

## BOARD OF EDUCATION

Special Meeting  
February 7, 2022  
6:00 p.m.

Adrian High School, B100  
785 Riverside Avenue  
Adrian, MI 49221

### Agenda

#### **A. Call to Order**

1. Pledge of Allegiance
2. Approval of Agenda
3. Mission Statement
4. Good News Reports
5. Communications
  - a. Resignation of Tami Pifer, Prairie Media Paraprofessional
  - b. Retirement of Linda Ballard, Head Start
  - c. Retirement of Mary Kemerer, Teacher
  - d. Retirement of Jill Walsh, Teacher

#### **B. Recommended Action**

1. Consent Agenda-
  - a. Approval of Minutes from January 24, 2022, regular meeting
  - b. Approval of Minutes from January 24, 2022, closed session, hand out
  - c. Approval of leave-Stefanie Forche
2. Business Requiring Board Action
  - a. Approval of Hire- Nate Parker, District Superintendent
  - b. Approval of revisions and new board policies
    - i. 2201, Board Powers/General Powers
    - ii. 3119, Experimental or Pilot Programs
    - iii. 3301, Purchasing Procurement
    - iv. 3302.1 Naming Facilities
    - v. 3306, Construction Bidding
    - vi. 4205 Hiring and Background Checks
    - vii. 4601, The Superintendent
  - c. Approval of employee termination
3. Business Requiring Future Board Action
  - a. First reading of MASB Board of Directors candidates

**C. Reports from Superintendent and Staff**

1. Superintendent transition process

**D. Future Meetings and Business**

1. Board Committee Reports- Curriculum, Finance (2), Personnel (2)
2. Board Member Comments
3. Meeting Dates and Upcoming Events, BOE, February 28, 2022

**E. Public Comment**

**F. Closed Session**

- a. Litigation Strategies

**G. Adjournment**

*In partnership with families and our community, Adrian Public Schools provides a quality education, challenging students to excel academically and inspiring them to become contributing citizens within our diverse, ever-changing society.*

# **EXECUTIVE SUMMARY**

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**DATE:** February 7, 2022

**CONTACT PERSON:** Bob Behnke

## **PURPOSE:**

The resignation of Tami Pifer.

## **EXPLANATION:**

Under Board Policy 4223, the Superintendent is authorized to accept employee resignations or retirements on behalf of the Adrian Board of Education. Tami has submitted her resignation from Adrian Public Schools effective January 31, 2022.

## **RECOMMENDATION:**

It is the recommendation of the Superintendent that the Adrian Board of Education acknowledge the resignation of Tami Pifer effective January 31, 2022.

# EXECUTIVE SUMMARY

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**DATE:** February 7, 2022

**CONTACT PERSON:** Bob Behnke

## **PURPOSE:**

The retirement of Linda Ballard.

## **EXPLANATION:**

Under Board Policy 4223, the Superintendent is authorized to accept employee resignations or retirements on behalf of the Adrian Board of Education. Linda has submitted her retirement from Adrian Public Schools effective February 11, 2022.

## **RECOMMENDATION:**

It is the recommendation of the Superintendent that the Adrian Board of Education acknowledge the retirement of Linda Ballard effective February 11, 2022.

# **EXECUTIVE SUMMARY**

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**DATE:** February 7, 2022

**CONTACT PERSON:** Bob Behnke

## **PURPOSE:**

The retirement of Mary Kemerer.

## **EXPLANATION:**

Under Board Policy 4223, the Superintendent is authorized to accept employee resignations or retirements on behalf of the Adrian Board of Education. Mary has submitted her retirement from Adrian Public Schools effective June 8, 2022.

## **RECOMMENDATION:**

It is the recommendation of the Superintendent that the Adrian Board of Education acknowledge the retirement of Mary Kemer effective June 8, 2022.

# EXECUTIVE SUMMARY

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**DATE:** February 7, 2022

**CONTACT PERSON:** Bob Behnke

## **PURPOSE:**

The retirement of Jill Walsh.

## **EXPLANATION:**

Under Board Policy 4223, the Superintendent is authorized to accept employee resignations or retirements on behalf of the Adrian Board of Education. Jill has submitted her retirement from Adrian Public Schools effective June 30, 2022.

## **RECOMMENDATION:**

It is the recommendation of the Superintendent that the Adrian Board of Education acknowledge the retirement of Jill Walsh effective June 30, 2022.

MINUTES OF THE REGULAR MEETING OF THE ADRIAN BOARD OF EDUCATION, JANUARY 24, 2022, ADRIAN HIGH SCHOOL CAFETERIA.

**MEETING CALLED TO ORDER**

The meeting of the Adrian Board of Education was called to order by President Ferguson at 6:00 p.m.

**PLEDGE RECITED**

Pledge of Allegiance was recited.

PRESENT: President Ferguson, Trustees: Baucher, Ballard, Buku, Henagan, and Marks

ABSENT: Flores

Moved by Trustee Ballard, supported by Trustee Buku, that the Adrian Board of Education approve the agenda.

**AGENDA APPROVED**

Motion carried by a 6-0 vote.

**MISSION STATEMENT**

Vice President Baucher recited the District's mission statement as a reminder of the purpose and direction of the District.

Superintendent Behnke applauded Kathy Westfall for her commitment to 150 hours of professional development with MSBO. This validates Ms. Westfall's certification as Chief Financial Officer. The certificate is valid until June 2027.

**GOOD NEWS REPORTS**

January is School Board appreciation month and Superintendent Behnke recognized the board for their dedication and commitment. "Your commitment has been evident as you have spent numerous hours on the selection of the District's next superintendent," commented Behnke. A small gift made by a group of high school students was given to each member.

**COMMUNICATIONS**

The District recognized the resignations of Hanna Orr, Betty Slessor, and Danielle Watson.

**CONSENT AGENDA**

Moved by Trustee Ballard, supported by Trustee Marks, that the Adrian Board of Education approved the consent agenda.

The consent agenda included the following items:

- a. Approval of Minutes from January 10, 2022, Regular Meeting
- b. Approval of Organizational Minutes, January 10, 2022.
- c. Approval of Minutes from January 11, 2022, Special Meeting
- d. Approval of Minutes from January 12, 2022, Special Meeting
- e. Approval of Minutes from Superintendent sub-committee meeting
- f. Treasurer's Report ending December 31, 2021, with a balance of \$1,200,872.82
- g. Approval for Child Care leave- Darcie Anderson
- h. Approval of Hire- Katherine Miller

Motion carried by a 6-0 vote.

Trustee Flores entered at this time (6:05 p.m.).

**APPROVAL TO ENTER CONTRACT NEGOTIATIONS**

Each board member was allowed to share who and why they would like to see as the next superintendent.

Moved by Trustee Ballard, supported by Vice President Baucher, that the Adrian Board of Education approve entering in contract negotiations with Mr. Nate Parker as the next superintendent of Adrian Public Schools.

**ROLL CALL VOTE:**

Yeas: Ballard, Baucher, Buku, Flores, Henagan, Marks, and Ferguson

Nays: none

Motion carried by a unanimous vote.

**ACCEPTANCE OF  
DONATIONS**

John Silveri commented, "I have done this process a lot. The entire staff has been committed and helpful. You have followed the process with fidelity. It has been delightful to work with you. Thank you for doing this the right way".

**FIRST READING OF  
BOARD POLICY  
REVISIONS**

Moved by Trustee Marks, supported by Trustee Flores, that the Adrian Board of Education accept donations from Jeff Condon, The Lenawee Community Foundation, Adrian Arbor, and Bob Behnke.

Motion carried by a 7-0 vote.

**REPORTS FROM  
SUPERINTENDENT  
AND STAFF**

First reading to review board policy revisions and the review of two new policies, was held. Superintendent Behnke reminded the board that they had approved the use of Thrun Policy Services. He explained that periodically Thrun updates or creates new policies. The policies being reviewed are updates from Thrun.

Superintendent Behnke reported that he had attended the MASA Mid-Winter conference. Attendance, funding, and staff shortages continue to be the top discussions among superintendents. Mr. Behnke gave each board member a book titled, *Uncommon Leadership*. "This is a book I would encourage you to read. It is a good reminder of what leadership should look like", stated Behnke. Mr. Behnke showed the board pictures of the art room updates. He thanked the ASEF for their support of the project.

**COMMITTEE  
REPORTS**

Trustee Ballard was asked if there was anything that he wanted to report from the Superintendent Sub-Committee meeting. "I think we have covered everything during our earlier discussion", said Ballard.

**BOARD MEMBER  
COMMENTS**

Vice President Baucher reported that the Finance Committee had met and discussed some potential upcoming projects. They also discussed the use of P-cards in the District.

Trustee Ballard commented on two areas. He has been asked several times, "Why did you do such an involved process, or why didn't the board simply appoint this person"? Ballard cited there are three reasons why. "Entering into the process, we simply didn't know who was available or who might be interested. Next, once we embarked on the process and published our intent and search methodology, we entered into a bargain with those professionals who answered the call, who took the time to apply, and who showed their interest in our school and our family. We made a commitment to them so we had an obligation to follow the plan. This way every candidate got their promised opportunity to impress our board, our stakeholders, and our community. Lastly, if we had shortened or dispensed with the published plan, it could have resulted in long-term issues for the selectee. In the end, our stakeholders, our board, and our selectee will all know that they went through every step and completed every requirement". Trustee Ballard also commented, "I want to express, publicly, the very intense pride I feel about the performance and effort of all my

colleagues on the board of education. I am in awe of their effort and commitment to our APS family over the past five months. I am retired and I had the time to read all the documents given to us, but everyone else on this board gave the same effort and was as prepared or maybe even better prepared than me. Awesome job board members. Thank you. You took the challenge and you met the test and there is no doubt you've done your best. It has been an honor and privilege to serve the Adrian Public schools' family beside you".

**CLOSED SESSION**

Trustee Buku said, "I want to take a minute and thank President Ferguson for the hours and the amount of time she has spent on this process. Your effort and organization have been evident and have made it much smoother for the rest of us. Thank you".

Moved by Trustee Buku, supported by Vice President Baucher, that the Adrian Board of Education convene to closed session at 6:53 p.m. under the Open Meetings Act 8(e) for the purpose of litigation strategies.

**OPEN SESSION**

*ROLL CALL VOTE:*

Yeas: Ballard, Baucher, Buku, Flores, Henagan, Marks, and Ferguson

Nays: none

Motion carried by a 7-0 vote.

Moved by Trustee Buku, supported by Vice President Baucher, that the Adrian Board of Education return to open session at 7:30 p.m.

*ROLL CALL VOTE:*

Yeas: Ballard, Baucher, Buku, Flores, Henagan, Marks, and Ferguson

Nays: none

**ADJOURNMENT**

Motion carried by a 7-0 vote.

There being no further business, a motion was made by Vice President Baucher, supported by Trustee Marks, that the meeting be adjourned.

Motion carried by a 7-0 vote.

The meeting adjourned at 7:31 p.m.

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Beth Ferguson, President

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Mike Buku, Secretary

## **EXECUTIVE SUMMARY**

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**DATE:** February 7, 2022

**CONTACT PERSON:** Kathy Westfall

### **PURPOSE:**

Approval of a leave of absence request.

### **EXPLANATION:**

Per the Adrian Education Support Personnel Association (AESPA) collective bargaining agreement, employees desiring an unpaid leave of absence shall make a written request at least six (6) weeks in advance, if possible, of the administration stating the reason for leave, begin date and end date. Extenuating circumstances will be handled individually. All available leave time must be exhausted when applying for unpaid leave. Unpaid leave of absences shall not exceed one hundred eighty (180) school calendar days. Unpaid Leaves shall be subject to renewal at the discretion of the Board.

Stephanie Forche, a paraprofessional, has requested a leave of absence for 180 school calendar days. Her leave request is for the period beginning Friday, January 21, 2022, through Wednesday, January 18, 2023.

### **RECOMMENDATION:**

It is the recommendation of the Assistant Superintendent that the Adrian Board of Education approve the leave of absence request.



ADRIAN PUBLIC SCHOOLS

*Strategic Opportunity*  
Culture of Possibilities

Nikki Culley <nculley@adrian.k12.mi.us>

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(no subject)

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Stephanie Forche <sforche@adrian.k12.mi.us>

Fri, Jan 21, 2022 at 12:08 PM

To: Nikki Culley <nculley@adrian.k12.mi.us>

I, Stephanie Forche plan to take up to 180 days of leave time off of work. Thank You!

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# EXECUTIVE SUMMARY

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**DATE:** February 7, 2022

**CONTACT PERSON:** Bob Behnke

**PURPOSE:** To approve policies and revisions as requested by Thrun Policy Services.

**EXPLANATION:**

Adrian Public Schools made the transition to Thrun Police Services in the spring and since the start of the school year have been implementing the policies into the daily practices of the District. Thrun indicated that they would provide updates as needed to their policies. Attached are first round of updates to their policies that they are recommending the Board adopt. Most of the changes are minor issues that have surfaced with other Districts as policy implementation has taken place.

**RECOMMENDATION:**

It is the recommendation of the Superintendent that the Board of Education approve the Thrun Policy updates.

## **Series 2000: Bylaws**

### **2200 Board Powers**

#### ***2201 Board Powers/General Powers***

The Board exercises powers that are expressly conferred upon the Board by Michigan Constitution or statute, and that are necessarily implied or incidental to expressly conferred powers. Except as otherwise provided by law, the Board may exercise a power incidental or appropriate to the performance of a function related to the operation of a public school and the provision of public education services in the interests of public elementary and secondary education in the District.

#### **A. Expressly Conferred Powers**

1. The Board will establish and maintain the grades, schools, programs, and departments it deems necessary, which may include grades Pre-K through 12, and may provide lifelong education, adult education, community education, training, enrichment, and recreation programs.

##### **a. The Board may educate persons by:**

- i. directly operating 1 or more public schools as defined in Revised School Code Section 5(6); and/or
- ii. causing public education services to be provided for students through an agreement, contract, or other cooperative agreement with another public entity.

##### **b. The Board will:**

- i. ensure that each public school within the District is accredited or certified by the State Superintendent as having met or exceeded established standards;
- ii. ensure that the requirements of Revised School Code Sections 1204a (annual reports), 1277a (disaggregation of data by gender for school improvement planning purposes), 1278 (core academic curriculum), and 1280 (accreditation) are met for any consortium program in which the District participates;
- iii. ensure each student in grades 8-12 is provided with information on college-level equivalent courses;
- iv. determine the length of the school year;
- v. select, approve, and purchase textbooks as defined under Revised School Code Section 1421;
- vi. administer state-required standardized tests;

- vii. adopt a parent/guardian involvement plan; and
  - viii. adopt, implement, and annually make available to MDE a copy of a 3 to 5-year school improvement plan and continuing school improvement process for each school in the District in compliance with Revised School Code Section 1277.
2. The Board will provide for the safety and welfare of students while at school or a school-sponsored activity or event, and while traveling to or from school or a school-sponsored activity or event, as required by law.
  3. The Board may acquire, construct, maintain, repair, renovate, dispose of, or convey school property, facilities, equipment, technology, or furnishings as it deems appropriate, within applicable legal parameters.
  4. The Board may hire, contract with, schedule, supervise, or terminate employees, independent contractors, and other persons or entities to carry out District powers. The Board may defend and indemnify its employees to the extent authorized by law.
  5. The Board may receive, account for, invest, or expend public school money; borrow money and pledge public school funds for repayment; and qualify for state school aid and other public or private money from local, regional, state, or federal sources.
  6. The Board delegates to the Superintendent the authority to take action in circumstances not authorized by Board action or Policy when required to effectively maintain the District's day-to-day operations. The Superintendent should (a) promptly inform the Board of the action taken and the need for taking expedited action; and (b) report the action to the Board at the Board's first meeting after the Superintendent takes such action.

#### B. Limitations on Powers

1. The Board will not use money received from any source to unlawfully aid or maintain any private, denominational, or other nonpublic, pre-elementary, elementary, or secondary school. The Board may provide transportation, auxiliary services, and nonessential elective classes for students attending nonpublic schools to the extent permitted by law.
2. The Board will use public funds, including state school aid allocations, tax revenue, and bond proceeds only for designated purposes.
3. The Board will not permit a fraternity, sorority, or other secret society to operate in the District. See Policy 5511.
4. The Board will not award a high school diploma to a student unless the student meets the requirements of Revised School Code Sections 1278a and 1278b.

#### C. Authority

1. Consistent with Policy 2101, the general powers reside within the Board as a whole, not individual Board members. The Board speaks only through its minutes and resolutions.
2. Consistent with Policy 2503, Board action is not valid unless approved by a majority vote in a lawfully convened meeting.

Legal Authority: Const 1963, art 8, §2; MCL 380.5(6), 380.11a, 380.1146, 380.1153, 380.1216, 380.1217, 380.1277, 380.1278a, 380.1278b, 380.1280, 380.1280a, 380.1282, 380.1284, 380.1294, 380.1321, 380.1322, 380.1421, 380.1422, 380.1472, 380.1804, 380.1807, 380.1816; MCL 388.1766b; Mich Admin Code R 340.281, 340.282 (transportation services for nonpublic school children), 340.291-.295 (auxiliary services for nonpublic school children); *Tavener v Elk Rapids Rural Agric Sch Dist*, 341 Mich 244 (1954)

Date adopted:

Date revised:

## **Series 3000: Operations, Finance, and Property**

### **3100 General Operations**

#### **3119 *Experimental or Pilot Programs – NEW POLICY* [**

The Board encourages innovation and creativity in its educational programming and general operations through the use of experimental or pilot programs (“Programs”). An experimental or pilot program is a trial program conducted to evaluate feasibility that may be converted to a regular program at the conclusion of the trial period.

Employees may submit a proposal for a Program to the Superintendent or designee for consideration. The Superintendent may also prepare a Program proposal.

A Program proposal must include the Program name, duration, purpose, and goals. Proposals must also include:

- A. A list of proposed materials and equipment to be used in the Program;
- B. Anticipated Program costs, including staffing costs;
- C. A proposed framework for implementing the Program and evaluating the Program’s success, including evaluation intervals and criteria; and
- D. Other relevant information, if requested by the Superintendent or designee.

The Superintendent or designee will review the Program proposal and may seek clarification from the employee(s) that submitted the proposal, if prepared by employees other than the Superintendent. The Superintendent or designee may also amend the proposed Program in the Superintendent’s or designee’s sole discretion.

If the Superintendent or designee believes that the proposed Program (either as originally drafted or as amended) is in the best interests of the District, the Superintendent or designee will present the proposed Program to the Board for its consideration. The Program may be approved by the Board in its sole discretion.

The Board recognizes that experimental and pilot programs are a prohibited subject of bargaining under the Michigan Public Employment Relations Act. The Superintendent is encouraged to consult with legal counsel about legal implications of a Program before submitting it for Board approval.

At the conclusion of the Program, the Board may consider conversion of the Program to a regular program.

Legal Authority: MCL 380.11a; MCL 423.215(3)(h)

Date adopted:

Date revised:

## **Series 4000: District Employment**

### **4200 Employee Conduct and Ethics**

#### ***4205 Hiring and Background Checks***

The District is committed to prohibiting unlawful discrimination in its hiring practices consistent with Policy 4101. Hiring decisions are based on qualifications, skills, knowledge, abilities, education, certifications/licenses, experience, demeanor, and other job-related criteria the Board may deem relevant. In making hiring decisions, the Board or designee will consider enrollment, operational requirements, financial needs, and the District's best interests.

#### **A. Advertising and Posting**

Vacancies may be posted on a designated website or other location and distributed to appropriate employee groups or relevant professional associations. The posting may outline general duties, qualifications, pay range, work experience, and hours. Vacancies may be posted for at least 5 calendar days unless a different time period is specified in a collective bargaining agreement. Applications must be submitted to the central office unless otherwise designated. The District may establish an online application process. Postings will comply with applicable collective bargaining agreements.

#### **B. Hiring**

The Board will determine the hiring process for the Superintendent. For all other positions, the Superintendent or designee will determine the process to consider and interview qualified applicants. The Superintendent or designee is authorized to hire non-exempt staff, temporary, and substitute employees. Teachers, Non-Teaching Professionals, Supervisors, and Administrators that the Superintendent or designee recommends for hire are subject to Board approval.

The District will not consider an applicant for employment unless the applicant provides the District with the following:

1. written consent for the criminal records division of the Michigan State Police to conduct the criminal history check required by Revised School Code Section 1230 and the criminal records check required by Revised School Code Section 1230a;
2. a signed statement that complies with Revised School Code Section 1230b(1); and
3. other required application materials.

Falsification or misrepresentation of credentials, qualifications, references, or application materials will be grounds for disqualification or discipline, including discharge.

### C. Background Checks for Employees, Contractors, and Volunteers

1. The District will conduct a background check on a selected applicant upon an offer of employment or before a person is assigned to regularly and continuously work under contract in any of its schools. The Superintendent or designee will receive and review the results of the background check before the District employs or allows the person to regularly and continuously work under contract in any of its schools, unless otherwise permitted by law.
2. "Regularly and continuously work under contract" means any of the following:
  - a. to work at school on a more than intermittent or sporadic basis as an owner or employee of an entity that has a contract with the District to provide food, custodial, transportation, counseling, or administrative services or to provide instructional services to pupils or related and auxiliary services to special education pupils;
  - b. to work at school on a more than intermittent or sporadic basis as a person under a contract with the District to provide food, custodial, transportation, counseling, or administrative services, or to provide instructional services to pupils or related and auxiliary services to special education pupils.
3. "School" means in a classroom, elsewhere on District property, or on a school bus or other school-related vehicle.
4. The background check will include:
  - a. a criminal history check pursuant to Revised School Code Section 1230;
  - b. a criminal records check pursuant to Revised School Code Section 1230a;
  - c. an unprofessional conduct check pursuant to Revised School Code Section 1230b; and
  - d. if a certification is required for the position, such as a teaching certificate or administrator certificate, District verification that the person's certification is valid.

The background check may include any other matters the District deems relevant, such as verifying references, school transcripts, and prior employment, as may be permitted by law.

If the criminal history check report, criminal records check report, or any other report discloses that the person has been convicted of a listed offense as defined in MCL 28.722, and the District verifies the conviction using public records, the District must not employ the person or allow the person to regularly and continuously work under contract in any of its schools. If any of the reports disclose that the person was convicted of a felony as defined in MCL 761.1, and the felony is not a listed offense, and the District verifies the conviction using public records, the District must not employ the person or allow the

person to regularly and continuously work under contract in any of its schools unless the Superintendent and the Board each specifically approve the employment or assignment in writing.

Employment offers are contingent on the Superintendent's or designee's review of the background check results.

All the information the District obtains via the criminal history check report, criminal records check report, or any other report that discloses that the person has been convicted of a listed offense will be maintained pursuant to 4205-AG-1.

#### 5. Confidentiality

All the information the District obtains via the criminal history check report, criminal records check report, or any other report that discloses that the person has been convicted of a listed offense are to be considered confidential and will not be released except pursuant to 4205-AG-1(C)(5). Violation of confidentiality is a misdemeanor punishable by a fine up to \$10,000.

Notification from the Michigan Department of Education or Michigan State Police about a District employee's criminal conviction is exempt from FOIA for the first fifteen (15) days until the information is verified. Once verified, only information regarding physical or sexual abuse may be released. The employee may release the information with written authorization.

#### D. Other Post-Offer Considerations

The District will not make disability-related medical inquiries or inquire about an applicant's disability-related requested accommodation(s) until after a conditional job offer is made, consistent with Policy 4105. Based on the physical and mental demands of a position, an examination and/or drug test may be required following a conditional offer of employment. The examination will be performed by a health care provider identified by the Superintendent or designee at the District's expense.

Legal authority: MCL 28.722; MCL 380.1230, 380.1230a, 380.1230b; MCL 761.1

Date adopted:

Date revised:

## Series 4000: District Employment

### 4200 Employee Conduct and Ethics

#### ***4205-AG-1 Criminal Justice Information Security (Non-Criminal Justice Agency) – NEW POLICY***

The District will conduct background checks, consistent with Policy 4205(C) and Administrative Guidance 4205-AG, and will have the Michigan State Police (“MSP”) obtain criminal history record information (“CHRI”) from both the state and Federal Bureau of Investigation (“FBI”) for all District employees, contractors, volunteers, and vendors and their employees who regularly and continuously work under contract as provided in Policy 4205(C)(2). Employees who fail to follow these procedures will be subject to discipline subject to the Superintendent’s review and written approval of any corrective action.

##### A. Local Agency Security Officer (“LASO”)

The District will appoint the Director of Human Services as its LASO who is responsible for the adoption of this guidance along with data/system security.

1. The LASO is responsible for ensuring:
  - a. compliance with these regulations and laws;
  - b. personnel security screening procedures are followed under this administrative guideline;
  - c. approved and appropriate security measures are in place and functioning properly to protect CHRI;
  - d. only approved District employees have access to and are using the information in compliance with the law;
  - e. compliance with this administrative guideline; and
  - f. that the MSP is promptly informed of any security breach(es).
2. The LASO is also responsible for identifying and documenting, to the extent applicable:
  - a. how District equipment is connected to the MSP; and
  - b. who is using the MSP-approved equipment.
3. When a new LASO is established, the District will complete and deliver a LASO appointment form to the MSP and will keep a copy of the appointment form on file indefinitely. The LASO will make all MSP fingerprint account changes.

##### B. Personnel (Authorized User) Security

Only authorized users will have access to CHRI. An authorized user must be vetted through the national fingerprint background check and be given CHRI access by the LASO to evaluate potential employees, contractors, or volunteers for employment or assignment. If the District maintains digital CHRI, the LASO will assign authorized users unique passwords compliant to 4205-AG-1 (C)(3) to access it. Those who are not authorized users but who, by the function of their job, will be close to CHRI or computer systems with access to CHRI will be supervised by an authorized user. Employees who do not comply with state or federal laws or District policies or administrative guidelines will be subject to discipline, up to discharge.

#### 1. Security with Separated Authorized Users

After an authorized user is separated from the District, that individual's access to CHRI will be terminated within twenty-four (24) hours. This includes, but is not limited to, returning keys, access cards, and ceasing access to digital CHRI.

#### 2. Security with Transferred Authorized Users

When an authorized user is transferred or reassigned, the LASO will take steps necessary to block that individual's access to CHRI within twenty-four (24) hours, unless the LASO determines that the individual must retain access.

### C. Media Protection

Authorized users may only access CHRI on authorized devices, which does not include a personally owned mobile device, cell phone, computer, or other technology, unless the personally owned devices are approved, consistent with specific terms and conditions, for access. All CHRI (including digital media) will be maintained in a physically secure location or controlled area. A physically secure location or controlled area will be (1) locked whenever an authorized user is not present or supervising and (2) limit access to unauthorized users. An authorized user accessing CHRI must position the media to prevent unauthorized users from accessing or viewing CHRI. Physical CHRI will be stored in a locked filing cabinet, safe, or vault. Digital CHRI will be encrypted consistent with FBI CJIS Security Policy. If digital CHRI is stored on a storage device without encryption, it must be stored like physical CHRI.

#### 1. Media Transport

The LASO must approve all CHRI media transportation and will not grant approval unless transportation is reasonably justified. CHRI must be secured during transport. Physical CHRI must be transported in a sealed, locked, or secured medium and digital CHRI must be encrypted, and if not, secured in the same fashion as physical CHRI.

#### 2. Media Disposal/Sanitization

CHRI media will be stored and retained for the duration required by law. Disposal must be made with the written approval of the LASO and the Superintendent. Only authorized users may dispose of CHRI media. Physical media will be cross-cut shredded or incinerated. Digital media must either be overwritten at least three (3) times or degaussed, passing a strong magnet over the media, before disposal or reuse. The LASO will keep written records (date and authorized user's signature) of CHRI media destroyed and the process for destroying or sanitizing CHRI media for ten (10) years.

### 3. Passwords

When the LASO assigns a unique password to an authorized user, it must have the following attributes:

- a. at least eight (8) characters;
- b. not consisting of only a proper noun or word found in a dictionary;
- c. not similar or identical to the username;
- d. not be displayed while entered or transmitted outside of the physically secure location or controlled area;
- e. expires every ninety (90) days; and
- f. cannot be the same as the previous ten (10) passwords.

### 4. Security Awareness Training

The District will provide all authorized users with security awareness training, following the template provided on the MSP website, within six (6) months of authorization and every two (2) years thereafter. The LASO will keep a current record of all users who have completed the training.

### 5. CHRI Dissemination

The District must maintain a record of any CHRI dissemination to another authorized agency, consistent with the Revised School Code, which must include (1) date of release, (2) records released, (3) means of sharing, (4) District personnel who disseminated the CHRI, (5) whether authorization to disseminate was obtained, and (6) the agency to whom the CHRI was disseminated and the recipient's name.

## D. Incident Handling

### 1. In General

The District has established operational incident handling procedures for instances of an information security breach. CHRI security breach incidents will be tracked using the report the MSP provides on its website [https://www.michigan.gov/msp/0,4643,7-123-72297\\_24055-332662--,00.html](https://www.michigan.gov/msp/0,4643,7-123-72297_24055-332662--,00.html).

The District has provided specific handling capabilities for CHRI, consistent with the following table:

| Capabilities shall be handled according to the following description: | Physical – Hard Copy CHRI   | Digital – Digitally Accessed/Saved CHRI  |
|---|---|--|
| Preparation   | The CHRI container will be locked at all times in the office in which it is stored. When office staff is not present, the office must be locked   | Firewalls, anti-virus protection, and anti-malware/spyware protection will be maintained.  |
| Detection   | Physical intrusions to the building will be monitored. A building alarm or video surveillance will monitor for physical or unauthorized intrusions. The building must be locked at night. | Electronic intrusions will be monitored by the virus and malware/spyware detection.  |
| Analysis  | The LASO will work with police authorities to determine how the incident occurred and what data was affected.   | The IT department will determine what systems or data were affected and compromised.   |
| Containment   | The LASO will lock uncompromised CHRI in a secure container or transport CHRI to a secure area.   | The IT department will stop the spread of any intrusion and prevent further damage.  |
| Eradication   | The LASO will work with local law enforcement to remove any threats that compromise CHRI data.  | The IT department will remove the intrusion before restoring the system. All steps necessary to prevent recurrence will be taken before restoring the system |
| Recovery  | Local law enforcement will handle and oversee the recovery of stolen CHRI media. The LASO may contact MSP for assistance in re-fingerprinting, if necessary.                              | The IT department will restore the agency information system and media to a safe environment.  |

When a CHRI security breach incident occurs, the following will apply:

- a. the LASO will be notified immediately;

- b. the LASO or appointed authorized user will stop any unauthorized access, secure the media, and shut down the systems necessary to avoid further unauthorized exposure;
- c. the LASO or appointed authorized user will record all necessary information regarding the breach, the District's response to the breach, and who was involved in taking response measures;
- d. the LASO will file the incident report with the MSP; and
- e. when such incident results in legal action (either civil or criminal) against a person or the District, evidence shall be collected, retained, and presented according to the evidentiary rules of the appropriate jurisdiction(s).

## 2. Mobile Device Incident Handling

The District will, in addition to the handling procedure in the table above, establish and implement additional procedures for mobile devices to reduce the risk of unauthorized access to CHRI.

When a device is lost, the District will document and indicate how long the device has been lost. For a lost device, the District will report if the owner believed the device was locked, unlocked, or could not verify the device's locked state. For a total loss of a device (unrecoverable), the District will report if CHRI was stored on the device, whether it was locked or unlocked, and whether the District can track or wipe the device remotely. The District will report any compromise of a device while still in the owner's possession and any compromise outside of the United States.

Adoption date:

Revised date:

## Series 4000: District Employment

### 4600 The Superintendent

#### 4601 General

##### A. Employment

Except in limited circumstances as otherwise allowed by law, the Board will employ a Superintendent as the District's chief administrative officer who will report to the Board. The Superintendent's individual employment contract will not exceed 5 years. The Superintendent will maintain appropriate certification, as well as comply with continuing education requirements, as a condition of continued employment. The Superintendent must immediately notify the Board if his or her certification expires or is nullified or revoked.

##### B. Duties and Responsibilities

The Superintendent will regularly advise the Board on significant legal, educational, financial, and other school-related developments affecting the District and the Board and will demonstrate exemplary leadership and knowledge of contemporary educational philosophy and effective practices.

The Superintendent will ensure compliance with requirements imposed by federal and state law, Policy, and governmental authorities with jurisdiction over Michigan schools. The Board delegates to the Superintendent the general power and authority to do the following, within Board-approved Policy and budgetary parameters:

1. direct curriculum and take actions to maximize student safety, welfare, and educational opportunities;
2. Suspend students up to 59 days and expel students consistent with Policy 5206;
3. ensure compliance with student disciplinary standards and procedures;
4. accept all employee resignations on the Board's behalf;
5. make other employment decisions consistent with these Policies, specifically including the right to hire, recall, transfer, assign, direct, discipline, and recommend or impose termination, as applicable;
6. develop and implement recruitment, application, and selection procedures to fill vacancies for Non-Exempt Staff, Teaching Professionals, Non-Teaching Professionals, Administrators, Supervisors, and Directors and to make hiring recommendations to the Board for approval, if applicable;



7. manage District grounds, buildings, property, and equipment and make determinations about their use, maintenance, improvements, purchases, and repairs in accordance with law;
8. temporarily close one or more of the District's schools or programs or alter the school day when the Superintendent determines that the action is necessary for the health and safety of students and staff;
9. maintain adequate supplies and materials for students and staff;
10. consult with outside advisors, attorneys, auditors, and others in the best interests of the District;
11. negotiate collective bargaining agreements and other contracts, subject to Board review and ratification;
12. serve as the Board's spokesperson and community liaison;
13. develop, recommend, and implement cooperative programs and services with other public and private entities that will promote attainment of District goals and objectives; and
14. implement Board policies and supervise the District's day-to-day operations;
15. take action in circumstances not authorized by Board action or Policy when required to effectively run the District's day-to-day operations. The Superintendent should (1) inform the Board of the action taken and the need for expedited action; and (2) report the action to the Board during the first meeting proceeding the action; and
- ~~13.~~ 16. take action as permitted or required by law or as authorized by Board action or Policy.

### C. Fiscal Management

The Superintendent, in consultation with other District personnel, will prepare and present to the Board a proposed annual District budget for the upcoming fiscal year. Budget adoption and amendments will be subject to Board approval. The Superintendent will furnish the Board with all information requested by the Board for proper consideration of the proposed budget. After the proposed budget is adopted by the Board at a public hearing held in compliance with the Budget Hearings of Local Government Act, the Superintendent, in consultation with the individual acting in the capacity of the District's business official, will oversee and control budget expenditures to ensure compliance with the budget adopted by the Board.

Legal authority: MCL 141.411 et seq.; MCL 380.11a, 380.601a, 380.653, 380.654, 380.1229(1), 380.1229(4), 380.1246, 380.1536

Date adopted:

## **Series 3000: Operations, Finance, and Property**

### **3300 Facilities, Real, and Personal Property**

#### **3302.01 Naming Facilities**

- A. The Board retains sole authority to name District facilities. For purposes of this Policy, a “facility” includes any portion of a facility that may be separately named (e.g., library, cafeteria, building wing). For purposes this Policy, “naming” also includes renaming an existing facility.
- B. The Board must review and discuss a recommendation or nomination to name a facility in at least two (2) open meetings over a two (2) month period. The Board will not act immediately on a request to name or rename a facility.
- C. In naming a facility, the Board will generally (but is not required to) solicit the feedback of the local community.
- D. The Board will name facilities after the following people, whether current or former or alive or deceased: employees, Board members, District students, community members, a donor who gives a substantial donation to the District, or others who by their contributions in effort, interest, devotion, exemplary life, attainment, or other factors deemed relevant by the Board have furthered the interest of the District.
- E. In deciding whether to name a facility after a donor, the Board will consider the donation amount, whether the donated amount is for a particular facility, and the connection between the donor and the District or the community.
- F. The Board may sell naming rights to a particular facility.
  - 1. The Superintendent or designee may negotiate a contract to sell naming rights, subject to final Board approval.
  - 2. The proceeds of such a sale may be used at the Board’s sole discretion.

Date adopted:

Date revised:

## Series 3000: Operations, Finance, and Property

### 3300 Facilities, Real, and Personal Property

#### 3301 Purchasing and Procurement

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

##### A. Responsibility for Purchasing

The District's administration, under the Superintendent's supervision, may purchase items for the District, subject to any parameters established by the Board.

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

1. The District must competitively bid the purchase of an item or group of items costing an amount equal to or greater than the then-current state bid threshold published annually by MDE.
2. The District does not need to competitively bid a purchase if competitive bidding is not required by law, including any service contract.
3. The District will not artificially segregate purchases into smaller orders to avoid the bid threshold.
- ~~3-4.~~ In compliance with the U.S. Department of Agriculture Child Nutrition Programs, informal procurement procedures may be used when the purchase of food or services from a supplier (wholesaler, retailer, and/or vendor) for a single transaction is less than \$100,000. In that instance, the District may use the bidding procedure identified in subsection C.1.a below but may negotiate with one or more supplier. This subsection B.4 only applies to the purchase of food or services and does not apply to purchases of food service supplies or equipment.

##### C. Bidding Procedure

1. The District may competitively bid a purchase using 1 or more of the following methods:
  - a. Requesting written price quotations from at least 3 known and practical vendors of an item;
  - b. Distributing a request for proposals to at least 3 known and practical vendors of an item;
  - c. Posting a request for proposals on the District's website or any other website that regularly informs vendors of bid opportunities;

- d. Selecting a contract awarded to a winning bidder under a bid process operated by a reputable bid cooperative if the District determines, after reasonable due diligence, that the bid procedure used by the bid cooperative was fair and open, resulted in a bid award to the lowest responsible bidder, and the contract price is comparable to current market rates for the purchased item; or
  - e. Any other process, in the Superintendent's or designee's discretion, that is likely to result in at least 3 known vendors providing bids for the item sought, regardless of whether at least 3 bids are actually received.
2. Each bidder responding to a request for proposals must certify that it is not an Iran-linked business as defined by MCL 129.312.
3. Awarding Bids
- a. If competitive bidding is required by law, any contract must be awarded by the Board to the lowest responsible bidder.
  - b. In determining bidder responsibility, the District may take 1 or more of the following into account:
    - The District's experience with the bidder;
    - Others' experience with the bidder;
    - The bidder's history of satisfactory performance or questionable litigation, protests, or disputes;
    - The bidder's capitalization and solvency;
    - The length of time the bidder has been engaged in its business;
    - The recommendation of the District's professional consultants; and
    - Any other factor consistently and lawfully applied.
  - c. In any bid procedure, the District reserves the right to reject any or all bids or waive any informalities or irregularities in the bid process.
4. Michigan-Based Business Preference
- a. The District may give up to a 10% preference to a bidder that is a Michigan-based business as defined by MCL 18.1268.
  - b. The Michigan-based business preference will not apply if federal funds are used for the purchase.

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

1. The District will not use state aid to purchase foreign goods or services if American goods or services are available, competitively priced, and of comparable quality.
2. The District will give a preference to goods or services manufactured or provided by Michigan businesses if competitively priced and of comparable quality.
3. The District will give a preference to goods or services manufactured or provided by Michigan businesses owned and operated by veterans if competitively priced and of comparable quality.

#### E. Purchases Using Federal Funds

1. This subsection E only applies to purchases made with federal funds and subject to the federal Uniform Grant Guidance. All terms in this subsection E have the same respective meanings as defined by federal regulation (2 CFR 200.1-99).
2. Subject to the District's obligation to comply with Michigan law, the District must use 1 of the following procurement methods that includes information sufficient to inform all potential bidders about the District's technical, service, and bid procedure requirements:
  - a. Purchases up to \$10,000 (micro-purchases)
    - i. To the extent District administration determines that the cost of the purchase is reasonable, micro-purchases may be made or awarded without bidding in accordance with this Policy. For purposes of this subsection, "reasonable" means the purchase is comparable to market prices for the geographic area.
    - ii. To the extent practicable, the District will distribute micro-purchases equitably among qualified suppliers.
  - b. Purchases between \$10,000 and \$250,000 (small purchase procedures)

The District will use a bidding procedure in subsection C.1., above, except that the District may use the bidding procedure in subsection E.2.a, above, for purchases up to the then-current state bid threshold published annually by MDE if the District satisfies the annual certification requirements of 2 CFR 200.320(a)(1)(iv).
  - c. Purchases over \$250,000
    - i. The District must either receive sealed bids through formal advertising or prepare a comprehensive request for proposals and submit it to at least 5 sources.

- ii. With either method, the District will perform a price analysis, making an independent estimate of costs before receiving bids.
- 3. The District will take affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are included in bidding opportunities.
- 4. A person may protest the veracity, conformity, or eligibility of a bid. The District will handle bid protests as follows:
  - a. Within 48 hours of the time bid results are available, the protesting person will submit a written protest to the Superintendent describing in detail the nature of the protest;
  - b. The Superintendent or designee will review the written protest, and the Superintendent may bring it to the Board's attention in the Superintendent's discretion;
  - c. A person's failure to file a protest as described above is an irrevocable waiver of the bid protest; and

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

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

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

Date adopted:

Date revised:

## Series 3000: Operations, Finance, and Property

### 3300 Facilities, Real, and Personal Property

#### 3306 Construction Bidding

The Board will comply with applicable laws and this Policy for the construction of a new school building or an addition to or repair or renovation of an existing school building (a "Construction Project").

##### A. When Competitive Bidding is Required

1. The District must competitively bid all labor and material for a Construction Project if the project cost exceeds the then-current state bid threshold published annually by MDE (the "Bid Threshold").
2. The District does not need to competitively bid a:
  - Construction Project costing less than the Bid Threshold;
  - contract for repair in emergency situations;
  - repair normally performed by District employees; or
  - professional consultant contract.

##### B. Bidding Procedure

1. If competitive bidding is required, the District must follow the bidding procedure prescribed by Revised School Code Section 1267 and award contracts to the lowest responsible bidder.
2. To determine whether a bidder is a responsible bidder, the District may consider the factors enumerated in Policy 3301 subsection C.3.b.
3. If competitive bidding is not required, the District may use any lawful means to procure contracts.
  - a. The Superintendent or designee may approve purchases or contracts to repair a school building without competitive bidding in an emergency.
  - 3.b. An "emergency" means a situation or condition that either poses an immediate threat to the life, health, safety, or welfare of the District's students, personnel, or visitors or that is likely to cause imminent serious damage to a District building.
4. Each bidder must certify that it is not an Iran-linked business as defined by MCL 129.312.

##### C. Alternates

1. Bid specifications may require bidders to submit bids with mandatory alternates or allow bidders to submit voluntary alternates; provided, however, that no voluntary alternate may change the nature of the work.
2. The Board, in its discretion, may award bids based on allowable alternates.

D. Michigan Business Preference

For any Construction Project, the District may apply a preference to a Michigan-based business as described in Policy 3301 subsection C.4.

E. Construction Bidding Using State Aid Act Funds

The purchase of property and services made with state aid must comply with the requirements described in Policy 3301 subsection D.

F. Construction Bidding Using Federal Funds

The purchase of property and services made with federal funds subject to the Uniform Grant Guidance must comply with the Uniform Grant Guidance and the procedures described in Policy 3301 subsection E.

Legal authority: 2 CFR 200.1, et seq.; MCL 129.311 et seq.; MCL 380.1267; MCL 388.1764c

Date adopted:

Date revised:

# EXECUTIVE SUMMARY

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**DATE:** February 7, 2022

**CONTACT PERSON:** Kathy Westfall

**PURPOSE:**

To approve the termination of Lily Wilson.

**EXPLANATION:**

Per the Adrian Educational Support Personnel Association (AESPA) collective bargaining agreement, if an employee does not show up to work for four (4) days without cause or notification, the employee is considered to have abandoned their job. This is the case with Ms. Lily Wilson.

**RECOMMENDATION:**

It is the recommendation of the Assistant Superintendent that the Adrian Board of Education approve the termination of Lily Wilson.

# EXECUTIVE SUMMARY

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**DATE:** February 7, 2022

**CONTACT PERSON:** Bob Behnke

**PURPOSE:**

To review nominations for a member to the Board of Directors for the Michigan Association of School Boards

**EXPLANATION:**

The voting is now open for the MASB Region 7 Board of Directors. The board needs to vote for one candidate. The candidates are Guillermo Lopez, from Lansing School District, Susan Marlin-Zeilser, from Monroe Public Schools, and Michael McVey from Saline Area Schools.

**RECOMMENDATION:**

It is the recommendation of the President of the Adrian Board of Education that the board review nominations for a candidate for the MASB Board of Directors, for approval at the next board meeting.



MASB  
MICHIGAN ASSOCIATION  
OF SCHOOL BOARDS



BOARD *of*  
DIRECTORS  
ELECTIONS

2022

# MASB Bylaws – Article IV – Membership

**Section 2.** Active Members. The board of education of any public school district in Michigan may become an active member of the Association. Active members of the Association shall be divided into eight regions. The regions shall be designated according to intermediate school district boundaries. The regions shall be as follows:

**Region 1.** Copper Country ISD, Delta-Schoolcraft ISD, Dickinson-Iron ISD, Eastern Upper Peninsula ISD, Gogebic-Ontonagon ISD, Marquette-Alger RESA and Menominee County ISD.

**Region 2.** Alpena-Montmorency-Alcona ESD, Charlevoix- Emmet ISD, Cheboygan-Otsego-Presque Isle ESD, COOR ISD, Iosco RESA, Manistee ISD, Northwest Education Services and Wexford-Missaukee ISD.

**Region 3.** Ionia County ISD, Kent ISD, Mecosta-Osceola ISD, Montcalm Area ISD, Muskegon Area ISD, Newaygo County RESA, Ottawa Area ISD and West Shore ESD.

**Region 4.** Bay-Arenac ISD, Clare-Gladwin RESD, Clinton County RESA, Gratiot-Isabella RESD, Midland County ESA, Saginaw ISD and Shiawassee RESD.

**Region 5.** Genesee ISD, Huron ISD, Lapeer County ISD, Sanilac ISD, St. Clair County RESA and Tuscola ISD.

**Region 6.** Allegan Area ESA, Barry ISD, Berrien RESA, Branch ISD, Calhoun ISD, Heritage Southwest ISD, Kalamazoo RESA, St. Joseph County ISD and Van Buren ISD.

**Region 7.** Eaton RESA, Hillsdale County ISD, Ingham ISD, Jackson County ISD, Lenawee ISD, Livingston ESA, Monroe County ISD and Washtenaw ISD.

**Region 8.** Macomb ISD, Oakland Schools and Wayne RESA.

**Active members shall also be divided into the following seven groups based on pupil membership.**

**Group I** All intermediate districts;

**Group II** School districts with a pupil membership of 0 - 1,400;

**Group III** School districts with a pupil membership of 1,401 - 2,500;

**Group IV** School districts with a pupil membership of 2,501 - 5,000;

**Group V** School districts with a pupil membership of 5,001 - 11,000;

**Group VI** School districts with a pupil membership of 11,001 - 40,000; and

**Group VII** School districts with a pupil membership more than 40,000.

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Note: Incumbents are **bolded**

# Board of Directors' Elections—Candidate Information and Email Voting Procedures

This year, five seats on the MASB Board of Directors are up for election.

The MASB Board of Directors is comprised of 22 members, including three at-large directors. Sixteen directors shall be elected from the eight regions, with two elected from each region; and one director per group shall be elected from Groups V, VI and VII. Directors are elected by active member school boards and, each year, several seats are up for election. The MASB President will nominate a member to serve as an at-large director, subject to Board approval.

## **Board Limitations:**

Article VIII, Section 6 of the MASB Bylaws permits only one director to be elected or appointed from any one local or intermediate school district board.

According to MASB Bylaws Article VIII, Section 8, if any nomination for the Board of Directors is unopposed, the Board of Directors shall declare the unopposed candidate elected without conducting an election for the uncontested group or region.

This year, the following seats on the MASB Board are up for election (one seat each, three-year terms unless otherwise noted): Regions 3, 4, 7, 8 and Group VI. If you're unsure of your district's region or group, please see the list on page 2.

Region 3 will continue to be represented by John Siemion, Ottawa Area ISD, (unopposed, no ballots will be sent)

- **Group VI will be represented by Marc Siegler, Walled Lake Consolidated Schools, (unopposed, no ballots will be sent)**

**Voting in Regions 4, 7, and 8** will take place via an online ballot. No local district/ISD funds can be used to campaign for anyone running for a seat. To help your board make an informed decision, the following pages contain background information and statements from each of the candidates.

Each district received ONE ballot, which was emailed to the superintendent secretary on record with MASB on Jan. 28, 2022. These ballots **CANNOT** be forwarded to anyone else. Once your board makes a decision on which candidate it wishes to vote for, please convey this information to your superintendent secretary.

Completed ballots must be submitted and confirmed by the superintendent secretary by **1 p.m. on Wednesday, March 2, 2022.**

Electronic voting is a two-step process:

Step 1 = Submit ballot.

Step 2 = Confirm ballot has been submitted.

Unofficial election results will be available on the voicemail recording at 517.327.5915 as soon as possible, but generally after 2 p.m. on the deadline date. They will also be sent out via email that afternoon. Official results will be approved at the March 18, 2022 Board of Directors' meeting, which newly elected directors should plan to attend.

To summarize:

- Ballot deadline is **1 p.m. on Wednesday, March 2, 2022.**
- MASB would like to remind all candidates for the MASB Board of Directors that no school district funds can be used for campaigning during the election. This rule prohibits a candidate from using their school district email account to send messages to other school board members. Therefore, a personal email account must be used for campaigning purposes when running for the MASB Board of Directors. If you have any questions about what may or may not constitute an expenditure of school district funds, please contact MASB's Legal Counsel Brad Banasik, J.D. at [bbanasik@masb.org](mailto:bbanasik@masb.org) or 517.327.5929.
- Have questions? Contact Cheryl Huffman at 517.327.5915 or [chuffman@masb.org](mailto:chuffman@masb.org).

## Region 7 (Three-Year Term)

INCUMBENT

**Guillermo Lopez**

**Lansing School District, Ingham County**



**Time served on this board:** 22 years

**Offices held:** President and Treasurer

**MASB Certification:**

Certified Boardmember Award

Award of Merit

Award of Distinction

**Election Statement:**

The most important issue facing school districts is the COVID Pandemic. As a member of the MASB board of directors I will work with leadership to find ways to assist our districts in responding to the many issues associated with this pandemic. I will also continue to support the work MASB has done in the area of Diversity, Equity, and Inclusion (DEI). Much support and assistance is needed by our school districts. Additionally supporting districts who need training but are not in a position to cover the costs is a service that I will continue to support and to look for ways to expand it. As a retired teacher, I am able to spend the time and energy on what I love best...education.

## Region 7 (Three-Year Term)

**Susan Marlin-Zeilser**

**Monroe Public Schools, Monroe County**



**Time served on this board:** One year

**Offices held:**

**MASB Certification:**

Certified Boardmember Award

Award of Merit

### **Election Statement:**

As a teacher of almost 7 years, as well as a former foster parent and a permanent parent to three children, my primary concerns in education, are the crisis in staffing shortages; legislative decisions that undermine the robustness of community school districts; and adequate mental health, behavioral support, and special education funding and services for students in every school. COVID has accelerated and worsened the issues such as school staffing shortages and student mental health, and we need to be active in responding to these challenges in a way that supports and reinforces the important democratic role that public schools play in educating our youngest citizens. In addition to the work I am doing on the board of Monroe Public Schools in pushing for increased and improved mental health services for students and developing an engaging forest school option for our youngest learners, I have also been serving as a member of the MASB Government Relations Committee. Most recently, I have joined the Special Education Parent Action Committee of Monroe County ISD, and for fiscal year 2022, I was elected by my board colleagues to the position of School Board Liaison to the Monroe County ISD, an office that will allow me to continue working toward improving the provision of special education to our school district. I wish to serve on the MASB Board of Directors in order to network on a state level with other leaders and changemakers in education and to help support and continue to move policy work and legislative work in the direction of improving education for all stakeholders across the state. My life is education, and a passion for improvement in the current state of the system is what drives me and my work every day, and I look forward to an opportunity to put that passion and drive to use in service on the MASB Board of Directors.

## Region 7 (Three-Year Term)

**Michael McVey**

**Saline Area Schools, Washtenaw County**



**Time served on this board:** Five years

**Offices held:** Vice President and Secretary

**MASB Certification:**

Certified Boardmember Award

Award of Merit

Award of Distinction

Master Boardmember Award

Master Diamond Award

Master Platinum Award

**Election Statement:**

I have spent more than 40 years in the service of students, teachers, schools, and educational organizations. I have gained a wealth of experience and have been putting it to use through my service as a trustee.

I began my career as an English and Special Education teacher as well as an ESL teacher (in Japan). After authoring a book for teachers and parents, “Meeting the Internet Challenge,” I shifted gears to teach in Higher Education (University of Arizona). I earned a doctorate in Education and was trained for roles in school administration.

That career path was altered when I became a professor of Teacher Education at Eastern Michigan University. In that role, I believe I have earned a reputation for my ability to clearly explain policy issues, plan strategically, and represent the needs of faculty and students in the face of many recent challenges.

Five years ago, I sought a seat on our local school board because I knew the importance of being part of an engaged board focused on the varied needs of our students and the community. I was pleased to discover we had the solid expertise of MASB to assist us as we worked through a variety of challenges to our district.

Since being elected Trustee in Saline Area Schools, I have served as Secretary and Vice President. I also stepped up to serve as President of the Washtenaw Association of School Boards (WASB).

From my first day as a Trustee, I embraced MASB’s CBA program (I am a Master Platinum recipient) and have actively used (or reviewed) many of the services MASB offers.

I was proud to watch MASB take principled stances on current educational issues and provide much-needed guidance about legislative initiatives. I am proud also of their encouragement and support of advocacy by its members. I believe MASB has offered clear guidance, excellent legal support, and superb trustee development. For those (and other) reasons, I am proud to run for a seat on its Board of Directors and to represent Region Seven.

Service on the Board of Directors would provide me an excellent opportunity to help MASB stay the course and continue to provide such excellent support to trustees, both the newly elected and the long-serving.

## Region 8 (Three-Year Term)

**Melandie Hines**

**Wayne Westland Community Schools, Wayne County**



**Time served on this board:** Seven years

**Offices held:** Vice President and Secretary

**MASB Certification:**

Certified Boardmember Award

Award of Merit

Award of Distinction

Master Boardmember Award

**Election Statement:**

My name is Melandie Hines and I have served on the Wayne Westland Board of Education for over 7 years. I have served as the Vice President for one year and as the Board Secretary for 3 years. I have a passion for serving on the Wayne Westland Community Schools Board of Education by earning the respect and love from my community. I pride myself on being involved in student activities such as; concerts, plays and being present in sporting events, even cheering at homecoming events with the Alumni Cheerleaders. I also received the Master Board Member Award with the Michigan Association of School Boards.

I have an expertise in campaign management and with a team of 10 people from the Wayne Westland Community School District and the help from several community organizations, we were able to pass a \$158 million bond successfully in 6 communities, Wayne, Westland, Inkster, Romulus, Canton and Dearborn Heights in 2018. The money from the 2018 Bond allowed us to be able to create a safe and secure environment for the students along with our construction upgrades. We were also able to upgrade our curriculum and give our staff a long overdue raise. I currently sit on the Executive Board for the 13th Congressional District, Policy Committee and the Career College Readiness Committee for the Wayne Westland Community Schools. I am in the organization Top Ladies of Distinction, serve as an Advisor for the Top Teens of America and mentored for the Champions of Wayne Mentoring Program.

My goal in education is to make sure that all schools have equity in funding so that every student has the same opportunities to be successful and work towards their goals in regards to their career. I love the model of "The Portrait of a Graduate;" to make sure that children are career ready, college ready and life ready. We have restructured our K-12 curriculum working to add STEAM and a virtual High School to adapt with the changes in education due to Covid and to make sure that our children are successful. Due to the Covid environment dealing with the social emotional issues with mental health is also an important aspect to work towards. I have a lot of relationships with several districts in the Wayne County area and strive to work together to come up with a solution to make education equal and equitable for all students.

## Region 8 (Three-Year Term)

INCUMBENT

**Darlene Pomponio**

**Southgate Community Schools, Wayne County**



**Time served on this board:** 13 years

**Offices held:** President, Vice President and Secretary

**MASB Certification:**

Certified Boardmember Award  
Award of Merit  
Award of Distinction  
Master Boardmember Award  
Master Diamond Award  
Master Platinum Award  
President's Award

**Election Statement:**

About 13 years ago, I started a journey of public service as a school board member in Southgate and had a passion to be part of change in education. It has been a pleasure to work on several committees including anti-bullying, strategic planning, safety, policy, and curriculum to name a few. I have held officer positions for the past 10 years including president, vice president, and secretary.

I have worked with WCASB as an executive board member for 11 years with an officer position for the last 10 years working on bylaw, procedures, and policy committees. Through MASB, I have participated in the Resolution and Bylaws and Government Relations committee over the past 11 years. I have served on the MASB board of directors for the last three years through Covid-19.

The conferences, workshops, and classes helped provide me with new insight on current issues and legislation in public education. I have earned awards and certifications leading to the highest level of Presidents Award. I have been part of the NSBA committees and have traveled to Washington several times to speak with legislators and fellow board members, which promoted collaboration and support for student achievement.

In addition to school board experiences, I have a Bachelor of Science Degree in Criminal Justice, an MBA with a discipline in Strategic Management, a PhD in Applied Management and Decision Sciences, continuing education in Education Leadership and Teacher Certification, and School Administrator Certification for the state of Michigan. I continue to write articles for the local newspaper on public and higher education including speaking on the prevention of bullying and safety in our communities and schools.

My career has been in business, management consulting, and education. As a college professor, I educate graduate students and develop graduate and undergraduate courses. I have a non-profit organization that conducts research in education and learning disabilities.

If given another opportunity to serve as an MASB Region 8 Director I will bring all of my experiences to fulfill the mission of the MASB to provide quality educational leadership services for school boards across Michigan while continuing to advocate for public education and student achievement especially through the Covid-19 gap. I will continue to work on the tough topics we face today in our schools including school violence, remote learning, and the pandemic.

## Region 8 (Three-Year Term)

**Angie Smith**

**Farmington Public Schools, Oakland County**



**Time served on this board:** Six years

**Offices held:** Secretary

**MASB Certification:**

Certified Boardmember Award

Award of Merit

Award of Distinction

Master Boardmember Award

**Election Statement:**

Angie Smith has a longstanding commitment to community service as well as a deep commitment to the students and families of Farmington Hills Public School. She was employed at Detroit Public Schools in special education where she saw first hand where the need for equity for all students needed attention. She is passionate about diversity, equity and inclusion and works tirelessly with her board of education to address concerns in her district. She has served as a Building PTA President, PTA Council president, PTA State Region D Representative and Co-Chair of the Farmington/Farmington Hills MCMR MLK Walk. She is excited about the opportunity to working on the MASB Board of Directors representing Region 8 to discuss innovative ways to support all learners throughout the state.

## Region 8 (Three-Year Term)

**Michael Swiecki**

**Wyandotte Public Schools, Wayne County**



**Time served on this board:** 28 years

**Offices held:** Vice President, Secretary and Treasurer

**MASB Certification:**

- Certified Boardmember Award
- Award of Merit
- Award of Distinction
- Master Boardmember Award
- Master Diamond Award
- Master Platinum Award

**Election Statement:**

I would like to see public education continue to move forward utilizing new ideas, technology, and innovation. I have had 2 children graduate from Wyandotte Schools and 4 grandchildren attend as well. In the last 28 years of board service, I have seen much stay the same and much change. While funding and standardized testing seem to be a struggle that never ends, safety, student achievement and success must be the priority. Our work is never done, we can and should always strive for better. I expect to be seated on the WCASB Executive Board at their next meeting. I have always been an advocate of MASB and I am currently working on the President's Award Level. I appreciate the work and support MASB has provided over the years. I believe it is important for all boards to work together to find the best opportunities for all students. Twenty-eight years brings a bit of experience and the appetite to see students achieve and succeed never dies. I find it quite invigorating! I feel now is the right time for me to give back and help support this organization. I am asking you to vote for me to represent Region 8 on the MASB Board of Directors. Thanking you in advance for your support.



*The mission of the Michigan Association of School Boards is to provide high-quality educational leadership services for all Michigan boards of education, and to advocate for an equitable and exceptional public education for all students.*

**INFO@MASB.ORG | MASB.ORG | 517.327.5900**

**1001 Centennial Way, Suite 400 • Lansing, Michigan 48917-8249**