730 | CCISD | \$2,362.83 | REMC Backup/Virtual Servers | 12/04/2023 |
| 2699 | PAPER | Printed | 102 | GITZEN COMPANY | \$1,150.67 | Custodial Supplies | 12/04/2023 |
| 2700 | PAPER | Printed | 1725 | GREAT MINDS PBC | \$55.04 | Classroom Supplies | 12/04/2023 |
| 2701 | PAPER | Printed | 602 | Junior Library Guild | \$42.00 | Classroom Supplies | 12/04/2023 |
| 2702 | PAPER | Printed | 125 | JW PEPPER & SON INC | \$40.94 | Music | 12/04/2023 |
| 2703 | PAPER | Printed | 281 | Krist Oil Company, Inc | \$3,690.15 | September/October 2023 | 12/04/2023 |
| 2704 | PAPER | Printed | 1223 | Lamers Bus Lines, Inc. | \$18,643.33 | September 2023 Sports/Field Trips; September 2023 Student Tr | 12/04/2023 |
| 2705 | PAPER | Printed | 467 | McGann Building Supply, Inc. | \$549.33 | November 2023 | 12/04/2023 |
| 2706 | PAPER | Printed | 1324 | The Office Planning Group, Inc. | \$155.17 | Meter Usage 10/30/23-11/29/23; Staples For Copier | 12/04/2023 |
| 2707 | PAPER | Printed | 1526 | ROWE, ROBERT | \$63.94 | Reimb Supplies From Woodcraft Of Appleton 11/24/23 | 12/04/2023 |
| 2708 | PAPER | Printed | 1052 | SCHOOL SPECIALTY | \$53.65 | Classroom Supplies | 12/04/2023 |
| 2709 | PAPER | Printed | 459 | Waste Management, Inc | \$1,223.72 | November 2023 | 12/04/2023 |
| 2710 | PAPER | Printed | 1782 | WRIGHT-BLESSING, MICHELLE | \$39.75 | Reimb Dollar Tree Supplies 11/11/23 | 12/04/2023 |
| 2711 | PAPER | Printed | 1490 | AMBUEHL, LOU | \$79.96 | Ref 12/5/23 Varsity Girls Basketball | 12/05/2023 |
| 2712 | PAPER | Printed | 1744 | DOSTALER, KELLY | \$74.80 | Ref 12/5/23 Varsity Girls Basketball | 12/05/2023 |
| 2713 | PAPER | Printed | 1391 | WEILER, JAMES | \$74.32 | Ref 12/5/23 Varsity Girls Basketball | 12/05/2023 |
| 2714 | PAPER | Printed | 128 | COUNTRY FRESH GR, DEAN DAIRY | \$1,607.42 | November 2023 | 12/05/2023 |
| 2715 | PAPER | Printed | 1749 | ANDERSON, TODD | \$47.40 | Ref 12/7/23 Junior High Boys Basketball | 12/07/2023 |
| 2716 | PAPER | Printed | 1599 | LARSON, BEN | \$51.84 | Ref 12/7/23 Junior High Boys Basketball | 12/07/2023 |
| 2717 | PAPER | Printed | 1746 | BARNETT, KEVIN | \$72.40 | Ref 12/8/23 Varsity Girls Basketball | 12/08/2023 |
| 2718 | PAPER | Printed | 1743 | KOSKI, SCOTT | \$89.20 | Ref 12/8/23 Varsity Girls Basketball | 12/08/2023 |
| 2719 | PAPER | Printed | 1494 | SIMPSON, JEFF | \$75.04 | Ref 12/8/23 Varsity Girls Basketball | 12/08/2023 |

DOLLAR BAY - TAMARACK CITY AREA SCHOOLS
 (SUMMARY-ONLY)

| Check No. | Check Type | Status | Vendor | Vendor Name | Amount | Description | Date |
|-----------|------------|---------|--------|-----------------------------------|------------|--|------------|
| 2720 | PAPER | Printed | 962 | L'Anse Area Schools | \$75.00 | 12/12/23 Boys Basketball Invitational | 12/11/2023 |
| 2721 | PAPER | Printed | 861 | Carlson Contracting | \$400.00 | Drain Cleaning at DB-TC Schools | 12/11/2023 |
| 2722 | PAPER | Printed | 1433 | AHO, STEVE | \$122.34 | Ref 12/11/23 JV/Varsity Boys Basketball | 12/11/2023 |
| 2723 | PAPER | Printed | 1749 | ANDERSON, TODD | \$122.40 | Ref 12/11/23 JV/Varsity Boys Basketball | 12/11/2023 |
| 2724 | PAPER | Printed | 1751 | HEINONEN, LANCE | \$127.80 | Ref 12/11/23 JV/Varsity Boys Basketball | 12/11/2023 |
| 2725 | PAPER | Printed | 1749 | ANDERSON, TODD | \$192.40 | Ref 12/15/23 JV/Varsity Basketball | 12/15/2023 |
| 2726 | PAPER | Printed | 1746 | BARNETT, KEVIN | \$192.40 | Ref 12/15/23 JV/Varsity Basketball | 12/15/2023 |
| 2727 | PAPER | VOID | 1391 | WEILER, JAMES | -voided- | Ref 12/15/23 JV/Varsity Basketball | 12/15/2023 |
| 2728 | PAPER | Printed | 486 | CDW Government, Inc. | \$483.88 | Replacement Battery | 12/18/2023 |
| 2729 | PAPER | Printed | 94 | CAMPIONI ENTERPRISES, INC. | \$90.47 | November 2023 | 12/18/2023 |
| 2730 | PAPER | Printed | 107 | Hancock Public Schools | \$1,540.00 | 2023 Football Co-Op Costs | 12/18/2023 |
| 2731 | PAPER | Printed | 616 | Houghton-Portage Township Schools | \$3,573.78 | 2023-24 WAN Fiber Services | 12/18/2023 |
| 2732 | PAPER | Printed | 1693 | IXL LEARNING | \$1,476.00 | Site License Year 3 Of 3 | 12/18/2023 |
| 2733 | PAPER | Printed | 1223 | Lamers Bus Lines, Inc. | \$558.40 | November 2023 Sports/Field Trips | 12/18/2023 |
| 2734 | PAPER | Printed | 1324 | The Office Planning Group, Inc. | \$419.60 | Meter Usage 11/15/23-12/14/23 | 12/18/2023 |
| 2735 | PAPER | Printed | 464 | Osceola Township-Water Fund | \$660.00 | October/November 2023 | 12/18/2023 |
| 2736 | PAPER | Printed | 188 | PERFORMANCE FOODSERVICE | \$626.58 | 12/11/23 Invoice | 12/18/2023 |
| 2737 | PAPER | Printed | 1526 | ROWE, ROBERT | \$12.99 | Reimb Parts For Palm Sander | 12/18/2023 |
| 2738 | PAPER | Printed | 1634 | XEROX CORPORATION | \$300.66 | Meter Usage 10/20/23-11/21/23 | 12/18/2023 |
| 2739 | PAPER | Printed | 1749 | ANDERSON, TODD | \$10.00 | Ref 12/15/23 Varsity Girls/JV & Varsity Boys Basketball | 12/19/2023 |
| 2740 | PAPER | Printed | 1746 | BARNETT, KEVIN | \$72.40 | Ref 12/15/23 Varsity Girls/JV & Varsity Boys Basketball; Ref | 12/19/2023 |
| 2741 | PAPER | Printed | 1401 | FAY, ROB | \$204.80 | Ref 12/19/23 Varsity Girls/JV & Varsity Boys Basketball | 12/19/2023 |
| 2742 | PAPER | Printed | 1751 | HEINONEN, LANCE | \$147.80 | Ref 12/15/23 Varsity Girls/JV & Varsity Boys Basketball | 12/19/2023 |
| 2743 | PAPER | Printed | 1530 | RUJOTSALA, SHANA | \$144.02 | Ref 12/19/23 Varsity Girls/JV & Varsity Boys Basketball | 12/19/2023 |
| 2744 | PAPER | Printed | 1391 | WEILER, JAMES | \$144.32 | Ref 12/19/23 Varsity Girls/JV & Varsity Boys Basketball | 12/19/2023 |
| 2745 | PAPER | Printed | 1304 | PFM FINANCIAL ADVISORS LLC | \$1,000.00 | 2023 Annual Disclosure Report | 12/27/2023 |

GRAND TOTAL: 68 checks **\$190,193.06**

FUND SUMMARY

| Fund | Amount |
|------|---------------------|
| 11 | 157,113.84 |
| 25 | 33,079.22 |
| | \$190,193.06 |

Dollar Bay - Tamarack City Area Schools
Statement of Revenue and Expenditures
FY: 2023-2024

REVENUE

| Major Class-Description | Budget | 07/01/23 - 12/31/2023 | Balance | Avail. Bal. % |
|---------------------------------|-------------------------|--------------------------|-------------------------|----------------------|
| 100-Local Sources | 493,181 | 411,330 | 81,851 | 16.60% |
| 300-State Sources | 3,186,203 | 897,093 | 2,289,110 | 71.84% |
| 400-Federal Sources | 227,882 | 25,014 | 202,868 | 89.02% |
| 500/600-Other Financing Sources | - | - | - | #DIV/0! |
| Total Revenue | <u>3,907,266</u> | <u>1,333,437</u> | <u>2,573,829</u> | <u>65.87%</u> |

EXPENDITURES

| Major Function - Description | Budget | 07/01/23 - 12/31/2023 | Balance | Avail. Bal. % |
|--|-------------------------|--------------------------|-------------------------|----------------------|
| 100-Instruction | | | | |
| 111-Elementary | 940,083 | 308,898 | 631,185 | 67.14% |
| 113-High School | 1,118,592 | 392,857 | 725,735 | 64.88% |
| 118-Pre Kindergarten | 144,546 | 55,319 | 89,227 | 61.73% |
| 122- Special Education | 155,966 | 68,327 | 87,639 | 56.19% |
| 125-Compensatory Education | 288,934 | 80,850 | 208,084 | 72.02% |
| 200-Supporting Services | | - | | |
| 210-Guidance/Truancy | - | - | - | #DIV/0! |
| 219-Other Pupil Support | - | - | - | #DIV/0! |
| 220-Library | 29,371 | 14,866 | 14,505 | 49.39% |
| 230-Board of Education | 25,950 | 17,077 | 8,873 | 34.19% |
| 230-Executive Admin. | 241,386 | 105,479 | 135,907 | 56.30% |
| 240-Principals Office | 239,579 | 111,427 | 128,152 | 53.49% |
| 250-Fiscal Services | 77,200 | 33,110 | 44,090 | 57.11% |
| 260-Operation & Maintenance | 368,115 | 137,909 | 230,206 | 62.54% |
| 270-Pupil Transportation | 163,850 | 50,216 | 113,634 | 69.35% |
| 280-Central Support Services - Technology | 60,600 | 25,645 | 34,955 | 57.68% |
| 290-Athletics | 130,958 | 43,076 | 87,882 | 67.11% |
| 400-Payment to Other Gov. Agency, Facility Acq. And Prior Period Adj. | | | | |
| 450-Facility Acquisition/Improvements | - | - | - | |
| 500/600-Other Financing Sources | | | | |
| 510-Debt Service | - | - | - | |
| 6xx - Outgoing Transfer & Modifications | - | - | - | |
| Total Expenses | <u>3,985,130</u> | <u>1,445,056</u> | <u>2,540,074</u> | <u>63.74%</u> |
| Net Income | <u>(77,864)</u> | <u>(111,619)</u> | | |



Several crossed out.
That's all the changes,

Book: MI Local Policies for Update

Section: Special Update - November 2023

Title: Special Update - November 2023 Revised BOARD POWERS

Number: po0122

Policy 0122 - BOARD POWERS

The attached revision to Policy 0122 is necessary due to the elimination of many topics from the list of prohibited subjects of bargaining. The topics that are no longer prohibited subjects have been deleted from this bylaw. These changes should be adopted to make Board policy consistent with the statutory changes that go into effect on February 13, 2024.

0122 - BOARD POWERS

The District shall operate as a General Powers School District. As such it has all of the rights, powers, and duties expressly stated in statute; may exercise a power implied or incident to any power expressly stated in statute; and, except as provided by law, may exercise a power incidental or appropriate to the performance of any function related to the operation of the District in the interests of public elementary and secondary education in the District including, but not limited to, all of the following:

Educating Students. In addition to educating students in grades K- 12, this function may include operation of preschool, lifelong education, adult education, community education, training, enrichment, and recreation programs for other persons.

Providing for the safety and welfare of students while at school or at a school-sponsored activity or while enroute to or from school or a school-sponsored activity.

Acquiring, constructing, maintaining, repairing, renovating, disposing of, or conveying school property, facilities, equipment, technology, or furnishings.

Hiring, contracting for, scheduling, supervising, or terminating employees, independent contractors, and others to carry out District powers.

✓ The District shall indemnify its employees.

Receiving, accounting for, investing, or expending District money; borrowing money and pledging District funds for repayment; and qualifying for State-School Aid and other public or private money from local, regional, State, or Federal sources.

The District may enter into agreements or cooperative arrangements with other entities, public or private, or join organizations as part of performing the functions of the School District.

The District is a body corporate and shall be governed by a school board. An act of this Board is not valid unless approved, at a meeting of the Board, by a majority vote of the members lawfully serving on the Board.

The Board may submit to the School electors a question that is within the scope of the powers of the School electors and that the Board considers proper for the management of the School system or the advancement of education in the School District. Upon the adoption of a question by the Board, the Board shall submit the question to the School electors by complying with Michigan election law (M.C.L. 168.312).

The Board shall adopt bylaws. These bylaws may establish or change Board procedures, the number of Board officers, titles and duties of Board officers, and any other matter related to the effective and efficient functioning of the Board.

The Board has authority, based on statute, to make decisions regarding the following subjects without resort to prior bargaining:

the policyholder of an employee group insurance benefit

the starting day for the school year and the amount of student contact time to receive full State school aid

the composition of the District's school-improvement committees established under M.C.L. 380.1277

the decision whether or not to have inter-district and intra-district open-enrollment opportunities

the decision whether or not to permit authorization of Charter Schools (public school academies)

~~contracting with outside parties for noninstructional support services provided by an employee group including the procedures for obtaining a contract, the identity of the outside party, and the impact on individual staff members or a bargaining unit if the employee group is given an opportunity to bid on providing the noninstructional support services~~

use of volunteers

decisions regarding the use of experimental or pilot programs including staffing, use of technology, provision of the technology, and the impact on individual staff members or a bargaining unit

compensation or reimbursement of a staff member for monetary penalties imposed on the staff member under the Public Employment Relations Act

~~any decision regarding the placement of teachers, or the impact of that decision on an individual employee or the bargaining unit~~

~~for teachers covered under the Teacher Tenure Act, decisions about the development, content, standards, procedures, adoption, and implementation of policies regarding personnel decisions when conducting a staffing or program reduction or eliminating a position as well as decisions regarding recall or hiring after any such reduction~~

~~This includes the impact of any such decisions on an individual employee or the bargaining unit:~~

~~decisions about the development, content, standards, procedures, adoption, and implementation of a performance evaluation system under M.G.L. 380.1249 for teachers and administrators~~

~~decisions concerning the content of a teacher's or administrator's performance evaluation or the impact of such decision~~

~~decisions about the format, timing, or number of classroom observations required for evaluation under the Teacher Tenure Act (M.G.L. 38.83a)~~

~~decisions concerning the classroom observation of an individual teacher, and the impact of such decision on an individual teacher or the bargaining unit~~

~~decisions about the development, content, standards, procedures, adoption, and implementation of the method of performance-based compensation for teachers and administrators in accordance with M.G.L. 380.1250~~

~~decisions about how performance evaluation is used to determine the performance-based compensation for teachers and administrators~~

~~decisions concerning the performance-based pay of an individual teacher or administrator, or the impact of such decision on such individual or the bargaining unit~~

~~decisions about the development, content, standards, procedures, adoption, and implementation of a policy regarding discipline or discharge for teachers covered under the Teacher Tenure Act (M.G.L. 38.71)~~

~~decisions concerning the discipline or discharge of a teacher covered under the Teacher Tenure Act (M.G.L. 38.71) or the impact of such decision on an individual teacher or the bargaining unit~~

~~insertion of statutorily required emergency manager language into all collective bargaining agreements~~

~~decisions on whether to enter into an intergovernmental agreement to consolidate, to jointly perform, or to collaborate on one (1) or more functions or services [Note: the impact on employees of such decisions remains a mandatory subject of bargaining]~~

~~procedures of obtaining a contract for such an agreement to transfer of functions or responsibilities~~

~~identities of any other parties to such an agreement~~

~~any requirement that would violate section 10(3), M.G.L. 423.210(3) (Right to Work Law)~~

~~decisions about the development, format, content, and procedures of the notification to parents and legal guardians required under M.G.L. 380.1249a (the requirement to make the notifications is effective with the 2018-2019 school year)~~

© Neola 2023~~18~~

Legal References

M.C.L. 380.11a, 380.1131 et seq.

M.C.L. 423.201, 202, 206, and 215

M.C.L. 168.301 et seq.

Thrun Law Firm’s comprehensive Policy Manual is available for purchase. Although not required for Policy Manual implementation, the related Administrative Guidelines and Forms, Student Handbook, and Employee Handbook are also available and align with the Policy Manual.

2023-2024 School Year Pricing Information

Retainer Clients

| | |
|---------------------------------|--------------------|
| Policy Manual | \$8,000 |
| Administrative Guidelines/Forms | \$4,500 |
| Student and Employee Handbooks | \$1,500 |
| Annual Updates (23-24 SY) | up to \$2,750 / SY |

Non-Retainer Clients

| | |
|---------------------------------|-------------------|
| Policy Manual | \$10,500 |
| Administrative Guidelines/Forms | \$7,000 |
| Student and Employee Handbooks | \$2,500 |
| Annual Updates (23-24 SY) | up to \$4,250/ SY |

Student and Employee Handbooks

As of March 2023, Thrun Law Firm is offering Student and Employee Handbooks, sold together. The Handbooks are intended for Thrun policy subscribers, as both Handbooks reference the relevant Thrun policies throughout. Annual updates to the Handbooks will be included in the existing annual update fee for policy subscribers.

Annual Updates

Thrun Law Firm will update the Policy Manual, Handbooks, Administrative Guidelines, and Forms annually and on an “as needed” basis. The annual update fee may be less than \$2,750 (for retainer clients) or \$4,250 (for non-retainer clients) if few or no updates are necessary in a given school year. Update fees are subject to automatic annual renewal and are invoiced in May or June for the current school year. Annual updates will cover July 1 to June 30 of each year.

Implementation

After receiving a completed order form, Thrun Law Firm will provide the named contact person with confirming correspondence and instructions on how to access the Policy Service, along with an implementation checklist. The district will be billed once the order form has been processed.

Policy Implementation Meetings

The Thrun Policy Manual is not ready for immediate adoption by your board until it is first reviewed and customized by your district. As a part of the policy service fees, Thrun Law Firm will conduct policy implementation meetings via Zoom to review the policies and discuss options identified within the policies. The dates for those meetings are emailed to subscribing districts and published in Thrun Law Firm’s monthly retainer client newsletter *School Law Notes*.

Modifications

The Policy Manual, Handbooks, Administrative Guidelines, and Forms have been reviewed and vetted by our attorneys. Modifications are not included in the purchase price and will be billed at the respective attorney’s hourly rate.

Online Platform

The Policy Service does not require districts to subscribe to an online platform from any particular vendor. Districts may inquire with their current online platform to determine if the current platform is compatible for posting the Policy Manual. Thrun Law Firm is not endorsing or recommending any particular platform to host board policies.

Districts may inquire with MASB about the BoardBook meeting management product, which offers a new online document system to host policies on a searchable, web-based platform. Please contact Stacy Washington at SWashington@masb.org or 517-327-5936 for additional information about BoardBook Manuals.

Payment

Thrun Law Firm will deliver an invoice upon receipt of this order form and payment is due within 30 days.

By signing this document, I acknowledge that I am making this purchase on behalf of the District/ISD, which will be invoiced for the products checked below and I will be subject to the attached Thrun Policy Service Terms and Conditions, which are incorporated by reference as if fully set forth herein.

Contact Person:* _____

Title: _____

E-mail: _____

District: _____

ISD: _____

Policy Manual Yes No (Check One)

Administrative Guidelines/Forms Yes No (Check One)

Student and Employee Handbooks Yes No (Check One)

Annual Updates Yes No (Check One)

Signature: _____

When completed, please return this form to Lucas Savoie (LSavoie@ThrunLaw.com).

*The Contact Person must register an account on the Thrun Law Firm website. If the Contact Person does not have an account, please create an account at www.ThrunLaw.com/user/register. If the Contact Person is already a registered user on the Thrun Law Firm website, they do not need to create a new account.