

**CHIPPEWA VALLEY SCHOOLS**  
19120 Cass Avenue  
Clinton Township, MI 48038  
586-723-2000

Regular Meeting  
Administration Building

January 10, 2022  
6:30 p.m.

- A. Call to Order and Pledge of Allegiance
- B. Additions/Deletions
- C. Recognition/Presentations
- D. General Consent Agenda
  - a. Approve minutes of:
    - Regular Meeting Minutes held on December 13, 2021.  
(Minutes are posted on the district website @chippewavalleyschools.org)
  - b. Approve Financial Reports
  - c. Approve Personnel Transactions
- E. Old Business
- F. New Business
  - 1. Approve Personnel Transaction-Hire of an Administrator-Payroll/Benefits Coordinator Mr. Roberts
  - 2. Approve Second Reading to Amend Board of Education Policy 9150 – School Visitors Mr. Bednard
  - 3. Approve Second Reading to Adopt New Board of Education Operating Procedures Mr. Bednard
- G. From the Community
- H. Union Communications
- I. Administration Reports
- J. Curriculum Updates
- K. Of and By Board Members
- L. Executive Session- *(8.b. – Student Expulsion Hearing)*
- M. Executive Session- *(8.b. – Student Expulsion Hearing)*
- N. Adjournment

Future Meetings

January 10, 2022	6:00 p.m.	Building & Site Sub-Committee Meeting
January 10, 2022	6:15 p.m.	Organizational Meeting
January 10, 2022	6:30 p.m.	Regular Meeting

A. Call to order and Pledge of Allegiance

B. Additions/Deletions

C. Recognition Presentations

- D. 1. General Consent Agenda
- a. Approve minutes of:
    - Regular Meeting held on December 13, 2021.  
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  - b. Approve Financial Reports
  - c. Approve Personnel Transactions

**CHIPPEWA VALLEY SCHOOLS  
BOARD OF EDUCATION – REGULAR MEETING  
Administration Building  
December 13, 2021**

President Bednard called the meeting to order at 6:31 p.m. and the Pledge of Allegiance was given.

Present: Members Aquino, Bednard, DeMuyneck Zech, Pearl, Pyden Sobah and Wojtowicz  
Absent: None  
Also, Present: Mr. Roberts, Mr. Sederlund, Dr. Blanchard, Ms. Licari, Dr. Langlands, Ms. Blain, Ms. Monnier-White and Ms. Adlam

**MOTION #12/04/21** - Moved by Member Pearl and supported by Member Aquino that the Chippewa Valley Schools Board of Education amend the agenda. **Ayes all, motion carried.**

**MOTION #12/05/21** - Moved by Member Pearl and supported by Member Pyden that the Chippewa Valley Schools Board of Education amend the agenda to *remove* Item L. – Executive Session (8.b. – *Student Expulsion Hearing*) and *move* to Item M. - Executive Session (8.h. – *Attorney/Client Privilege*) to Item L and make *Adjournment* Item M. **Ayes all, motion carried.**

**Recognition/Presentations**

- The Chippewa Valley High School Choraliers, under the direction of Mr. James Pecar, performed a selection of holiday music for all to enjoy.

**MOTION #12/06/21** – Moved by Member DeMuyneck Zech and supported by Member Pyden to approve the General Consent Agenda to:

- Approve Minutes of the Regular Meeting held on December 06, 2021.
- Approve General Fund, Food Service, IAM, Childcare, Camps/Clinics Check Register in the amount of \$283,638.31.
- Approve 2018 Building & Site Payments Report in the amount of \$67,355.15.
- Approve Building Activity Check Register in the amount of \$40,318.98.
- Approve Personnel Transactions.

**Ayes all, motion carried.**

**Old Business** – None

**MOTION #12/07/21** – Moved by Member Pearl and supported by Member Sobah that the Chippewa Valley Schools Board of Education approve the 2018 Bond Issue Change Order Summary Report for the month of November 2021. **Ayes all, motion carried.**

**MOTION #12/08/21** – Moved by Member Aquino and supported by Member Sobah that the Chippewa Valley Schools Board of Education approve American Office Solutions for the purchase of approximately 319 new printers for \$231,535.36, and a three-year cost per print managed service contract based on actual pages printed, with an approximate annual cost of \$50,970 with the option of three annual contract extensions. **Ayes all, motion carried.**

**MOTION #12/09/21** – Moved by Member Pearl and supported by Member Pyden that the Chippewa Valley Schools Board of Education award contracts totaling \$8,749,439.00 to the following contractors for the summer 2022 renovation and sitework projects at various buildings throughout the district.

<b><u>Bid Category</u></b>	<b><u>Contractor</u></b>	<b><u>Total</u></b>
Masonry Work	Silverado Construction Inc	\$631,450
General Trades	M L Schoenherr Construction Inc	\$154,885
Carpentry Work	BJ Construction Services, Inc.	\$262,405
Glass/Glazing	Roseville Glass Co LLC	\$83,650
Painting	AmMex Painting Inc	\$25,872
Mechanical Work (Part A)	Watson Bros. Service Co. Inc.	\$1,380,000
Mechanical Work (Part B)	Watson Bros. Service Co. Inc.	\$2,620,000
Mechanical Work (Part C)	Watson Bros. Service Co. Inc.	\$190,000
Audio Visual Systems	Advanced Lighting & Sound	\$381,873
Fire Alarm Systems	Shoreview Electric Co.	\$173,000
Paving (Part A)	T&M Asphalt Paving, Inc.	\$1,454,000
Paving (Part B)	T&M Asphalt Paving, Inc.	\$1,100,000
Athletic Fencing	Nationwide Construction Group	\$148,433
Athletic Field Work	Premier Group Associates LC	\$143,871

**Ayes all, motion carried.**

**MOTION #12/10/21** – Moved by Member DeMuyneck Zech and supported by Member Aquino that the Chippewa Valley Schools Board of Education accept the offer to purchase surplus land, located at Jean and Vesper Drives, for \$20,000 from Max Properties, LLC, with a contingency on the approval of the lot split and combination of other adjacent property, and authorize the Superintendent to execute any documents necessary for closing. **Ayes all, motion carried.**

**From the Community**

- Ms. Jessica St. Laurent (district parent) addressed the Board of Education.

**Union Communications** – None

**Administration Reports**

- Superintendent Roberts reported the following:
  - Provided a COVID-19 data update to the Board of Education as it pertains to our district and Macomb County.
  - Addressed the current school safety protocols in place for students, staff and the community. Mr. Roberts indicated we currently have a comprehensive school safety plan in place. A district safety protocols and guidelines presentation is planned for a board meeting in January.
  - Recognized bus drivers, who were part of an organized caravan of buses, that went to Oxford, Michigan, to show support. Our bus drivers also arranged a “Stuff-the-Bus” event at Walmart in November and collected many toys, children’s clothing and other items for the needy families of our district and the surrounding communities.

**Curriculum Reports** - None

### Of and By Board Members-

- Member Wojtowicz reviewed the Operations Sub-Committee meeting. It was decided to consider a smaller, more customized recording set-up for recording Board of Education meetings and posting on our website.  
Board of Education discussion followed.
- Member Pyden added that data provided by the Technology Department Director was reviewed and factored into the decision.
- Member DeMuyck Zech talked about her concern for the mental health of staff.
- Dr. Adam Blanchard (Assistant Superintendent for Human Resources) provided information about an employee assistance program to begin on January 1<sup>st</sup>. This program will be available for staff and members of their households.
- Member Pyden expressed concern for staff and students alike. She believes that the needs of both should be addressed.
- Member Aquino expressed support for the mental health of both staff and students. She recognized staff for their efforts this year. Ms. Aquino encouraged parents to talk with their children regarding the seriousness of threats. She also wished everyone a peaceful and restful holiday.
- Member Wojtowicz also commented on the mental health of both staff and students.
- Member Pearl also commented on the mental health of staff and students.
- Member Bednard suggested the use of screening tools for staff. He also wished his fellow Board Members, students, staff and the Chippewa Valley community a safe and happy holiday season.
- Superintendent Roberts addressed the complexities of school calendar changes.

**MOTION #12/11/21**– Moved by Member DeMuyck Zech and supported by Member Pyden that the meeting be adjourned into Executive Session (*8.h. – Attorney/Client Privilege*)

A roll call vote was taken. Member DeMuyck Zech, yes; Member Pyden, yes; Member Aquino, yes; Member Bednard, yes; Member Pearl, yes; Member Sobah and Member Wojtowicz, yes. **Motion carried.**

Meeting adjourned into Executive Session at 7:50 p.m.

Meeting reconvened into Open Session at 8:24 p.m.

Board of Education discussion regarding individual board members making unannounced appearances at school buildings and the need to update Policy #9150-School Visitors. District Attorney reviewed our current district policies regarding Board of Education visits to buildings and classroom in an unofficial capacity. Board Members discussed changing Policy #9150-School Visitors, to specifically address board members. District attorney also provided information on similar districts (based on size) and their board policies.

**MOTION #12/12/21** - Moved by Member Wojtowicz and supported by Member Pyden that the Chippewa Valley Schools Board of Education amend the agenda. **Ayes all, motion carried.**

A roll call vote was taken. Member Wojtowicz, yes; Member Pyden, yes; Member DeMuyck Zech, yes; Member Aquino, yes; Member Bednard, yes; Member Pearl, yes and Member Sobah, no. **Motion carried.**

**MOTION #12/13/21** - Moved by Member Wojtowicz and supported by Member Aquino that the Chippewa Valley Schools Board of Education amend the agenda waive Attorney/Client Privilege Item M. –Executive Session (*8.h. – Attorney/Client Privilege*) *continue meeting in Open Session.*

A roll call vote was taken. Member Wojtowicz, yes; Member Pyden, no; Member DeMuyck Zech, no; Member Aquino, no; Member Bednard, no; Member Pearl, no and Member Sobah, no. **Motion Fails.**

The Board of Education agreed to consider a revision of Board Policy #9150-School Visitors, at the January 10<sup>th</sup> meeting.

**MOTION #12/12/21** – Moved by Member Pyden and supported by Member Aquino to adjourn the meeting. **Ayes all, motion carried.**

Meeting adjourned at 9:41 p.m.

Respectfully Submitted,

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Elizabeth Pyden, Secretary  
Board of Education



## MEMORANDUM

**D.1.b FINANCIAL REPORTS for period ending January 31, 2022** **Mr. Sederlund**

**CHECK REGISTERS** **Mr. Sederlund**

**1. GENERAL FUND, FOOD SERVICE, IAM, CHILDCARE, CAMPS/CLINICS** **Mr. Sederlund**  
**(includes payroll)**

Checks dated 12/14/2021	<u>142,945.36</u>
Checks dated 12/21/2021	<u>1,974,214.93</u>
	<u><u>\$ 2,117,160.29</u></u>

**2. WIRE TRANSFERS, ACH AND PAYMENTS REPORT** **Mr. Sederlund**

Total General Fund ACH for November 2021	<u><u>\$ 9,752,472.64</u></u>
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**3. 2018 BUILDING & SITE** **Mr. Sederlund**

Checks dated 1/04/2022	<u><u>\$ 102,049.40</u></u>
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**4. BUILDING ACTIVITY** **Mr. Sederlund**

Checks dated 12/15/2021	<u>49,394.14</u>
Checks dated 01/05/2022	<u>45,694.57</u>
	<u><u>\$ 95,088.71</u></u>

REGULAR MEETING  
6:30 PM

January 10, 2022  
Adam Blanchard

D.1.c. PERSONNEL TRANSACTIONS

<u>NEW HIRES</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
James Lindsay	2 <sup>nd</sup> Shift Custodian-Clinton Valley	12/15/21
Donna Porter	Clerk-Ojibwa	1/4/22

<u>RESIGNATIONS</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
Lina Abuna	Lunchmonitor-CV9	12/20/21
Katie Matway	Teacher-Mohawk	1/7/22
Shelby Bennett	FS Helper-Cherokee	1/14/22
Mckenzie Traver	Special Ed Aide-Fox	1/18/22

<u>PROMOTION</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
Charles Everett	FROM: 2 <sup>nd</sup> Shift Custodian-CV9 TO: Head Custodian-CVHS Mr. Everett was hired to fill a vacancy	12/15/21

<u>DECEASED</u>	<u>POSITION</u>	<u>EFFECTIVE</u>
Karen Zdybel	Food Service Helper-Cheyenne	12/15/21

**CERTIFIED:**

RECOMMENDED MOTION: “It is recommended that the Chippewa Valley Board of Education approve the conditional hire of the following person/s to fill certified positions created by additional enrollment, content area growth, retirements/resignations and transfers of other teachers. The effective date for this teacher is 1/28/22. The conditional hire of this person/s is subject to the motion as submitted.”

<u>Recommended for Hire</u>	<u>Position</u>	<u>Rationale</u>	<u>Effective Date</u>
Tonya Walker	1.0 CTE-Dakota	Replacement	1/28/22

E. Old Business

F. New Business

1. Approve Personnel Transaction-Hire of an Administrator-Payroll/Benefits Coordinator  
Mr. Roberts
2. Approve Second Reading to Amend Board of Education Policy 9150 – School Visitors  
Mr. Bednard
3. Approve Second Reading to Adopt New Board of Education Operating Procedures  
Mr. Bednard

REGULAR MEETING

January 10, 2022  
6:30 p.m.

**MEMORANDUM**

**F.1 Approve Personnel Transaction-Hire of an Administrator-Payroll/Benefits Coordinator Mr. Roberts**

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve the appointment of Ms. Marsha Kerpet to the position of Payroll/Benefits Coordinator. Effective start date is to be determined.”

RATIONALE: Ms. Kerpet is being appointed to fill a vacancy created by a resignation and she meets all the qualifications specified in the posting.

REGULAR MEETING

January 10, 2022  
6:30 p.m.

**MEMORANDUM**

**F.2 Approve Second Reading to Amend Board of Education Policy 9150 – School Visitors Mr. Bednard**

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve the second reading to amend Board of Education Policy 9150 – School Visitors and waive the reading of the Policy.”

RATIONALE: Board Policy 9150 is revised to clarify that the visitor policy and applicable procedures apply to Board members. The Amendment further clarifies the process by which Board members must follow prior to visiting District school buildings.

**NOTE:** Board of Education **By-Law 0131.1-Amendment or Suspension of Policies and By-Laws** states: *The policies of the Board shall be subject to amendment only upon a majority vote of all members of the Board. The Call for such a meeting must include a description of a proposed amendment in writing.*

**CHIPPEWA VALLEY SCHOOLS**  
**BOARD POLICY 9150 – School Visitors**

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. However, in order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

The Superintendent or the principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request whatever assistance is required to remove the individual from the local law enforcement agency.

Non-staff access to students and classes must be limited and only in accordance with a schedule which has been determined by the principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be nonobtrusive to the educative process and learning environment and should not occur on an excessive basis.

The Superintendent shall promulgate such administrative guidelines as are necessary to protect students and employees from disruption to the educational program or the efficient conduct of their assigned tasks.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

**Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the Superintendent as further described in Administrative Guideline 9150 and the Board's Operating Procedures. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the Board or by the Board President.**

**The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.**

**If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the Superintendent as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.**

**MEMORANDUM**

**F.3 Approve Second Reading to Adopt New Board of Education Operating Procedures**

**Mr. Bednard**

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve the second reading to adopt *New* Board of Education Operating Procedures for Board members, which shall be incorporated into the Board of Education’s Bylaws, and waive the reading of the Procedures.”

RATIONALE: The Board of Education Operating Procedures have been drafted to clearly define the roles of the Board, individual Board members, and the Superintendent.

**NOTE:** Board of Education **By-Law 0131.1-Amendment or Suspension of Policies and By-Laws** states: *The bylaws of the Board shall be subject to amendment only upon a majority vote of all members of the Board at two (2) meetings held not less than twenty-seven (27) days apart and in the call for which the proposed amendment has been described in writing.*



**Chippewa Valley Schools  
Board of Education**

**Operating Procedures for  
Board Members**



# **Role of Board of Education Members**

The Board of Education (the “Board”) acts as a whole, and only at properly convened Board meetings. An independent member of the Board lacks independent authority and may not act for or on behalf of the Board unless he/she has been specifically delegated authority by the Board to act in a particular instance. Individual Board members must not attempt to act as an administrator of Chippewa Valley Schools (the “District”) or direct District employees in regard to performance of their duties.

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## I. BOARD MEMBER DUTIES

### THE BOARD OF EDUCATION SHALL:

1. Delegate executive responsibilities to the Superintendent of Schools and through him or her to other administrative and staff personnel the function of administering the schools in accordance with statutory law, requirements prescribed by the State Constitution, the State Department of Education, and adopted policies of the Board, and operating procedures and administrative guidelines of the District.
2. Not seek to participate in the day-to-day operations of the District.
3. Not interfere with the Superintendent of Schools' authority to decide all matter of administrative details not specifically covered under the law or Board policy, pursuant to Board Policy 1230 (k), *Responsibilities of the Superintendent*.
4. Act on legislative matters only after seeking and receiving pertinent information, after receiving the Superintendent of Schools' recommendations, and after full discussion by the Board.
5. Require the meeting of the Board be conducted on the basis of a planned agenda prepared by the Superintendent of Schools in accordance with Board policies and made available together with pertinent information relative to items on the agenda to members of the Board for study prior to the Board meeting.
6. Direct the Superintendent of Schools to keep the Board continuously and adequately informed concerning school issues-current and anticipated- so that the Board may operate in conformity with statutory provisions and Board policies.
7. Respect the Superintendent of Schools' authority to advise the Board, implement Board policies, and administer the daily operations of the District.
8. Support and protect District personnel in the proper performance of his or her duties.
9. Hold the Superintendent of Schools accountable for acceptable standards and results in the operation of the District.

10. Submit a request to the Superintendent of Schools if a Board member desires to visit a District school building, except when attending scheduled building events/parent activities. The Superintendent shall schedule a visit pursuant to Board Policy 9150 and Administrative Guideline 9150.
11. Represent the community, not a single constituency.
12. Avoid public or private action that will compromise the Board, administration, or the District and respect the confidentiality of privileged information.
13. Communicate with Board peers and administrative staff in a way that promotes and ensures good Board practice, adherence to the Open Meetings Act (“OMA”), and the authority of the Superintendent of Schools.
14. Regularly review Board bylaws, policies, and operating procedures, District administrative guidelines and regulations, and Board member duties and responsibilities.
15. Refer community inquiries, requests, and criticism directly to the appropriate administrative officer in accordance with Board policies.

## II. BOARD MEMBER ETHICS

Pursuant to Board Policy 0144.2, *Members of the Board of Education*, Board members will strive to improve public education and to that end they will:

- A. Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
- B. Recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings.
- C. Render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups.
- D. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.
- E. Work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the Superintendent of Schools.
- F. Communicate to other Board members and the Superintendent of Schools expressions of public reaction to Board policies and school programs.
- G. Inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the State and National School Boards Associations.
- H. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
- I. Avoid being placed in a position of conflict of interest, and refrain from using their Board positions for personal partisan gain.
- J. Take no private action that will compromise the Board, administration or the Superintendent of Schools, and respect the confidentiality of information that is privileged under applicable law. Remember always that their first and greatest concern must be for the educational welfare of the students attending the District.

- K. Remember always that their first and greatest concern must be for the educational welfare of the students attending the District

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### III. COMMUNICATION AND CONDUCT AMONG BOARD MEMBERS

- A. Board members will maintain professional and courteous behavior throughout interactions and meetings, modeling behaviors consistent with District staff and student expectations.
- B. Board members shall not deliberate issues outside of Board meetings.
- C. Board members shall support the Superintendent of Schools in exercising his or her best judgment and discretion to determine what Board members need to know based on a specific situation.

Types of communication between Board members and the Superintendent of Schools:

- 1. Not urgent or not in the media – Board Packet.
- 2. Very important but not crisis – Email to each Board member.
- 3. Crisis/Emergency situation – Email to each Board member to be followed up by a phone call to each Board member.
  - a. In the case of an emergency or crisis, the Superintendent of Schools or his or her designee will provide the following six pieces of information: What, Where, When, Who, Action Taken, and a Public Statement for Board members.
  - b. Phone calls will be placed in the following order: President, Vice President, Secretary, and Trustees.
  - c. The Superintendent of Schools or his or her designee will provide updates as practicable.

#### **IV. BOARD MEMBER SCHOOL VISITS**

Pursuant to Board Policy 9150, *School Visitors*, individual Board members who are interested in visiting schools or classrooms on an unofficial basis must make appropriate arrangements with the Superintendent in advance of the visit. (A visit is considered “unofficial” if it is not expressly designated as an “official” visit by the Board or the Board President.)

Upon receiving a request to visit from a Board member, the Superintendent may schedule a visit in a time and manner designed to minimize disruptions to students, staff, the educational program, and school operations. For example, visits will generally be scheduled outside of typical school hours; not during drop off or pick up; not during regularly scheduled classes; and not during periods of standardized testing.

Like other school visitors (e.g. parents, citizens of the community), the Board member shall be required to check in at the building’s main office upon arrival and shall not be allowed to roam the school building or premises unattended. Board member visits may not intrude on the educational process and classroom learning environment and may not occur on an excessive basis. The Superintendent or his/her designee shall attend the school visit with the Board member, unless the Superintendent determines his/her presence is not needed on the visit. Board members may not interact with staff or enter classrooms during such school visits without the prior written authorization of the Superintendent.

If a Board member attempts to visit a school building without making appropriate arrangements with the Superintendent in advance, school personnel should direct the Board member’s attention to Board Policy 9150 and Administrative Guideline 9150 and ask the Board member to contact the Superintendent to arrange a visit on a later date.

If a Board member refuses to adhere to the procedures set forth in Board Policy 9150 and Administrative Guideline 9150, the building principal or other school personnel shall contact the Superintendent of Schools or Assistant Superintendent for Human Resources for further direction, which may include contacting the local law enforcement agency as stated in Board Policy 9150.

G. From the Community

H. Union Communications



I. Administration Reports

J. Curriculum Updates

K. Of and By Board Members

L. Executive Session - (8.b. – Student Expulsion Hearing)

M. Executive Session - (8.b. – Student Expulsion Hearing)

## N. Adjournment